

# PRAIRIE VIEW ELEMENTARY PTO

## December 2015 General Meeting Minutes

**Date, Time and Location:** Monday, December 14, 2015 at 6:30 p.m. in the Library

**Meeting called to order by** President Nicole Adams at 6:30 p.m.

**Board members present:** Nicole Adams, Joann Husted, Rebecca Selby, Cara Spink and Paige Agidius

**Not present:** Sarah Kingrey and Gina Bemis

**Staff members present:** Heidi Tollefsen, Mrs. Snider, Mrs. Wittwer, Mrs. Mulder and Dr. Gonzales

**Please note commonly used abbreviations:**

**PVE** = Prairie View Elementary, **PTO** = Parent Teach Organization, **PVPTO** = Prairie View PTO, **FB** = Facebook

**Nicole Adams**, President, opened with greetings and introductions.

Nicole asked for a motion to approve November 2015 meeting minutes.

- *Motion by Cara Spink to approve November 2015 meeting minutes.*  
*Seconded by Joann Husted*  
**Result: Pass**

**BUILDING SAFETY PRESENTATION:** Dr. Gonzales, Principal  
Dr. Gonzales stresses to children her number one priority – safety.

- Drills conducted throughout the year-
  - Three fire drills
  - Three lockdown drills
  - Shelter-in-place drill
  - High risk drill
- Dr. Gonzales wants the staff to know about drills prior to conducting them. She publishes them in the bulletin, announces them over intercom and informs staff and students. She wants staff to be calm and act fast. She also has to be sensitive to students with special needs; DLC, crutches, etc.
- Staff is debriefed with Dr. Gonzales following each drill. The staff did a debriefing following the recent windstorm.
- Dr. Gonzales likes PVE single point entry into the school.
- PVE has a safety committee that meets regularly.

Nicole Adams mentioned that the staff helps prepare volunteers when a drill is being conducted. Question from meeting attendee: Does PVE have a “people mover” to help get immobile people down the stairs?”

Dr. Gonzales responded, no.

Nicole Adams mentioned that PVPTO just purchased an AED unit for the school.

- **TREASURER’S REPORT:** Cara Spink, Co-Treasurer  
Cara presented the Profit & Loss statement.

Nicole Adams mentioned that PVPTO is finishing up the final funds for the Library from the Scholastic Book Fair.

PVPTO has approximately \$10,000 left to spend under Grants & Special Projects

- *Motion by Joann Husted to approve November 2015 financial report.*  
*Seconded by Mrs. Wittwer*  
**Result: Pass**

#### DECEMBER GRANT REQUESTS:

- **1.)** *Motion by Cara Spink to approve \$150.00 for the purchase of several underpants, knit pants and socks for younger students, mostly K-2.*  
*Seconded by Joann Husted*  
**Discussion: Heidi Tollefsen** – proposed request
  - a. Question from meeting attendee: Have you been accepting donations for these types of items?
    - i. Answer: Yes, but we haven't received any.**Result: Pass**
  
- **2.)** *Motion by Cara Spink to approve approximately \$1,485.00 for the purchase of 1,800 take home book sets – All K-2 (now and in the future), all LAP students and any 3-6 grade students who need an easier text.*  
*Seconded by Paige Agidius*  
**Discussion: Mrs. Mulder** – proposed request
  - a. Mrs. Mulder wants to establish a book room to provide texts for K-2, half fiction, half non-fiction.
  - b. Will be organized in book room fashion. Books will not go home, teachers will check them out.
  - c. Books will be mainly used for reading groups in class.
  - d. These books are published by Heinemann
  - e. Question from meeting attendee: How will you use these for LAP kids?
    - i. Answer: I would like to integrate the books with LAP instruction.**Result: Pass**
  
- **3.)** *Motion by Cara Spink to approve \$1,052.10 for the purchase of classroom subscriptions to Raz-Kids, an online reading and comprehension tool, and IXL, a CCSS math program that challenges Kinders at their level – reaches all Kindergarten students.*  
*Seconded by Paige Agidius*  
**Discussion of Raz-Kids: Mrs. Snider** – proposed request
  - a. There is so much range in readers in Kindergarten. Raz-Kids would help promote reading with kids at all levels
  - b. Raz comes with comprehension piece and provides results for teachers
  - c. Kids can access at home. There's many books at each level.  
**Discussion of IXL: Mrs. Wittwer** – proposed request
  - a. IXL differentiates between all levels of Kindergarteners
  - b. Reports are provided.
  - c. Students master a level then move on.
  - d. Bridges into First Grade math
  - e. IXL has good repetition and has good math building skills

