

PRAIRIE VIEW ELEMENTARY PTO

March 2016 General Meeting Minutes

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

Meeting called to order by President Nicole Adams at 6:31 p.m.

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

Staff members present: Miss Pecka, Mrs. Krause, Mrs. Bofenkamp, Mrs. Layton, Mrs. Bagnall and Mrs. Nixon, 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 February 2016 meeting minutes.

- *Motion by Gina Bemis to approve February 2016 meeting minutes.*
Seconded by Cara Spink
Result: Pass

FUNDRAISING REPORT: Paige Agidius, Chairperson

- **Five Mile Heights Pizza** – no funds have been sent in yet, nothing to report
 - Paige reported on upcoming dates for Tuesday at Twigs; March 29th, April 26th and May 31st.
- **Box Tops for Education** – proceeds earned for 2015-16 school year equal \$1,452.00. Thank you to all who sorted and clipped Box Tops this year.

VOLUNTEER AND PROGRAMMING REPORT: Sarah Kingrey, Chairperson

- **Grandparents Day:** Beckie Selby, Chairperson, reported on preparations for Grandparents Day. Scheduled for March 18th from 8:00 am – 9:00 am.
 - Sarah Kingrey reminded meeting attendees that Grandparents Day is in conjunction with the Scholastic Book Fair. PTO gets additional funds from Scholastic when we pair book fair with another event.
 - Scholastic Book Fair March 17-23rd.
- **Staff Appreciation Day:** We're bringing back the coffee truck for our staff. The coffee truck will be available during conference week.

Nicole Adams reminded meeting attendees of the additional events listed on the reverse side of the meeting agenda.

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

- Gina reported on the February 2016 Financial Report and Balance Sheet through March 12th.
- *Motion by Cara Spink to approve February 2016 Financial Report.*
Seconded by Joann Husted

Result: Pass

Question regarding Balance Sheet: Miss Pecka wanted clarification for 4th grade's expenditures. Gina Bemis will send an update to Miss Pecka.

MARCH GRANT REQUESTS:

- 1.) Motion by Cara Spink to approve \$225.00 to support the 6th grade social studies field trip. .
Seconded by Paige Agidius
Discussion: Mrs. Nixon reported – the request of \$225.00 is for the cost of school buses only
Result: Pass
- 2.) Motion by Cara Spink to approve \$993.40 for the purchase of Rocket Kits to support 5th grade science curriculum.
Seconded by Joann Husted
Discussion: Mrs. Bofenkamp reported – every 5th grader will have the opportunity to build and launch a rocket. This project will wrap-up the engineering unit.
Mrs. Layton added that the kids are very engaged during this project.
Result: Pass
- 3.) Motion by Cara Spink to approve \$953.70 for the purchase of Snow Crystal Kits plus an introductory lesson by Tom Crocker to support 6th grade science curriculum.
Seconded by Joann Husted
Discussion: Mrs. Bofenkamp reported – this is a culminating project for mixtures and solutions. Each student will build a crystal. This project will lead into models and designs unit.
Nicole Adams added that Mr. Crocker will need to provide his business license in order to have him included under PTO insurance.
Mrs. Bofenkamp reported that Mr. Crocker's time equates to \$240.00
Result: Pass
- 4.) Motion by Cara Spink to approve \$210.00 for the purchase of 4th grade Math Is Cool Club T-shirts.
Seconded by Sarah Kingrey
Discussion: Miss Pecka reported – this year's Math Is Cool T-shirt was designed by Evan Agidius. Miss Pecka described what Math Is Cool is.
Dr. Gonzales added that Math Is Cool is supported by a portion of the 18% building club budget.
Result: Pass
- 1.) Motion by Cara Spink to approve the purchase of two sets of headphones in the amount of \$1,600.00 utilizing the balance of the Dorian Technology grant.
Seconded by Sarah Dexter
Discussion:
Result: Pass

PRINCIPAL'S REPORT: Dr. Irene Gonzales, Principal

- Dr. Gonzales passed around calendars as examples of what she'd like to have to give to parents/staff at the beginning of the year. These calendars would have all school activities listed.

