

PRAIRIE VIEW ELEMENTARY PTO

June 2016 General Meeting Minutes

Date, Time and Location: Monday, June 14, 2016 at 6:30 p.m. in Library

Meeting Called to order by President Nicole Adams at 6:33 p.m.

Board members present: Nicole Adams, Joann Husted, Rebecca Selby, Gina Bemis, Cara Spink, Paige Agidius and Sarah Kingrey

Staff members present: Mrs. Bagnall, Trish Henry, Mrs. Nixon, Mrs. Pittz, Mrs. Williams, Mrs. Wittwer, Miss Pecka, Mrs. Eckman, Dr. Gonzales, Mrs. Jordan and Cari Trowbridge, Mrs. Snider

Please note commonly used abbreviations:

PVE = Prairie View Elementary, **PTO** = Parent Teacher Organization, **PVPTO** = Prairie View PTO

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

Nicole asked for a motion to approve May 2016 meeting minutes.

- *Motion by Mrs. Wittwer to approve May 2016 meeting minutes.*
Seconded by Cara Spink
Result: PASS

VOLUNTEER AND PROGRAMMING REPORT: Sarah Kingrey, Chairperson

- Thanks APEX Fun Run and ScienceFest volunteers

LIBRARY REPORT: Trish Henry, Librarian, reported on the following -

- This is the second year that librarians have been back to the school district after the position was cut from budget.
- Trish has met with the librarian from Northwood regarding the transition of 6th graders to Northwood Middle School.
- Discussed adding iPads, robots, possibly Legos and books to the library
- She works closely with the curriculum department to determine the need for certain books

Nicole Adams added that the Scholastic Book Fairs contribute to the library

FUNDRAISING REPORT: Paige Agidius, Chairperson

- **APEX Fun Run:** Nicole Adams reported on the fun run and that the money raised funds technology
 - Paige discussed the format of APEX and considers the event as a leadership program for students
 - This event raised just under \$20,000 for technology
 - PTO will be able to purchase more than just a set of Chrome Books. Considering iPad Mini's and other technology purchases.
 - APEX was a great success this year
 - Considering including a community project during next year's fun run

Additional comments regarding APEX Fun Run –

1. From Mrs. Williams, Principal Assistant, APEX was “two weeks of fun and character building.”
 - a. “they really got the kids involved”
 - b. “these athletes were role models for the kids”
2. Mrs. Eckman commented that the fun run would have been so much better not during testing time. Could have participated more with the program if not during testing.

3. Meeting attendee, Heidi Scott commented that the timing was unfortunate, and that she would have loved the opportunity to donate a lump sum at the beginning of the year to PVE, then opt out of fund raisers for the year.
4. Mrs. Nixon, 6th grade teacher, suggested PTO provide a form for the parents to explain what fundraisers are planned for the year and how the money raised will be spent
5. Nicole Adams added that PTO is very cognizant of over-fundraising, then introduced her idea of a 5K fun run to include the Five Mile community. Nicole would like to explore this option.
6. Heidi Scott mentioned PTO should partner with the Grange on that project.
7. Another meeting attendee commented that they like the idea of giving back to the community.
8. Dr. Gonzales, PVE Principal, loves the idea of partnering with the Grange and other community members

TREASURER'S REPORT: Gina Bemis and Cara Spink, Co-treasurers

- Gina reported on financials through June 14, 2016
- There are still some outstanding invoices

➤ *Motion by Joann Husted to approve Financial Report up to June 14, 2016.*

Secoded by Sarah Kingrey

Result: PASS

- Nicole Adams reported on a meeting she had with Mead School District's financial officer. She was told all technology purchases by staff needs to go through Mead School District.
- Mrs. Pittz discussed the Bites to Go program at PV.
 - Students who need supplemental food for the weekend get supplies from the school
 - Cost of this program throughout the school year is \$1,440.00 for 15 students

➤ *Motion by Joann Husted to approve \$1,440.00 for Bites to Go*

Secoded by Paige Agidius

Discussion: *Question from meeting attendee: Is \$1,440.00 the top amount needed for the school year? Yes, for 15 students, this is the amount needed.*

Result: PASS

KINDERGARTEN TEAM: Mrs. Wittwer and Mrs. Snider reported on Camp Kindergarten T-shirts

- The team likes to use the shirts with substitute teachers and specialists
- The students wear the T-shirts every Friday

➤ *Motion by Cara Spink to approve \$1,000.00 for Kindergarten T-shirts for 2016-17 school year*

Secoded by Joann Husted

Discussion: *Cara Spink commented that she thinks this is a fabulous idea, but this is something the students get to take home, it is a possession from fundraising dollars.*

Nicole Adams added that if we approve the purchase then parents need to know the T-shirts were brought to them by PTO.

