

# Page PTO Meeting Minutes

Tuesday, May 16, 2017 7:00 - 8:00 p.m. at Page School Library

## **ATTENDANCE:**

**Darla Robbins**, President

**Malissa Lashley**, Vice President

**Chelsea McCluskey**, Secretary & Treasurer

**Lacey MacDonald**, Principal

**Sarah Olson**, Popcorn Team Member

**Nicola Shaddon**, Staff Representative

**Heidi Hewett**, Family Resource Center Coordinator

**Jennifer Guiley**, Teacher

**Karen Blachly**, Teacher

**Amy Eilers**, Parent

## **MEETING NOTES**

Darla Robbins calls the meeting to order.

### **I. Welcome & Gratitude**

- A. Darla thanks all volunteers who helped with the Staff Appreciation taco/nacho bar.
- B. Darla expresses gratitude for the Springfield School District's STEM TOSA Dara Brennan and the EWEB Partnership in Education grant, which provided \$1600 for the 5th grade trip to OMSI.
- C. Darla thanks Street Trust and Safe Routes to School for Bike to School Day bandanas and pencils. Karen adds that they were a huge hit with students.
- D. Darla thanks each family who donated craft supplies for St. Jude's busy bags. The donations resulted in the assembly of around 150 busy bags that are prepared for shipping.

### **II. Budget Update - Chelsea McCluskey, Treasurer**

- A. Expenses
  1. Chelsea states that \$127.25 was paid in teacher stipends in the last month. Receipts are steadily coming in as we approach the end of the school year. She will give a deadline for reimbursement requests to teachers, giving them some extra time once school has concluded for the year.
  2. 5th grade used \$500 of their budget for a down payment on the OMSI trip. They have had \$415 in parent donations this month. Their usable balance is at \$1479.00. Chelsea states that there was an unexpected 5th grade expense of

\$520 to cover the cost of yearbooks for those students that haven't purchased them. Lacey agrees the cost seems high, and she will look into it.

3. Staff Appreciation expenses are currently at \$131.02 for the last month. Chelsea requests that all parents who have not turned in their receipts, to please do so.
  4. \$65 was paid for childcare over the past 30 days; for a PTO meeting and the 3rd grade music program.
  5. There was an administrative expense of \$15 for the Quickbooks monthly fee.
  6. \$46 was spent on printing to purchase envelopes for the Jog-a-thon.
  7. There was \$77.96 spent on one-time expenses. This was used to purchase checks, deposit slips, and cookies used as Bike and Walk to School Day prizes.
  8. Lastly, \$36.66 was spent from the Family Resource Center budget to purchase food for snack packs.
- B. Revenue
1. Chelsea states that the BoxTops check came in, and Page earned \$234.10.
  2. Popcorn sales have produced \$208.91 in revenue over the last month.
  3. \$40.00 in t-shirts were sold.
  4. eScrip brought in \$0.19.
  5. 3 sales of Veritas monitors have been made. \$80 has been collected. \$30 is still owed. Chelsea will contact Melissa Cole to collect it.
  6. \$100 was made from the sale of donated items (the chainsaw).
- C. Darla pointed out to attendees that the checking account balance is sitting around \$13,000.00, so we will have a nice sum carrying over to next year.

### III. Fundraising

- A. Veritas Monitors - Darla states that 2 monitors sold via Craigslist, and 1 through Melissa Cole. Four more are currently listed online. She needs to procure power cables for the rest, and will look into inexpensive options such as Amazon or second hand stores.
- B. BoxTops for Education and popcorn sales are still moving.
- C. T-shirts are on their way in 2 new colors: hot pink and black, as well as the traditional blue. They will have the new graphic with collegiate lettering, which Nicola had all students vote on. Darla states that we will try to clear out old shirts this year, and bring the new ones out at the watermelon social.
- D. The U of O Men's Basketball "Nights with the Ducks" fundraiser brought in \$65. Darla mentions that it seems a bit low.

### IV. Fifth Grade Year-End Activities

- A. The class trip to OMSI is on May 25th. \$1600 was received to cover the entrance and bus fees. Lacey states that she will purchase a large bag of pretzels and cheese sticks to use for the snack needed on the bus ride.
- B. 5th Grade t-shirts

1. Darla states that shirts will be printed in time for OMSI and Skate World field trips, as well as the year-end Panther Walk.
  2. Darla assisted in adapting the design, and then combining the 5th grade t-shirt order with the PTO spirit wear order. This brought the cost per shirt down significantly, from \$7.50 to \$3.60.
- C. Darla asks what supplies are needed for Events Day (Thursday, June 8), and the projected cost. Staff confirms that all supplies needed are things already on hand at the school. There should be no cost for the event.
- D. Family BBQ - Thursday, June 8
1. Heidi states that the 5th grade BBQ should be run by the 5th grade parents, and not the teachers or PTO.
  2. She states that she reported the amount of food remaining from Family Reading Night to James, Debbie, and Shawna. Shawna replied and is aware of what's needed.