- f. Question from meeting attendee regarding concern about additional screen time for students.
- i. Answer: Mrs. Snider doesn't see using Raz-Kids everyday.
  - ii. Both programs could be done in 15 minutes. Screen time isn't excessive.
  - iii. If parents are concerned about additional screen time they can print books from Raz-Kids.
  - iv. SBAC testing is all online. Students will need to learn computer skills.
- g. Question from meeting attendee: Are these subscriptions prorated or a 12-month subscription?
- i. Answer: They are a 12-month subscription.

**Result: Pass**

**FUNDRAISING REPORT:** Paige Agidius, Chairperson

- **Spirit Wear** – Spirit wear being distributed. This is not a PVPTO fundraiser
- **Jan. 13, 2016** – PVE Pattison's Skating Night, 6-8 pm, \$4.75 per skater. This is not a PVPTO fundraiser.
- Prairie View PTO has partnered with Five Mile Heights Pizza. During the week of **January 25-28th**, just mention Prairie View when ordering your family's lunch or dinner at Five Mile Heights Pizza and they will donate 20% of the sales back to our school! Flyers will be coming home in backpacks after the break!

**VOLUNTEER AND PROGRAMMING REPORT:** Paige Agidius reporting for Sarah Kingrey, Chairperson

A "huge" thank you to Jodey Miller and her family for decorating Winter Extravaganza.

- **Popcorn Fridays:** We are above our goal for popcorn this year.
  - Volunteers have been great!
- **Staff Appreciation:** Scheduled for Dec. 14-15, 2015
  - Thank you Joann Husted for chairing this event.

Nicole Adams mentioned PVPTO retreat scheduled for Jan. 6, 2016. Items to be discussed:

- Grant request process
- Possibly having a staff member sit on the board

**NEW BUSINESS:**

Nicole Adams mentioned that PVPTO will discuss upcoming board positions at the Jan. 6<sup>th</sup> retreat. We will begin taking nominations in Feb. or March.

Dr. Gonzales wished to thank Jodey Miller and Artabaloo for decorating Winter Extravaganza. She also mentioned the following:

- Drama rehearsals starting Feb. 25, 2016
- Tech Club targeting 5<sup>th</sup> grade to begin in early 2016
- Question from Mrs. Mulder, she asked if we still have LEGO Club.
  - Answer: No, but we still have all of the kits, just no one to chair the club.
- All of the Tree of Sharing requests were fulfilled.

Nicole mentioned the next PTO Meeting features Third Grade. No school Jan. 18, 2016 due to Martin Luther King, Jr. Day

- *Motion by Cara Spink to adjourn meeting.*  
*Seconded by Dr. Gonzales*  
**Result: Pass**

**Next meeting is 1/11/16 at 6:30 p.m.**

**Meeting adjourned at 7:35 p.m.**

**Minutes compiled by Rebecca Selby, Recording Secretary**

# Prairie View PTO December Meeting

## A G E N D A

Call to Order  
Approval of November Meeting Minutes  
Presentation by Dr. Gonzales - Building Safety  
Treasurer's Report  
    Approval of November Financial Report  
    Grant Request Guidelines and Considerations  
    December Grant Requests (see reverse)  
Fundraising Chairperson's Report  
Volunteer Chairperson's Report  
    Winter Extravaganza, Jodey Miller and Art-a-Baloo  
Old Business  
    PTO Grant Request Policy & Procedures  
New Business  
    PTO Executive Board Positions & Elections  
Dr. Gonzales's Report  
Calendar (see below)  
Adjournment

### **Upcoming Events!**

18-December: Popcorn Friday!  
18-December at 10:00 AM: Vanessa Behan Crisis Nursery Quilt Presentation  
by 1<sup>st</sup> Grade  
19-December through 03-January: Winter Break  
04-January: Back to School!  
06-January: PTO Executive Board Mid-Winter Retreat  
11-January at 6:00 PM: Mead School Board Meeting at Prairie View  
11-January at 6:30 PM: PTO Meeting & Third Grade Presentation  
18-January: NO SCHOOL - Martin Luther King Jr. Day