Mrs. Wittwer mentioned that 4th Grade students get to take home their electricity helmets.

Result: PASS

LIBRARY DEPARTMENT: Trish Henry, Librarian, requesting the purchase of 10 iPad Mini Two's (32 GB)

➤ *Motion by Cara Spink to approve the purchase of 10 iPad Mini Two's*
Secoded by Dr. Gonzales

Result: PASS

TECHNOLOGY COMMITTEE: Dr. Gonzales reported on the following –

- Reported on the committee's priorities
- Wants every classroom to have a C.O.W. (Computers on Wheels) Cart

- *Motion by Cara Spink to approve \$16,500.00 for the purchase of two Chrome Books carts and 30 Chrome Books*
Seconded by Joann Husted
Discussion: Nicole Adams mentioned that Mead School District is contributing 18 carts, replacing leased MAC carts. DLC sharing with 1st-2nd Grade combo class. Kindergarten classes will share carts.
Result: PASS

Dr. Gonzales discussed the second priority of the Technology Committee, the purchase of five iPad Mini's.

- *Motion by Cara Spink to approve \$1,500.00 for the purchase of five iPad Mini's*
Seconded by Gina Bemis
Discussion:
Result: PASS

Keyboarding Without Tears

- *Motion by Cara Spink made motion to carry over the remaining balance of technology funds from APEX Fun Run*
Seconded by Gina Bemis
Discussion: Dr. Gonzales mentioned projector that is going out.
Nicole Adams said the PTO can take care of that in next year's technology budget.
Result: PASS

PRINCIPAL'S REPORT: Dr. Gonzales reported on the following –

- There will be shorter school supply lists for 2016-17 school year. The school district will purchase some of the supplies.
- Service project – as a district we are looking at doing more for our community
- CLI Committee – thank you Joann and Cara for volunteering. Irene has received four volunteers for the committee to replace Joann and Cara.
- Prairie View leadership team and review programming
 - June 27th, will discuss programming and frequency of events
- Dr. Gonzales presented tokens of thanks from the staff to PTO board members
- Announced that Kathy Williams, Principal Assistant, will be moving to Brentwood Elementary
- Announced Mrs. Eckman's principal internship
- Introduced Cari Trowbridge as new Principal Assistant

NEW BUSINESS:

- **Family roundup and school tour:** will take place at September PTO meeting
- Nicole thanked Beckie Selby, exiting Secretary and Joann Husted, exiting Vice President for their service to PTO and PVE.
 - Joann gave final remarks saying she "loves being a PTO mom!" Joann went on to thank the staff and PTO board.

- *Motion by Cara Spink to adjourn meeting*
Seconded by Gina Bemis

Discussion:

Result: PASS

Minutes compile by Rebecca Selby, Recording Secretary

Prairie View PTO
Balance Sheet
As of June 14, 2016

| | <u>Jun 14, 16</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| First5 Savings | 4,306.19 |
| Standard Checking | 36,997.83 |
| Total Checking/Savings | <u>41,304.02</u> |
| Total Current Assets | <u>41,304.02</u> |
| TOTAL ASSETS | <u><u>41,304.02</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Citizens Advisory Committee | 250.00 |
| World Cup 2018 | 1,500.00 |
| Total Other Current Liabilities | <u>1,750.00</u> |
| Total Current Liabilities | <u>1,750.00</u> |
| Total Liabilities | 1,750.00 |
| Equity | |
| Opening Balance Equity | 30,844.95 |
| Unrestricted Net Assets | -24,145.81 |
| Net Income | 32,854.88 |
| Total Equity | <u>39,554.02</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>41,304.02</u></u> |