- Dr. Gonzales also discussed creating parent and staff handbooks
 - These books can be spendy
 - Dr. Gonzales would like PTO to consider providing and paying for them.
- Dr. Gonzales reported on the boundary committee meetings
 - The board has not met with Mr. Rockefeller, Mead School District Superintendent.

Question from meeting attendee regarding a plan for portables for the Fall 2016-17 school year.
Dr. Gonzales said there is no plan for portables this Fall.

- Spring Conferences:
 - PVE is piloting a new conference program. She's hoping to have the process completed by 3/15/16.

Dr. Gonzales' last statement, "Thank you PTO for your continued awesomeness."

PTO ELECTIONS: Joann Husted reported the following –

- Nominations will close March 31st
- Elections will occur at the May 9th PTO meeting, however nominations will be accepted from the floor during the meeting.
- Nominations can be turned in at the office or you can email any board member with your nomination.

NEW BUSINESS:

- Mrs. Nixon reported on ScienceFest 2016
 - Format will be similar to PVE did last year
 - Each grade level will present the kit of their choice
 - ScienceFest will be June 2nd, 6:00 pm – 7:00 pm

Nicole Adams added that we will invite the Spokane Library back to promote summer reading. We will have summer movie ticket packs available. We might possibly have a used book drive as well.

Nicole discussed the idea of having a corporate sponsor for ScienceFest. The corporate sponsor would have a table at the event.

Nicole asked meeting attendees if this is something we want to consider. General consensus is that we do not want ScienceFest to be commercialized.

OLD BUSINESS - No Old Business

- *Motion by Cara Spink to adjourn the meeting.*
Seconded by Sarah Green
Result: Pass

Next meeting is 4/11/16 at 6:30 p.m.

Meeting adjourned at 7:35 p.m.

Minutes compiled by Rebecca Selby, Recording Secretary

3:15 PM
03/12/16
Accrual Basis

Prairie View PTO
Summary Balance Sheet
As of March 12, 2016

	<u>Mar 12, 16</u>
ASSETS	
Current Assets	
Checking/Savings	27,979.37
Total Current Assets	<u>27,979.37</u>
TOTAL ASSETS	<u>27,979.37</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	500.00
Total Current Liabilities	<u>500.00</u>
Total Liabilities	500.00
Equity	<u>27,479.37</u>
TOTAL LIABILITIES & EQUITY	<u>27,979.37</u>

3:12 PM
 03/12/16
 Accrual Basis

Prairie View PTO Profit & Loss Budget vs. Actual September 1, 2015 through March 12, 2016

	Sep 1, '15 - Mar 12, 16	Budget
Income		
Carry Over From Balance Sheet	0.00	2,938.53
Interest Income	16.21	50.00
Passive Fundraisers		
Box Tops, Labels & Cartridges	1,574.81	2,000.00
Business Sponsorship	1,123.00	1,123.00
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
Total Restaurant Rebates	98.95	500.00
Scrip	39.91	50.00
Shoparoo	0.00	100.00
Student Directory	479.55	400.00
Village Center Tickets	0.00	200.00
Yearbook	0.00	500.00
Total Passive Fundraisers	4,316.22	6,873.00
Prairie View PTO Fundraisers		
Apex Fund Run	0.00	15,000.00
Cookie Dough Sales	28,193.96	29,987.76
Popcorn Sales	4,414.63	4,000.00
Scholastic Book Fair	2,599.16	4,500.00
Total Prairie View PTO Fundraisers	35,207.75	53,487.76
Total Income	39,540.18	63,349.29
Expense		
Building Maintenance	1,747.00	1,400.00
Childcare	75.00	150.00
Citizens Adv. Comm. Donation	0.00	250.00
Fundraiser Expense		
Cookie Dough	509.98	509.98
Fund Run Expense	0.00	300.00
Total Fundraiser Expense	509.98	809.98
Grade Level Enrichment		
0Kindergarten Team		
Kindergarten Grant	2,231.49	2,246.99
Kindergarten t-shirts	11.86	0.00
Total 0Kindergarten Team	2,243.35	2,246.99
1st Grade Team		
1st Grade Grant	1,378.55	2,725.00
Total 1st Grade Team	1,378.55	2,725.00
2nd Grade Team		
2nd Grade Grant	393.14	847.20
Total 2nd Grade Team	393.14	847.20
3rd Grade Team		
3rd Grade Grant	176.83	1,850.73
Total 3rd Grade Team	176.83	1,850.73
4th Grade Team		
4th Grade Grant	613.41	2,399.00
Total 4th Grade Team	613.41	2,399.00
5th Grade Team		
5th Grade Grant	1,639.79	1,641.00
Total 5th Grade Team	1,639.79	1,641.00