**PRAIRIE VIEW**  
ELEMENTARY

**Prairie View PTO**  
**Balance Sheet**  
As of December 6, 2015

	<u>Dec 6, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
First5 Savings	4,290.83
Standard Checking	29,494.64
<b>Total Checking/Savings</b>	<u>33,785.47</u>
<b>Total Current Assets</b>	<u>33,785.47</u>
<b>TOTAL ASSETS</b>	<u><u>33,785.47</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
World Cup 2018	500.00
<b>Total Other Current Liabilities</b>	<u>500.00</u>
<b>Total Current Liabilities</b>	<u>500.00</u>
<b>Total Liabilities</b>	500.00
<b>Equity</b>	
Opening Balance Equity	30,844.95
Unrestricted Net Assets	-24,145.81
Net Income	26,586.33
<b>Total Equity</b>	<u>33,285.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>33,785.47</u></u>

## Prairie View PTO Profit & Loss Budget vs. Actual September 1 through December 6, 2015

	Sep 1 - Dec 6, 15	Budget
<b>Income</b>		
Carry Over From Balance Sheet	0.00	2,938.53
Interest Income	8.48	50.00
<b>Passive Fundraisers</b>		
Box Tops, Labels & Cartridges	-45.09	2,000.00
Business Sponsorship	1,023.00	1,023.00
Dorian Technology Grant	1,000.00	1,000.00
PV Spirit Merchandise	0.00	1,000.00
Restaurant Rebates		
Tuesday at Twigs	98.95	500.00
<b>Total Restaurant Rebates</b>	98.95	500.00
Scrip	39.07	50.00
Shoparoo	0.00	100.00
Student Directory	577.00	400.00
Village Center Tickets	0.00	200.00
Yearbook	0.00	500.00
<b>Total Passive Fundraisers</b>	2,692.93	6,773.00
<b>Prairie View PTO Fundraisers</b>		
Apex Fund Run	0.00	15,000.00
Cookie Dough Sales	27,884.76	27,884.76
Popcorn Sales	4,526.62	4,000.00
Scholastic Book Fair	4,926.44	4,500.00
<b>Total Prairie View PTO Fundraisers</b>	37,337.82	51,384.76
<b>Total Income</b>	40,039.23	61,146.29
<b>Expense</b>		
Building Maintenance	1,634.50	1,400.00
Childcare	55.00	150.00
Citizens Adv. Comm. Donation	0.00	250.00
<b>Fundraiser Expense</b>		
Cookie Dough	509.98	625.00
Fund Run Expense	0.00	300.00
<b>Total Fundraiser Expense</b>	509.98	925.00
<b>Grade Level Enrichment</b>		
<b>0Kindergarten Team</b>		
Kindergarten Grant	1,194.45	1,194.89
<b>Total 0Kindergarten Team</b>	1,194.45	1,194.89
<b>1st Grade Team</b>		
1st Grade Grant	1,378.55	2,725.00
<b>Total 1st Grade Team</b>	1,378.55	2,725.00
<b>2nd Grade Team</b>		
2nd Grade Grant	393.14	847.20
<b>Total 2nd Grade Team</b>	393.14	847.20
<b>3rd Grade Team</b>		
3rd Grade Grant	0.00	1,850.73
<b>Total 3rd Grade Team</b>	0.00	1,850.73
<b>4th Grade Team</b>		
4th Grade Grant	521.47	1,399.00
<b>Total 4th Grade Team</b>	521.47	1,399.00
<b>5th Grade Team</b>		
5th Grade Grant	1,639.79	1,641.00
<b>Total 5th Grade Team</b>	1,639.79	1,641.00