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06/14/16

Accrual Basis

Prairie View PTO
Profit & Loss Budget vs. Actual
September 1, 2015 through June 14, 2016

| | Sep 1, '15 - Jun 14, 16 | Budget |
|---|-------------------------|-----------|
| Income | | |
| Carry Over From Balance Sheet | 0.00 | 2,938.53 |
| Interest Income | 23.84 | 50.00 |
| Passive Fundraisers | | |
| Box Tops, Labels & Cartridges | 2,021.01 | 2,021.01 |
| Business Sponsorship | 1,123.00 | 1,123.00 |
| Dorian Technology Grant | 1,000.00 | 1,000.00 |
| Restaurant Rebates | | |
| Tuesday at Twigs | 136.23 | 136.23 |
| Total Restaurant Rebates | 136.23 | 136.23 |
| Scrip | 42.78 | 42.78 |
| Student Directory | 479.55 | 479.55 |
| Village Center Tickets | 192.00 | 192.00 |
| Yearbook | -1,189.56 | -1,189.56 |
| Total Passive Fundraisers | 3,805.01 | 3,805.01 |
| Prairie View PTO Fundraisers | | |
| Apex Fund Run | 24,082.90 | 15,000.00 |
| Cookie Dough Sales | 28,193.96 | 28,193.96 |
| Popcorn Sales | 4,375.50 | 4,375.50 |
| Scholastic Book Fair | 4,386.69 | 4,386.69 |
| Total Prairie View PTO Fundraisers | 61,039.05 | 51,956.15 |
| Total Income | 64,867.90 | 58,749.69 |
| Expense | | |
| Building Maintenance | 347.00 | 347.00 |
| Childcare | 105.00 | 150.00 |
| Citizens Adv. Comm. Donation | 250.00 | 250.00 |
| Fundraiser Expense | | |
| Cookie Dough | 509.98 | 509.98 |
| Total Fundraiser Expense | 509.98 | 509.98 |
| Grade Level Enrichment | | |
| 0Kindergarten Team | | |
| Kindergarten Grant | 2,243.35 | 2,243.35 |
| Total 0Kindergarten Team | 2,243.35 | 2,243.35 |
| 1st Grade Team | | |
| 1st Grade Grant | 1,735.78 | 2,080.00 |
| Total 1st Grade Team | 1,735.78 | 2,080.00 |
| 2nd Grade Team | | |
| 2nd Grade Grant | 873.14 | 873.14 |
| Total 2nd Grade Team | 873.14 | 873.14 |
| 3rd Grade Team | | |
| 3rd Grade Grant | 910.79 | 910.79 |
| May Day Grant | 218.36 | 218.36 |
| Total 3rd Grade Team | 1,129.15 | 1,129.15 |
| 4th Grade Team | | |
| 4th Grade Grant | 1,754.24 | 2,370.00 |
| Total 4th Grade Team | 1,754.24 | 2,370.00 |
| 5th Grade Team | | |
| 5th Grade Grant | 2,791.83 | 2,791.83 |
| Total 5th Grade Team | 2,791.83 | 2,791.83 |
| 6th Grade Team | | |
| 6th Grade Grant | 1,425.67 | 1,650.00 |
| Total 6th Grade Team | 1,425.67 | 1,650.00 |
| Total Grade Level Enrichment | 11,953.16 | 13,137.47 |

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Accrual Basis

Prairie View PTO
Profit & Loss Budget vs. Actual
September 1, 2015 through June 14, 2016