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 Accrual Basis

Prairie View PTO Profit & Loss Budget vs. Actual September 1, 2015 through March 12, 2016

	Sep 1, '15 - Mar 12, 16	Budget
6th Grade Team		
6th Grade Grant	471.97	520.00
Total 6th Grade Team	471.97	520.00
Total Grade Level Enrichment	6,917.04	12,229.92
Grants and Special Projects	0.00	8,358.48
Health and Fitness Program		
Archery Tournament	552.00	0.00
Family Fitness Day Grant	53.12	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
Total Health and Fitness Program	3,057.17	3,714.60
Health Room	150.00	150.00
Library Program		
2014-15 carry over	0.00	2,037.81
Library Program - Other	93.81	4,500.00
Total Library Program	93.81	6,537.81
PTO Expenses - business		
PTO Insurance	699.00	699.00
PTO Office Supplies and Copies	374.70	1,000.00
PTO Website	349.99	350.00
Total PTO Expenses - business	1,423.69	2,049.00
PV Arts Program		
Art Program Supplies	946.21	900.00
Drama Club	375.44	550.00
Music Program		
Music Department Grant	409.68	1,520.00
Music Grant	196.03	0.00
Winter Extravaganza	-608.24	750.00
Total Music Program	-2.53	2,270.00
Total PV Arts Program	1,319.12	3,720.00
PV Community Relations Expense		
Back to School Refreshments	74.37	74.37
Community Reads Program	0.00	400.00
Donuts with Dad	570.13	570.13
Grandparents Day	0.00	750.00
MOMArt Evening	23.03	750.00
Social Worker Expense		
Student Scholarships	0.00	100.00
Social Worker Expense - Other	185.92	300.00
Total Social Worker Expense	185.92	400.00
Teacher and Staff Appreciation	320.85	750.00
Volunteer Appreciation	0.00	400.00
Total PV Community Relations Expense	1,174.30	4,094.50
Science Curriculum Enhancement		
All School Science Night	0.00	500.00
Total Science Curriculum Enhancement	0.00	500.00
Specialist Enrichment		
DLC Team	75.00	500.00
LAP Team		
LAP Grant	1,596.15	1,485.00
LAP Team - Other	441.67	500.00
Total LAP Team	2,037.82	1,985.00

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03/12/16

Accrual Basis

Prairie View PTO
Profit & Loss Budget vs. Actual
September 1, 2015 through March 12, 2016

	Sep 1, '15 - Mar 12, 16	Budget
Resource Team	45.62	500.00
Total Specialist Enrichment	2,158.44	2,985.00
Spirit Wear	18.75	0.00
Sports Shirts	-442.13	400.00
Technology		
Dorian Grant	557.78	1,000.00
Technology - Other	0.00	15,000.00
Total Technology	557.78	16,000.00
Total Expense	18,759.95	63,349.29
Net Income	<u>20,780.23</u>	<u>0.00</u>

3:12 PM
 03/12/16
 Accrual Basis

Prairie View PTO Profit & Loss Budget vs. Actual September 1, 2015 through March 12, 2016

