

# Page PTO Meeting Minutes

June 27, 2016 7:00-8:00 p.m. at Page School Staff Lounge

## **ATTENDANCE:**

**Darla Robbins**, President

**Chelsea McCluskey**, Secretary & Treasurer

**Melissa Cole**, Fundraising Coordinator, Vice President Nominee

**Sarah Olson**, Popcorn Team Member, Secretary Nominee

**Amy Eilers**, Family Center Liaison Nominee

**Lacey MacDonald**, Principal

**Heidi Hewett**, Family Resource Center Coordinator

## **MEETING NOTES**

Darla Robbins calls the meeting to order.

### I. Welcome & Gratitude

#### A. Lacey MacDonald gives an update on changes within the building.

1. James Down accepted a teaching position at Mt. Vernon.
2. Nicola Shaddon will take over the vacant 5th grade teaching position, and use Ms. Ely's classroom.
3. Lauren Ely was under a temporary contract, and unfortunately it expired. She has taken a teaching position in Lowell.
4. Heather Klym will be teaching a 4 / 5 split.
5. Bryn Fredrickson will move to 4th grade with her current students.
6. The Family Center will be moving back to its original location near the school entrance.
7. Laurel Ross will be staying in her current classroom.
8. Steve Dorman is the new daytime custodian. The district is still looking for a nighttime custodian.
9. Christy Gross is slotted to be the new librarian, but is actively seeking a teaching position.
10. Lacey states that the teachers will begin using the new curriculum in the fall, and 30 computers are still needed.
11. The free lunch program is still in question for next year. The reduced lunch forms are used to gain title status. These forms have not been completed since Page School was awarded the free lunch grant.

#### B. Darla thanks Heidi for obtaining so many volunteers from our Spanish speaking population to help with Field Day.

1. Darla would like a cultural liaison on the PTO board for the coming school year. Evelyn and Diana are named as possible candidates.

2. Everyone is enjoying the English/Spanish reader board. The remaining signage around the school is to be translated as well.
- C. Darla thanks all the families and volunteers who gave their time to the Jog-a-thon, Field Day, Fifth Grade Events Day, Country Study Luncheon, field trips, and year-end parties.
- D. Darla reveals that we won a \$500 Walk & Bike to School Day award from Fire Up Your Feet, and she thanks Kaiser Permanente for continuing to support this program.
- E. Darla thanks Amy, Malissa, and Chelsea for helping supply additional Snack Packs for our students.
  1. Amy mentions that they ended up being more expensive than expected.
  2. Heidi took a picture of students with their Snack Packs as a "Thank You" for Imagination Corporation.
  3. Imagination Corporation will be supporting Page students next year as well. Heidi plans to start with Snack Packs for 70 students next year.
  4. The food pantry that will be started next year will benefit Snack Pack students, and will be further supported by Northwood Christian Church.
- F. Darla thanks Sarah Olson for managing popcorn production all year long.
- G. Darla thanks Northwood Christian Church for loaning us their snow cone machine for Field Day, and she thanks Melissa and Dave Cole for facilitating the pickup and drop-off.

II. Page PTO Board Elections are held for the 2017/2018 school year. The following board members are elected:

<b>President:</b>	Darla Robbins
<b>Vice President:</b>	Melissa Cole
<b>Secretary:</b>	Sarah Olson
<b>Treasurer:</b>	Chelsea McCluskey
<b>Family Center Liaison:</b>	Amy Eilers
<b>Cultural Liaison:</b>	TBD

III. Thank You Emails, Cards, & Letters - Darla states she will be working on these, this summer, for the following:

- A. All parent/family volunteers from PTO events
- B. True Value, Fred Meyer, Chicken Bonz
- C. Northwood Christian Church
- D. Pacific Continental Bank, Oregon Community Credit Union
- E. Springfield High School / Audrea Shelley
- F. Billy Thur - Zingaro

#### IV. Budget Update & 2017/2018 Budget Projection

##### A. Expenses

1. Chelsea states that since the last meeting, \$1437.06 was paid in Teacher Stipends. Going forward, Chelsea will update teachers on their stipend balance at the end of each grading period.
2. The 5th grade budget had \$595 in donations, and \$1,098.28 in expenses, resulting in a balance of \$300.72.
3. Field Day costs since the last meeting were \$1,898.97.
4. \$65 was paid for childcare; \$25 for a meeting and \$40 for a program.
5. \$65 in Administrative Fees was paid; \$50 for the state incorporation fee, and \$15 for the QuickBooks Online fee.
6. \$23.98 worth of PE equipment was purchased.
7. \$811.08 was used to cover conference travel expenses, which falls under One Time Expenses.
8. \$264.53 was paid for Bus Travel for end of the year field trips.