| | Sep 1, '15 - Jun 14, 16 | Budget |
|---|-------------------------|-----------------|
| Grants and Special Projects | 0.00 | 4,686.91 |
| Headphone Grant | 1,076.70 | 244.78 |
| Health and Fitness Program | | |
| Family Fitness Day Grant | 53.12 | 53.12 |
| Field Day | 0.00 | 150.00 |
| Health and Fitness Grant | 2,452.05 | 2,452.05 |
| World Cup Accumulation | 1,000.00 | 1,000.00 |
| Total Health and Fitness Program | 3,505.17 | 3,655.17 |
| Health Room | 1,550.00 | 1,550.00 |
| Library Program | | |
| 2014-15 carry over | 0.00 | 2,037.81 |
| Library Program - Other | 1,361.99 | 4,500.00 |
| Total Library Program | 1,361.99 | 6,537.81 |
| Math is Cool Club | 203.01 | 420.00 |
| PTO Expenses - business | | |
| PTO Insurance | 699.00 | 699.00 |
| PTO Office Supplies and Copies | 458.80 | 750.00 |
| PTO Website | 349.99 | 350.00 |
| Total PTO Expenses - business | 1,507.79 | 1,799.00 |
| PV Arts Program | | |
| Art Program Supplies | 1,276.84 | 1,276.84 |
| Drama Club | 541.59 | 541.59 |
| Music Program | | |
| Music Department Grant | 1,552.02 | 1,552.02 |
| Winter Extravaganza | -88.06 | -88.06 |
| Total Music Program | 1,463.96 | 1,463.96 |
| Total PV Arts Program | 3,282.39 | 3,282.39 |
| PV Community Relations Expense | | |
| Back to School Refreshments | 74.37 | 74.37 |
| Community Reads Program | 148.68 | 148.68 |
| Donuts with Dad | 648.64 | 648.64 |
| Grandparents Day | 582.68 | 582.68 |
| MOMArt Evening | -25.82 | -25.82 |
| Social Worker Expense | | |
| Student Scholarships | 2.00 | 2.00 |
| Social Worker Expense - Other | 299.77 | 299.77 |
| Total Social Worker Expense | 301.77 | 301.77 |
| Teacher and Staff Appreciation | 893.28 | 893.28 |
| Volunteer Appreciation | 385.85 | 385.85 |
| Total PV Community Relations Expense | 3,009.45 | 3,009.45 |
| Science Curriculum Enhancement | | |
| All School Science Night | 113.16 | 113.16 |
| Total Science Curriculum Enhancement | 113.16 | 113.16 |
| Specialist Enrichment | | |
| DLC Team | 500.00 | 500.00 |
| LAP Team | | |
| LAP Grant | 1,596.15 | 1,596.15 |
| LAP Team - Other | 441.67 | 441.67 |
| Total LAP Team | 2,037.82 | 2,037.82 |
| Resource Team | 124.27 | 500.00 |
| Total Specialist Enrichment | 2,662.09 | 3,037.82 |
| Spirit Wear | 18.75 | 18.75 |
| Sports Shirts | -0.40 | 0.00 |

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Accrual Basis

Prairie View PTO
Profit & Loss Budget vs. Actual
September 1, 2015 through June 14, 2016

| | Sep 1, '15 - Jun 14, 16 | Budget |
|--------------------|-------------------------|-----------|
| Technology | | |
| Dorian Grant | 557.78 | 1,000.00 |
| Technology - Other | 0.00 | 15,000.00 |
| Total Technology | 557.78 | 16,000.00 |
| Total Expense | 32,013.02 | 58,749.69 |
| Net Income | 32,854.88 | 0.00 |

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Accrual Basis

Prairie View PTO
Profit & Loss Budget vs. Actual
September 1, 2015 through June 14, 2016