	\$ Over Budget
Income	
Carry Over From Balance Sheet	-2,938.53
Interest Income	-33.79
Passive Fundraisers	
Box Tops, Labels & Cartridges	-425.19
Business Sponsorship	0.00
Dorian Technology Grant	0.00
PV Spirit Merchandise	-1,000.00
Restaurant Rebates	
Tuesday at Twigs	-401.05
Total Restaurant Rebates	-401.05
Scrip	-10.09
Shoparoo	-100.00
Student Directory	79.55
Village Center Tickets	-200.00
Yearbook	-500.00
Total Passive Fundraisers	-2,556.78
Prairie View PTO Fundraisers	
Apex Fund Run	-15,000.00
Cookie Dough Sales	-1,793.80
Popcorn Sales	414.63
Scholastic Book Fair	-1,900.84
Total Prairie View PTO Fundraisers	-18,280.01
Total Income	-23,809.11
Expense	
Building Maintenance	347.00
Childcare	-75.00
Citizens Adv. Comm. Donation	-250.00
Fundraiser Expense	
Cookie Dough	0.00
Fund Run Expense	-300.00
Total Fundraiser Expense	-300.00
Grade Level Enrichment	
0Kindergarten Team	
Kindergarten Grant	-15.50
kindergarten t-shirts	11.86
Total 0Kindergarten Team	-3.64
1st Grade Team	
1st Grade Grant	-1,346.45
Total 1st Grade Team	-1,346.45
2nd Grade Team	
2nd Grade Grant	-454.06
Total 2nd Grade Team	-454.06
3rd Grade Team	
3rd Grade Grant	-1,673.90
Total 3rd Grade Team	-1,673.90
4th Grade Team	
4th Grade Grant	-1,785.59
Total 4th Grade Team	-1,785.59
5th Grade Team	
5th Grade Grant	-1.21
Total 5th Grade Team	-1.21

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03/12/16

Accrual Basis

Prairie View PTO
Profit & Loss Budget vs. Actual
September 1, 2015 through March 12, 2016

	\$ Over Budget
6th Grade Team	
6th Grade Grant	-48.03
Total 6th Grade Team	-48.03
Total Grade Level Enrichment	-5,312.88
Grants and Special Projects	-8,358.48
Health and Fitness Program	
Archery Tournament	552.00
Family Fitness Day Grant	13.12
Field Day	-150.00
Health and Fitness Grant	-72.55
World Cup Accumulation	-1,000.00
Total Health and Fitness Program	-657.43
Health Room	0.00
Library Program	
2014-15 carry over	-2,037.81
Library Program - Other	-4,406.19
Total Library Program	-6,444.00
PTO Expenses - business	
PTO Insurance	0.00
PTO Office Supplies and Copies	-625.30
PTO Website	-0.01
Total PTO Expenses - business	-625.31
PV Arts Program	
Art Program Supplies	46.21
Drama Club	-174.56
Music Program	
Music Department Grant	-1,110.32
Music Grant	196.03
Winter Extravaganza	-1,358.24
Total Music Program	-2,272.53
Total PV Arts Program	-2,400.88
PV Community Relations Expense	
Back to School Refreshments	0.00
Community Reads Program	-400.00
Donuts with Dad	0.00
Grandparents Day	-750.00
MOMArt Evening	-726.97
Social Worker Expense	
Student Scholarships	-100.00
Social Worker Expense - Other	-114.08
Total Social Worker Expense	-214.08
Teacher and Staff Appreciation	-429.15
Volunteer Appreciation	-400.00
Total PV Community Relations Expense	-2,920.20
Science Curriculum Enhancement	
All School Science Night	-500.00
Total Science Curriculum Enhancement	-500.00
Specialist Enrichment	
DLC Team	-425.00
LAP Team	
LAP Grant	111.15
LAP Team - Other	-58.33
Total LAP Team	52.82

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Accrual Basis

Prairie View PTO
Profit & Loss Budget vs. Actual
September 1, 2015 through March 12, 2016

	<u>\$ Over Budget</u>
Resource Team	-454.38
Total Specialist Enrichment	-826.56
Spirit Wear	18.75
Sports Shirts	-842.13
Technology	
Dorian Grant	-442.22
Technology - Other	-15,000.00
Total Technology	-15,442.22
Total Expense	-44,589.34
Net Income	<u>20,780.23</u>

March PTO Meeting Agenda

Monday, March 14, 2015 at 6:30 PM - Prairie View Library

Welcome and Introductions

- February 2016 Meeting Minutes

Fundraising Report!