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 12/06/15  
 Accrual Basis

## Prairie View PTO Profit & Loss Budget vs. Actual September 1 through December 6, 2015

	Sep 1 - Dec 6, 15	Budget
6th Grade Team		
6th Grade Grant	471.97	520.00
<b>Total 6th Grade Team</b>	<b>471.97</b>	<b>520.00</b>
<b>Total Grade Level Enrichment</b>	<b>5,599.37</b>	<b>10,177.82</b>
<b>Grants and Special Projects</b>	<b>0.00</b>	<b>10,097.06</b>
<b>Health and Fitness Program</b>		
Family Fitness Day Grant	39.37	40.00
Field Day	0.00	150.00
Health and Fitness Grant	2,452.05	2,524.60
World Cup Accumulation	0.00	1,000.00
<b>Total Health and Fitness Program</b>	<b>2,491.42</b>	<b>3,714.60</b>
<b>Library Program</b>		
2014-15 carry over	0.00	2,037.81
Library Program - Other	0.00	4,500.00
<b>Total Library Program</b>	<b>0.00</b>	<b>6,537.81</b>
<b>PTO Expenses - business</b>		
PTO Insurance	0.00	699.00
PTO Office Supplies and Copies	315.35	1,000.00
PTO Website	349.99	350.00
<b>Total PTO Expenses - business</b>	<b>665.34</b>	<b>2,049.00</b>
<b>PV Arts Program</b>		
Art Program Supplies	275.75	900.00
Drama Club	0.00	550.00
<b>Music Program</b>		
Music Department Grant	387.36	1,520.00
Music Grant	26.54	0.00
Winter Extravaganza	325.00	750.00
<b>Total Music Program</b>	<b>738.90</b>	<b>2,270.00</b>
<b>Total PV Arts Program</b>	<b>1,014.65</b>	<b>3,720.00</b>
<b>PV Community Relations Expense</b>		
Back to School Refreshments	74.37	125.00
Community Reads Program	0.00	400.00
Donuts with Dad	570.13	650.00
Grandparents Day	0.00	750.00
MOMArt Evening	0.00	750.00
<b>Social Worker Expense</b>		
Student Scholarships	0.00	100.00
Social Worker Expense - Other	0.00	300.00
<b>Total Social Worker Expense</b>	<b>0.00</b>	<b>400.00</b>
Teacher and Staff Appreciation	253.66	750.00
Volunteer Appreciation	0.00	400.00
<b>Total PV Community Relations Expense</b>	<b>898.16</b>	<b>4,225.00</b>
<b>Specialist Enrichment</b>		
DLC Team	75.00	500.00
LAP Team	329.46	500.00
Resource Team	45.62	500.00
<b>Total Specialist Enrichment</b>	<b>450.08</b>	<b>1,500.00</b>
<b>Spirit Wear</b>	<b>18.75</b>	<b>0.00</b>
<b>Sports Shirts</b>	<b>-442.13</b>	<b>400.00</b>



2:16 PM  
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**Prairie View PTO**  
**Profit & Loss Budget vs. Actual**  
**September 1 through December 6, 2015**

	<u>Sep 1 - Dec 6, 15</u>	<u>Budget</u>
Technology		
Dorian Grant	557.78	1,000.00
Technology - Other	0.00	15,000.00
<b>Total Technology</b>	<u>557.78</u>	<u>16,000.00</u>
<b>Total Expense</b>	<u>13,452.90</u>	<u>61,146.29</u>
<b>Net Income</b>	<u>26,586.33</u>	<u>0.00</u>

2:16 PM  
 12/06/15  
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**Prairie View PTO**  
**Profit & Loss Budget vs. Actual**  
 September 1 through December 6, 2015