##### B. Revenue

1. Jog-a-thon brought in \$3,753.05 in revenue, with cost of goods sold at \$530.50, resulting in a profit of \$3,224.05.
2. Popcorn had revenues of \$221.10 since the last meeting, and cost of goods sold of \$45.41.
3. T-Shirt Sales brought in \$182, and the order of the new t-shirt design cost \$1,090.
4. eScrip brought in \$3.02.
5. \$500 was earned from Fire Up Your Feet, but has not yet been received.

##### C. Annual Budget Recap

1. The annual budget was \$18, 820. \$16,308.96 was spent, resulting in \$2,511.04 remaining.
2. Revenue for the school year was \$21,318.83, Cost of Goods sold / fundraiser expenditures was \$8,323.54, resulting in a profit of \$12,495.29.

##### D. The 2016/2017 budget is reviewed. The following amendments are made to the budget for the 2017/2018 school year:

1. Teacher Stipends will be raised from \$175/certified staff member to \$200/certified staff member. There will be 22 certified staff members.
2. 5th grade budget will be decreased to \$500, plus a possible fundraiser.
3. The Field Day budget will be raised to \$2500.
4. Certified & Classified Appreciation budget will be decreased to \$400.
5. Daycare (programs & PTO meetings) will be raised to \$400.
6. Harvest Carnival will be raised \$100 to \$1,000.
7. Administrative Expenses will be raised to \$1,200, to include expected fee of \$800.
8. The Hult Center budget will be raised to \$1,000.
9. One-Time Expenses will drop from \$2,500 to \$1,000.
10. The Family Resource Center budget will be raised to \$500.

11. Janitorial/Lunchroom will be raised to \$500.

V. PTO Closet Clean-Up

- A. Darla proposes that we coordinate with Steve, and remove cabinet and wobbly wood shelves. The assembled group members agree.
- B. Darla states that she has secured a donation of stackable wire cubes to store spirit wear in. They are easy to move around, will be take up less closet space, and will be easier to use than hangers.
- C. Darla would like to better utilize the cabinet in the cafeteria, and is wondering what is in the corner cabinet. Lacey will find out what is in it.
- D. Cosmos expires today, and there are several boxes remaining in the closet. Darla asks that group what we should do with it.
  - 1. Melissa Cole suggests we give it to Northwood Christian Church, and they will be able to use it as a fundraiser for the congregation.

VI. Staff Room Renovation

- A. Budget: \$800 + donations
- B. Leads: Chelsea McCluskey
- C. Timeline: Project to be completed the beginning of August.
- D. Items to replace/add include: mug rack, smaller bulletin board, mugs, toaster, electric tea kettle, keurig (all provided by Sarah Olson), chairs (18), microwaves (2), plates, silverware, cabinets (provided by Amy Eilers), possibly a rolling cart/island to place in front of the door with mug rack and bulletin board.
- E. Teachers will be back August 28th or 29th. The goal is to have the project complete by then.
- F. The group will coordinate with Steve to store the nicer chairs as extras for programs, etc.

VII. Kindergarten Rugs -

- A. Darla states they are on Amazon for \$225 again, and the kindergarten teachers would still like to have them.
- B. The group agrees that she should purchase them over the summer, so teachers will have them in the fall.

VIII. Summer Fundraiser

- A. Darla asks the group if they would like to do a summer fundraiser.
- B. The group agrees to do a Menchie's fundraiser, which will yield a 20% profit.
- C. Lacey will send out a blast email, and the event will also be shared through Facebook.

The meeting is adjourned.

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Recorded by Chelsea McCluskey on June 27, 2017

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Page PTO  
% Elizabeth Page Elementary School  
1300 Hayden Bridge Road  
Springfield, OR 97477  
541-744-6407