- Five Mile Heights Pizza Night Proceeds
- Box Tops for Education Proceeds - \$1,452 earned for 2015-16 School Year. Thank you to all who sorted and clipped Box Tops for us this year!
- Tuesday at Twigs: March 29th, April 26th and May 31st



Volunteer and Programming Report

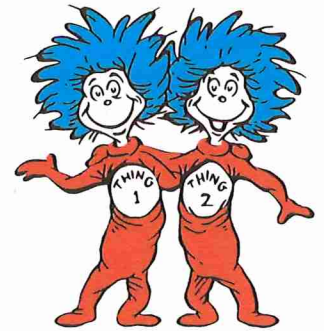
- Thank you to our Drama Club - Snow White and the Seven Dwarfs was a huge success!
- Community Reads Month! Thank you to Paige Agidius for chairing this event.
- Grandparents' Day on March 18th from 8:00-9:00 AM! Thank you to Beckie Selby for chairing this event.
- Scholastic Book Fair - March 17th-23rd! Thank you to Sarah Kingrey and Andrea Adams for chairing this event.
- See Reverse for Upcoming School/PTO Programs

Treasurer's Report

- February 2016 Financial Report and Balance Sheet
- Grant Requests - see reverse

Principal's Report

- Boundary Committee Meetings
- Spring Conferences and Early Release



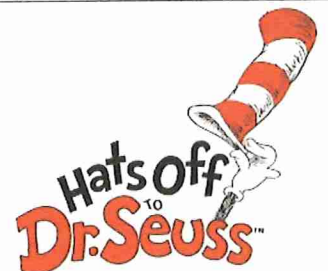
New Business

- PTO Elections Committee Report
- ScienceFest & Sponsor Information

Old Business

Adjournment

Thanks for coming out tonight! Hats off to you!



March Grant Requests

\$225 - 6th Grade - Kellie Nixon

Social Studies Field Trip

All 6th grade students travel downtown Spokane to identify the 7 characteristics of a civilization. This is a culmination of the year's curriculum, students will work in groups to solidify social studies content and will benefit all 6th grade students.

Motion: To approve \$225.00 to support the 6th grade social studies field trip.

\$993.40 - 5th Grade - Suzanne Bofenkamp

Rocket Kits

5th grade students will learn about force and motion through this activity - aligned with state curriculum standards. All fifth grade students will benefit from this purchase, plus additional grade levels will get to watch the launch of these rockets.

Motion: To approve \$993.40 for the purchase of Rocket Kits to support 5th grade science curriculum.

\$953.70 - 6th Grade - Suzanne Bofenkamp

Snow Crystal Kit + Introduction Lesson by Tom Crocker

Sixth grade science is learning about mixtures and solutions. Each student has completed 4 investigations, and the crystal will serve as the culminating project for the entire unit. Every 6th grade student will construct a crystal.

Motion: To approve \$953.70 for the purchase of Snow Crystal Kits + introductory lesson by Tom Crocker to support 6th grade science curriculum.

\$210.00 - 4th Grade Math is Cool club - Jill Pecka T-Shirts for Math is Cool Club for 24 Students and 6 Adults (Coaches/Teachers).

Motion: To approve \$210 for the purchase of 4th grade Math is Cool Club t-shirts (PV Club).

Late Submission - Headphones for 1st Grade

Upcoming Events!

16 March

Book Fair Set-up from 3-5 PM in the Library

17 March

St. Patrick's - er, GRINCH DAY! Wear green!
Scholastic Book Fair Opens!

18 March

Grandparents Day from 8-9 AM
Scholastic Book Fair
Silverwood Reading is the Ticket Forms Due
Popcorn Friday

21 March

School Board Meeting (6 PM at MSD Office)
Scholastic Book Fair

22 March

Northwood Ground Breaking Ceremony
(10-11 AM at Northwood)
Scholastic Book Fair

23 March

Last Day of Scholastic Book Fair

25 March

Fox in Socks Day! Wear CRAZY socks!
All School Reading Party with FREE Popcorn

28 March-01 April

Conference Week: Early Release at 12:45 PM

29 March

Tuesday at Twigs!

02-10 April

SPRING BREAK!

11 April

PTO Meeting (6:30 PM in the Library)