	\$ Over Budget
<b>Income</b>	
Carry Over From Balance Sheet	-2,938.53
Interest Income	-41.52
<b>Passive Fundraisers</b>	
Box Tops, Labels & Cartridges	-2,045.09
Business Sponsorship	0.00
Dorian Technology Grant	0.00
PV Spirit Merchandise	-1,000.00
Restaurant Rebates	
Tuesday at Twigs	-401.05
<b>Total Restaurant Rebates</b>	-401.05
Scrip	-10.93
Shoparoo	-100.00
Student Directory	177.00
Village Center Tickets	-200.00
Yearbook	-500.00
<b>Total Passive Fundraisers</b>	-4,080.07
<b>Prairie View PTO Fundraisers</b>	
Apex Fund Run	-15,000.00
Cookie Dough Sales	0.00
Popcorn Sales	526.62
Scholastic Book Fair	426.44
<b>Total Prairie View PTO Fundraisers</b>	-14,046.94
<b>Total Income</b>	-21,107.06
<b>Expense</b>	
Building Maintenance	234.50
Childcare	-95.00
Citizens Adv. Comm. Donation	-250.00
<b>Fundraiser Expense</b>	
Cookie Dough	-115.02
Fund Run Expense	-300.00
<b>Total Fundraiser Expense</b>	-415.02
<b>Grade Level Enrichment</b>	
<b>0Kindergarten Team</b>	
Kindergarten Grant	-0.44
<b>Total 0Kindergarten Team</b>	-0.44
<b>1st Grade Team</b>	
1st Grade Grant	-1,346.45
<b>Total 1st Grade Team</b>	-1,346.45
<b>2nd Grade Team</b>	
2nd Grade Grant	-454.06
<b>Total 2nd Grade Team</b>	-454.06
<b>3rd Grade Team</b>	
3rd Grade Grant	-1,850.73
<b>Total 3rd Grade Team</b>	-1,850.73
<b>4th Grade Team</b>	
4th Grade Grant	-877.53
<b>Total 4th Grade Team</b>	-877.53
<b>5th Grade Team</b>	
5th Grade Grant	-1.21
<b>Total 5th Grade Team</b>	-1.21

2:16 PM  
 12/06/15  
 Accrual Basis

**Prairie View PTO**  
**Profit & Loss Budget vs. Actual**  
 September 1 through December 6, 2015

	\$ Over Budget
6th Grade Team	
6th Grade Grant	-48.03
<b>Total 6th Grade Team</b>	<b>-48.03</b>
<b>Total Grade Level Enrichment</b>	<b>-4,578.45</b>
<b>Grants and Special Projects</b>	<b>-10,097.06</b>
<b>Health and Fitness Program</b>	
Family Fitness Day Grant	-0.63
Field Day	-150.00
Health and Fitness Grant	-72.55
World Cup Accumulation	-1,000.00
<b>Total Health and Fitness Program</b>	<b>-1,223.18</b>
<b>Library Program</b>	
2014-15 carry over	-2,037.81
Library Program - Other	-4,500.00
<b>Total Library Program</b>	<b>-6,537.81</b>
<b>PTO Expenses - business</b>	
PTO Insurance	-699.00
PTO Office Supplies and Copies	-684.65
PTO Website	-0.01
<b>Total PTO Expenses - business</b>	<b>-1,383.66</b>
<b>PV Arts Program</b>	
Art Program Supplies	-624.25
Drama Club	-550.00
<b>Music Program</b>	
Music Department Grant	-1,132.64
Music Grant	26.54
Winter Extravaganza	-425.00
<b>Total Music Program</b>	<b>-1,531.10</b>
<b>Total PV Arts Program</b>	<b>-2,705.35</b>
<b>PV Community Relations Expense</b>	
Back to School Refreshments	-50.63
Community Reads Program	-400.00
Donuts with Dad	-79.87
Grandparents Day	-750.00
MOMArt Evening	-750.00
<b>Social Worker Expense</b>	
Student Scholarships	-100.00
Social Worker Expense - Other	-300.00
<b>Total Social Worker Expense</b>	<b>-400.00</b>
Teacher and Staff Appreciation	-496.34
Volunteer Appreciation	-400.00
<b>Total PV Community Relations Expense</b>	<b>-3,326.84</b>
<b>Specialist Enrichment</b>	
DLC Team	-425.00
LAP Team	-170.54
Resource Team	-454.38
<b>Total Specialist Enrichment</b>	<b>-1,049.92</b>
<b>Spirit Wear</b>	<b>18.75</b>
<b>Sports Shirts</b>	<b>-842.13</b>

2:16 PM

12/06/15

Accrual Basis

**Prairie View PTO**  
**Profit & Loss Budget vs. Actual**  
**September 1 through December 6, 2015**

	<u>\$ Over Budget</u>
Technology	
Dorian Grant	-442.22
Technology - Other	-15,000.00
<b>Total Technology</b>	<u>-15,442.22</u>
<b>Total Expense</b>	<u>-47,693.39</u>
<b>Net Income</b>	<u><u>26,586.33</u></u>