

Las Sendas Elementary PTO Meeting Minutes

April 28, 2014

Las Sendas Elementary School Parent-Teacher Organization ("PTO") met in regular session in the media center at Las Sendas Elementary ("Las Sendas") 3120 N. Red Mountain Rd., on March 31, 2014. Meeting was called to order at 6:00 pm.

Introduction/Roll Call: Alicia Goforth

Alicia Goforth (President), Jennifer Berkshire (VP Fundraising), Donna Empson (Treasurer), Jennifer Wall (VP Events), Stephanie Drew (VP Communications). Aaron Kaczmarek (Principal) was absent.

Approval of March 2014 Minutes: Stephanie Drew

Motion to approve March 2014 minutes as written was made by Pam McConnell, seconded by Nicole Mongiovi. Motion passed.

Treasurer's Report: Donna Empson

We are spending a lot of money tonight! However, we will be getting back \$6,000 from the book fair very soon, so the numbers are not as low as they appear. Housekeeping: we need to unencumber \$2.00 from Kindergarten Roundup. Also, a discussion on the 1st Grade Plates. All parents submit \$6 in the form of check or cash for their special plate to be made. Donna cashed the checks, deposited the money and wrote one check to the plate-making company. We ended up with a \$6 surplus, and since there was a parent that paid for some of the other children, we would like to give the surplus \$6 to that parent. Motion to unencumber \$2 and give the surplus \$6 to 1st grade parent was made by Nicole Mongiovi and seconded by Ashley Podany. Motion passed.

We will also be encumbering funds tonight for the new PTO Board for the 2014-2015 school year.

Principal's Report: Aaron Kaczmarek

No Principal's Report, as Mr. Kaczmarek was on the 6th Grade ELP field trip.

New Business:

2014 Teacher Professional Development: Aaron Kaczmarek

Mr. Kaczmarek is requesting to encumber \$5,800.00 for additional teacher professional development, to be conducted over the summer months, to update curriculum guidebooks and adapt new math textbooks. The total PTO contribution for teacher professional

development will be \$14,300.00. Motion to encumber funds was made by Tonja Lazier and seconded by Ashley Podany. Motion passed.

Volunteer Appreciation Lunch:

Aaron Kaczmarek

Mr. Kaczmarek is requesting to encumber \$300.00 for the end of the year volunteer appreciation lunch, catered by Nando's. Motion was made by Kim Cull and seconded by Nicole Mongiovi. Motion passed.

Spirit Wear:

Alicia Goforth

Alicia Goforth requested to encumber \$2,000.00 to purchase spirit wear to sell during the 2014-2015 school year. Motion to encumber funds was made by Kim Cull and seconded by Amber Weaver. Motion passed.

Music Department & P.E. Department:

Alicia Goforth

Alicia Goforth requested to encumber \$1500.00 for Mr. Platt to purchase new instruments, music and/or other supplies for the Las Sendas Elementary band/music department, \$1500.00 for Mrs. Weaver to purchase new instruments, music and/or other supplies for the Las Sendas Orchestra and \$1500.00 for Mrs. McConnell and Mr. Cuocci to purchase PE equipment for the PE department. Stephanie Drew discussed that "specials" are the first to be cut funding-wise, and they receive very little money from the district to keep their programs going. Many items in the PE department have been used for the last 17 years, since Las Sendas first opened. New instruments and music are not cheap, but are an important need for our specials teachers. Motion to encumber funds for this purpose was made by Lindsay Jury and seconded by Nicole Mongiovi. Motion passed.

Wednesday Envelopes:

Alicia Goforth

Alicia Goforth requested to encumber \$300.00 to pay for the purchase and printing of the fall 2014 Wednesday envelopes. Motion to encumber funds was made by Pam McConnell and seconded by Amber Weaver. Motion passed.

Welcome Back Teacher Breakfast:

Alicia Goforth

Alicia Goforth requested to encumber \$250.00 to pay for food, drinks and miscellaneous supplies for the Welcome Back Teacher Breakfast scheduled prior to the start of the 2014-2015 school year. This is usually scheduled for the first day the teachers report back to school. Motion to encumber funds was made by Amber Weaver and seconded by Nicole Mongiovi. Motion passed.

Meet the Teacher:

Alicia Goforth

Alicia Goforth requested to encumber \$300.00 for posters, banners, printing, snacks, raffle prizes and miscellaneous supplies for Meet the Teacher scheduled prior to the start of the 2014-2015 school year. Motion to encumber funds was made by Ashley Podany and seconded by Ryan Yocum. Motion passed.

BooHoo Breakfast:

Alicia Goforth

Alicia Goforth requested to encumber \$50.00 to pay for donuts and coffee for the 2014 BooHoo Breakfast. Motion to encumber funds was made by Pam McConnell and seconded by Nicole Mongiovi. Motion passed.