| | \$ Over Budget |
|-------------------------------------|------------------|
| Income | |
| Carry Over From Balance Sheet | -2,938.53 |
| Interest Income | -26.16 |
| Passive Fundraisers | |
| Box Tops, Labels & Cartridges | 0.00 |
| Business Sponsorship | 0.00 |
| Dorian Technology Grant | 0.00 |
| Restaurant Rebates | |
| Tuesday at Twigs | 0.00 |
| Total Restaurant Rebates | 0.00 |
| Scrip | 0.00 |
| Student Directory | 0.00 |
| Village Center Tickets | 0.00 |
| Yearbook | 0.00 |
| Total Passive Fundraisers | 0.00 |
| Prairie View PTO Fundraisers | |
| Apex Fund Run | 9,082.90 |
| Cookie Dough Sales | 0.00 |
| Popcorn Sales | 0.00 |
| Scholastic Book Fair | 0.00 |
| Total Prairie View PTO Fundraisers | 9,082.90 |
| Total Income | 6,118.21 |
| Expense | |
| Building Maintenance | 0.00 |
| Childcare | -45.00 |
| Citizens Adv. Comm. Donation | 0.00 |
| Fundraiser Expense | |
| Cookie Dough | 0.00 |
| Total Fundraiser Expense | 0.00 |
| Grade Level Enrichment | |
| 0Kindergarten Team | |
| Kindergarten Grant | 0.00 |
| Total 0Kindergarten Team | 0.00 |
| 1st Grade Team | |
| 1st Grade Grant | -344.22 |
| Total 1st Grade Team | -344.22 |
| 2nd Grade Team | |
| 2nd Grade Grant | 0.00 |
| Total 2nd Grade Team | 0.00 |
| 3rd Grade Team | |
| 3rd Grade Grant | 0.00 |
| May Day Grant | 0.00 |
| Total 3rd Grade Team | 0.00 |
| 4th Grade Team | |
| 4th Grade Grant | -615.76 |
| Total 4th Grade Team | -615.76 |
| 5th Grade Team | |
| 5th Grade Grant | 0.00 |
| Total 5th Grade Team | 0.00 |
| 6th Grade Team | |
| 6th Grade Grant | -224.33 |
| Total 6th Grade Team | -224.33 |
| Total Grade Level Enrichment | -1,184.31 |

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Accrual Basis

Prairie View PTO
Profit & Loss Budget vs. Actual
 September 1, 2015 through June 14, 2016

| | \$ Over Budget |
|---|------------------|
| Grants and Special Projects | -4,686.91 |
| Headphone Grant | 831.92 |
| Health and Fitness Program | |
| Family Fitness Day Grant | 0.00 |
| Field Day | -150.00 |
| Health and Fitness Grant | 0.00 |
| World Cup Accumulation | 0.00 |
| Total Health and Fitness Program | -150.00 |
| Health Room | 0.00 |
| Library Program | |
| 2014-15 carry over | -2,037.81 |
| Library Program - Other | -3,138.01 |
| Total Library Program | -5,175.82 |
| Math is Cool Club | -216.99 |
| PTO Expenses - business | |
| PTO Insurance | 0.00 |
| PTO Office Supplies and Copies | -291.20 |
| PTO Website | -0.01 |
| Total PTO Expenses - business | -291.21 |
| PV Arts Program | |
| Art Program Supplies | 0.00 |
| Drama Club | 0.00 |
| Music Program | |
| Music Department Grant | 0.00 |
| Winter Extravaganza | 0.00 |
| Total Music Program | 0.00 |
| Total PV Arts Program | 0.00 |
| PV Community Relations Expense | |
| Back to School Refreshments | 0.00 |
| Community Reads Program | 0.00 |
| Donuts with Dad | 0.00 |
| Grandparents Day | 0.00 |
| MOMArt Evening | 0.00 |
| Social Worker Expense | |
| Student Scholarships | 0.00 |
| Social Worker Expense - Other | 0.00 |
| Total Social Worker Expense | 0.00 |
| Teacher and Staff Appreciation | 0.00 |
| Volunteer Appreciation | 0.00 |
| Total PV Community Relations Expense | 0.00 |
| Science Curriculum Enhancement | |
| All School Science Night | 0.00 |
| Total Science Curriculum Enhancement | 0.00 |
| Specialist Enrichment | |
| DLC Team | 0.00 |
| LAP Team | |
| LAP Grant | 0.00 |
| LAP Team - Other | 0.00 |
| Total LAP Team | 0.00 |
| Resource Team | -375.73 |
| Total Specialist Enrichment | -375.73 |
| Spirit Wear | 0.00 |
| Sports Shirts | -0.40 |

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Accrual Basis

Prairie View PTO
Profit & Loss Budget vs. Actual
September 1, 2015 through June 14, 2016