#### V. Snack Packs

- A. Heidi explains that Food For Lane County used to donate snack packs for 50 students. When Imagination International asked to sponsor the school, for this school year, they moved the number up to 60 students.
1. Currently there are 7 or 8 more students on a waiting list, with an additional request for 2 more children to receive them.
  2. Imagination International is unable to add them at this time, because the shopping is done in large quantities a couple of times per year.
- B. Heidi added those 10 students to the list, and will be using the Family Center budget to cover snack packs for those students for the rest of the year.
1. Darla states that she has reached out to Shawna Bazan, a parent who is a couponer, for possible help in getting needed items at a good price.
  2. Darla used \$36 of PTO money, and made 16 snack packs to be handed out this Friday.
  3. Darla would like to get the cost down to \$1 per pack.
  4. Heidi states that she can get some additional money through Leesa.
- C. Going forward, Amy will purchase all items at Costco, and Malissa will assemble the snack packs.

#### VI. Jog-a-thon 2017 - Friday, June 2, 2017

- A. Envelopes will be printed Wednesday, May 17, delivered to teachers on Friday, May 19, and go home with students on Monday, May 22.
- B. Students will collect donations and pledges from May 22 - June 1. Students will run on June 2, and will be asked to collect money and return envelopes by June 9.
- C. Darla states that she will send out a volunteer sign-up form, and that some parents have already responded to the email.

- D. Darla states that Girls on the Run will be setting up the track, as well as making signs and a music mix as their Community Enrichment Project.
  - 1. The girls will also be asking their teachers to allow them to run with the younger kids, as motivation.
- E. Darla states that she has 500 shipping tags left from last year. She will be ordering paw print lanyards to hold the tags. This is what will be used to mark laps, and the lanyards will also serve as a participation prize. The lanyard cost is \$122.10 + shipping.
- F. Darla will be getting trophies for the top earners, and medals for the top runners.
  - 1. Malissa used the trophy store on Main Street for medals in the past, and they ran about \$3 a piece.
- G. Last year the Jog-a-thon brought in \$5,000. The only current cost is envelopes for \$50. The remaining items should be covered with no problem.
- H. Darla places importance on getting ice pops out of the box and into the freezer ahead of time, so they will be frozen by the Jog-a-thon.
  - 1. Heidi states that there are still some Otter Pops in the freezer from last year.
- I. Plenty of cups will be needed so students are able to hydrate during the run, without needing to carry their cup the entire time.

#### VII. Field Day

- A. Darla will send out a spreadsheet for parents to volunteer.
- B. Everything needed has been ordered and set up.
- C. This year face painting will be for students only. Staff and parents will not be allowed to have faces painted due to limited number of face painters.

#### VIII. ELD Parent Involvement

- A. Heidi suggests that we try to get the ELD population more involved in the PTO.
- B. Karen suggest that we translate all forms into Spanish, and make them available to parents in both languages.

#### IX. Page PTO Board Nominations for the 2017/2018 School Year (Election Meeting on June 27, 2017)

- A. **President:** Heidi nominates **Darla Robbins** as the Page PTO President. Lacey seconds it.
  - 1. This means that Darla may be both the Page PTO President, and the Briggs PTO President, for the upcoming school year. This is in an attempt to keep Briggs PTO operating, as it was going to be shut down.
  - 2. Possible benefits of this will be bigger price breaks on t-shirt orders, as they can be combined. Also, Darla can make sure events do not overlap between the two schools.
- B. **Vice President:** Darla nominates **Melissa Cole**. She explains that we can eliminate the position of Fundraising Coordinator. Everyone has a hand in the fundraisers as it is.

- C. **Treasurer:** Heidi nominates **Chelsea McCluskey** as Treasurer.
- D. **Secretary:** **Sarah Olson** volunteers to fill the position of Secretary.
- E. **Family Center Liaison** - Darla creates a new position, Family Center Liaison, and nominates **Amy Eilers** for the position.
  - 1. In response to this new position, Heidi states that she would like to add a Food Pantry next year.
- F. These positions will be voted on in the upcoming meeting: June 27, 2017.

The meeting is adjourned.

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Recorded by Chelsea McCluskey on May 16, 2017

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