

**TOWNE MEADOW ELEMENTARY  
PTO EXECUTIVE BOARD MEETING  
March 21<sup>st</sup>, 2019**

**Members Present:**

Tishia Smith –President  
Shaune Shelby – Vice President  
Lauren Edmundson - Corresponding Secretary  
Sharon Menachemi – Recording Secretary  
Nikki Raasch – Principal

**Call to Order**

**Motion to approve minutes from prior meeting**

February 21<sup>st</sup>, 2019 Meeting Minutes Approved

**Treasurer's Report – Kim Berebitsky**

- Spirit wear is doing amazing and Dine to Donate is doing well. Friend of Coyotes is doing great.
- Tishia asks about math club and what the money is being spent on. Kim says they've spent \$100. T-shirts have been ordered but not paid yet
- We didn't get our \$21K for carnival from Qtego yet. The event made roughly \$25K.
- A 1<sup>st</sup> grade teacher asked for a reimbursement for the \$32 spent on their raffle item, which was pizza with the teacher. It needs to be understood that the raffle items are a donation and we don't reimburse for that. We need a policy going forward for teacher grade level raffle items. In this instance, we can reimburse from the carnival or enrichment budget.
- The grill we use at fall tailgate needs to be replaced. Do we need a new one? In the past, we used it several times a year but we no longer have anyone to grill. The board decided we will not purchase a new one.
- We paid \$5000 and made \$9700 at the book fair.

TME PTO Treasurer's Notes

March 19, 2019

**Bank Accounts Summary:**

Numbers and activities as of 3/19/19 (Bank Statement #s as of 2/28/19)

- Total PTO Funds: **\$ 86,928.78**  
Breakdown:
  - Money Market: **\$78,206.14** (\$71,405.39)
  - Checking: **\$7,715.31** (\$13,144.04)
  - Gaming: **\$1007.33** (\$343.33)
- Total Funds less passthrough: **\$67,776.12 (PTO money)**
- Pass through Fund totals:
  - Picture: **\$3,600.05**
  - Book /Media: **\$14,577.87**
  - Math Club: **\$1,723.05**
  - Friends of Coyote **\$-591.51**

- Chess Club: **\$527.20**
- TOTAL: **\$19,494.66**

%YTD Income 58.88%

%YTD Expense 54.51%

Treasurer Notes / Income Highlights:

- Spirit wear: Net **\$1,747.00** (-349.50% of -\$500 budget)
  - Income: **\$3,710.00** (185.53% of \$2,000 budget)
  - Expense: **\$1,963.00** (78.52% of \$2,500 budget)
- Business Incentive Income: Total **\$1,836.51** (91.83% of \$2,000 budget)
  - Amazon smile: **\$190.98**
  - Box Tops: **\$417.40**
  - Coke Rewards: **\$84.98**
  - Kroger: **\$358.27**
  - Dine to Donate: **\$715.82**
  - Misc.: **\$45.00**
- Carnival: Net **\$2,042.17**
  - Income: **\$14,427.25**
  - Expense: **\$12,385.08**

Treasurer Notes / Expense Highlights:

- Teacher Allocations, Enrichment & Extracurricular
  - Teachers have spent **\$4,775.53** (47.05%) of their classroom allocation money
  - Total Enrichment **\$9055.91** (56.42% of 16,050.00)
  - Total Extracurricular **\$1,206.06** (48,24% of 2,500.00)
- Classroom Subscriptions spent **\$4019.46** (91.35% of 4,400.00)
- Hospitality spent **\$1288.79** (71.60% of \$1,800)
- Family Fun Night Net: pending

Treasurer Notes / Activities:

- Carnival update
- Grill

Corresponding Secretary Report – Lauren Edmundson

- We gave our cafeteria staff \$15 gift cards to Target for Cafeteria Staff Appreciation
- The custodians received thank you gift cards for their assistance with carnival
- Lauren reached out to Stacked Pickle to set up a Dine to Donate night but she hasn't heard back yet

- HotBox pizza madness started March 19<sup>th</sup>. They will email us every Monday with an update on our numbers
- Teacher Appreciation Week
  - Lauren and Kim met with Katie Lory and Melissa Okeley to come up with a plan.
    - On Monday we are planning a coffee and donut bar in the lounge and working to get it all donated.
    - Tuesday will be a candy bar with lemonade and iced tea. McAllister's is donating the drinks. The candy will be requested from parents via sign up genius.
    - Wednesday will be a take and bake pizza from Papa Murphy's
    - Thursday will be home baked goods that we will request from parents
    - On Friday the school provides lunch
  - This plan does not replace the gift cards or class activities; it will be in addition to it.
  - Tishia expressed concern that we are requesting a lot from parents right now. They are also being asked to donate for 5<sup>th</sup> grade graduation. Kim said there are funds in the PTO discretionary and staff appreciation funds that can be reallocated.

#### **President's Report – Tishia Smith**

- Volunteering
  - We are going to have a party for the committee chairs.
  - We would like to have more participation at the general board meetings. We discussed switching it to the evening but the board determined to keep it at 10:00 am on May 16<sup>th</sup>. At the meeting we will discuss PTO theme ideas for the t-shirts. We're going back to one color instead of the pod colors.

#### **Vice President's Report – Shaune Shelby**

- PTO Volunteering
  - Shaune would like to have an information night about what PTO offers, the different school clubs and ask for early support. We want active participation.
  - Perhaps we should do it the same time as the May general meeting or maybe combine with kindergarten screening to bring in new parents. We are not sure if we will get a good turnout in the evening
  - Mrs. Raasch says we cannot offer a math club without parent volunteers. It's a big commitment and a lot of organization. We need commitments from parents to volunteer and to hold them accountable.
  - Friend of Coyotes has sparked camaraderie among the dads involved and they have stepped up to volunteer to do more. Mrs. Raasch thinks we need to better explain the group because she has been questioned why it's only for the dads.
- Carnival
  - The board discussed if we need to have a formal auction policy. The top bidder on one of the items backed out and wanted his money back and we gave him a refund.
  - At our last meeting, Shaune talked about the transition to an adult only auction, which has been very successful at the other schools. One of the reasons for the transition is lack of volunteers.
  - Mrs. Raasch has received a lot of feedback about the carnival potentially going away and parents volunteering to step up and lead it.
  - Tishia says that those who are committing to help need to come to a meeting after spring break, be fully on board and prepared to lead the event. The board discussed sending out a survey to let parents know we cannot have a carnival without volunteers and they need to make commitments now. If the parents say they want a carnival, they have to be here.

**Next Executive Board Meeting:** April 18<sup>th</sup>, 2019 – budget meeting

Meeting adjourned.