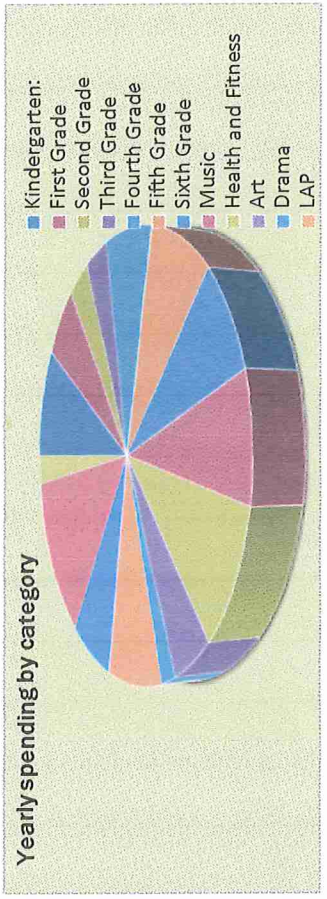
| | <u>\$ Over Budget</u> |
|--------------------|-------------------------|
| Technology | |
| Dorian Grant | -442.22 |
| Technology - Other | -15,000.00 |
| Total Technology | <u>-15,442.22</u> |
| Total Expense | <u>-26,736.67</u> |
| Net Income | <u><u>32,854.88</u></u> |



Prairie View PTO Spending

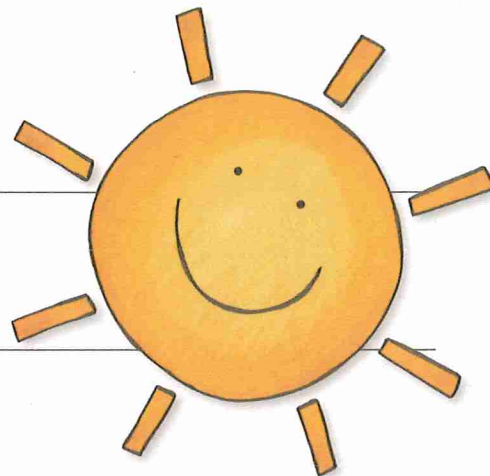
\$25,476.98

| Category | Amount |
|--------------------|-------------|
| Kindergarten: | \$ 2,239.49 |
| First Grade | \$ 1,489.78 |
| Second Grade | \$ 873.14 |
| Third Grade | \$ 910.79 |
| Fourth Grade | \$ 1,784.70 |
| Fifth Grade | \$ 2,150.96 |
| Sixth Grade | \$ 1,983.45 |
| Music | \$ 2,072.20 |
| Health and Fitness | \$ 2,491.42 |
| Art | \$ 1,276.84 |
| Drama | \$ 507.95 |
| LAP | \$ 2,037.82 |
| PTO Expenses | \$ 1,665.49 |
| Community Events | \$ 3,404.09 |
| Miscellaneous | \$ 588.86 |



June PTO Meeting Agenda

Tuesday, June 14, 2016 at 6:30 PM - Prairie View Elementary Library



Welcome and Introductions

- ★ May PTO Meeting Minutes

Volunteer and Programming Report

- ★ Thank you to the APEX and ScienceFest Volunteers!
- ★ Library Program Presentation/Overview (Trish Henry)
- ★ APEX Fundraiser Update
- ★ 2016-17 Fundraising Projections/Plans

Treasurer's Report

- ★ June 14, 2016 Financial Report and Balance Sheet
- ★ Grade Level Account Balances
- ★ Inventory and Procedures for purchases through Mead School District
- ★ Grant Requests for the following:
 - Mrs. Pittz - \$1,440 for the Bites2Go Program
 - Kindergarten Team - purchase of identifying t-shirts for the 2016-17 Kindergarten class
 - Library Team - \$3,195.78 for the purchase of 10 - iPad Mini 2 (32GB)
 - Prairie View Technology Committee
 - \$16,291.96 for the purchase of two (2) Chromebook carts (30 Chromebooks per cart for a total of 60 Chromebooks), along with appropriate licenses.
 - \$1,407.67 for the purchase of 5 - iPad Mini 2 (16GB)

Principal's Report - Dr. Gonzales

- ★ CLI Committee Members
- ★ Prairie View Leadership Team to Review Programming

New Business

- ★ New Family Round Up - September PTO Meeting

Old Business

Adjournment

A special thank you to Beckie Selby and Joann Husted for their years of service on the Prairie View PTO Board! You will be missed!