PTO Supplies:

Alicia Goforth

Alicia Goforth requested to encumber \$50.00 for PTO supplies for the 2014-2015 school year. Supplies include stamps, envelopes, etc. Motion to encumber funds was made by Kim Cull and seconded by Pam McConnell. Motion passed.

Friends & Family Campaign:

Alicia Goforth

Alicia Goforth requested to encumber \$500.00 for miscellaneous expenses to get the campaign started for the 2014-2015 school year and to change the names on the parking signs to reflect the new PTO donors for the 2014-2015 school year. Motion to encumber funds was made by Pam McConnell and seconded by Amber Weaver. Motion passed.

School Directory:

Alicia Goforth

Alicia Goforth requested to encumber \$1400.00 to pay for printing of the 2014-2015 school directory. Motion to encumber funds was made by Amber Weaver, seconded by Nicole Mongiovi. Motion passed.

PTO Website and Email addresses:

Alicia Goforth

Alicia Goforth requested to encumber \$300.00 to pay (1) Digital PTO for hosting the PTO website for (1) one year starting September 1, 2014; and (2) Go Daddy for five custom email addresses for the PTO Executive Board for (1) one year starting July, 2014. Motion to encumber funds was made by Pam McConnell and seconded by Tonja Lazier. Motion passed.

Tax Preparation:

Donna Empson

Donna Empson requested to encumber \$900.00 to pay for the tax preparation of the PTO's required tax forms. This is the same company that has been doing the PTO's taxes for years, and we are confident they know our processes and do a good job. Motion to

encumber funds was made by Pam McConnell and seconded by Ryan Yocum. Motion passed.

Sixth grade graduation:

Ryan Yokum

Ryan Yokum requested to encumber \$650.00 to rent Skyline High School pool for the sixth grade end of the year event and for food, cake, drinks, decorations and raffle prizes for the event. Motion to encumber funds was made by Pam McConnell and seconded by Amber Weaver. Motion passed.

Staff Photos:

Alicia Goforth

Alicia Goforth requested to encumber \$30.49 to pay for the supplies necessary for Annie Brown to take staff photos for the 2014-2015 school year. This will bring her to an even \$50 for the school year. Motion was made by Amber Weaver and seconded by Nicole Mongiovi. Motion passed.

Free Money Program:

Jennifer Berkshire

Jennifer Berkshire requested to encumber \$200.00 to pay for the last Box Tops rewards party, the last shipment of Box Tops and Labels for Education and for the shipment and miscellaneous expenses for the Free Money Program for the 2014-2015 school year.

Jennifer gave an update on the Free Money Program. Clothing Cycle earned us \$250.00 this year. Coyotes Dining Out Night at Barros earned us \$342.00, and Mr. Koke's class had the highest participation, and won the pizza party! The ice cream party contest for Box Tops ends April 30th. Next month, we will have a snapshot of how much our Free Money program has earned us this year.

Motion to encumber funds made by Pam McConnell and seconded by Amber Weaver. Motion passed.

Student Art Project:

Carol Brereton

Carol Brereton requested to encumber \$200.00 for paint, glass beads and glue to paint and decorate fourteen (14) metal lizards on the school gates. Motion to encumber funds was made by Amber Weaver and seconded by Pam McConnell. Motion passed.

Intramural Sports:

Nora Brady

Nora Brady requested to encumber \$500.00 for new playground supplies: buckets, shovels, sand toys and portable nets. We are requesting these funds now because these types of items are available in stores now, and not in August. Motion to encumber funds was made by James Cuocci and seconded by Amber Weaver. Motion passed.

Staff Snacks:

Nicole Jackson

Nicole Jackson requested to encumber \$80.53 to pay for snacks purchased by her for the teachers and staff during student testing. Motion was made by Kim Cull and seconded by Ryan Yocum. Motion passed.

Brain Pop Jr.:

Annie Brown

Annie Brown is requesting to encumber \$925.00 to purchase a twelve (12) month license to access Brain Pop Jr. as an online resource for grades K-3 for the 2014-2015 school year. This item was tabled, as Annie Brown was not present at the meeting so the Board and members could get more information about this item and its cost.

2014-2015 Executive Board Elections:

Alicia Goforth

The following members have been nominated to serve on the 2014-2015 PTO Executive Board: Jennifer Casey-President, Jennifer Berkshire-Vice President Fundraising, Stephanie Drew-Vice President Communications & Secretary, Jennifer Wall-Vice President Hospitality & Special Events, Lindsay Barney-Treasurer. All those in attendance may vote on whether to install the slate. Motion to vote all nominated as a slate as the next Executive Board was made by Pam McConnell and seconded by Amber Weaver. Motion passed.

Motion to adjourn meeting was made by Pam McConnell and seconded by Kim Cull. Motion passed.

Meeting Adjourned at 6:37 pm