

Las Sendas Elementary PTO Meeting Minutes

August 26, 2013

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 August 26, 2013. Meeting was called to order at 6:03 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). All Present.

Alicia welcomed everyone to first PTO meeting of the year, introductions of the Board are made. Alicia described agenda, process for agenda requests – forms are available in the PTO box in the office. Alicia talked about new initiatives that the PTO is working on this year – website, Friends & Family campaign, Spirit Wear and new events for the year.

Approval of May 2013 Minutes:

Alicia Goforth

Motion to approve May 2013 Minutes as written was made by Lisa Wheaton and seconded by Tonja Lazier. Motion passed.

Treasurer’s Report:

Donna Empson

Donna discussed the new PTO 2013-2014 Proposed Budget. We are hopeful to raise enough funds to purchase \$35,000 worth of technology in December. Donna walked everyone through the Balance Sheet she created and what each column means.

Housekeeping: Donna stated that we need to unencumber some funds that were not used: Wednesday Envelopes: \$149.29, Smart Board Education: \$9.51, Welcome Back Breakfast: \$69.96, Meet the Teacher: \$52.49. Motion was made by Angie Jackson to accept the Treasurer’s Report and unencumber all funds and seconded by Lisa Wheaton. Motion passed.

Principal’s Report:

Aaron Kaczmarek

Mr. Kaczmarek introduced himself and welcomed everyone to the meeting. He discussed his desire for families to know what the PTO and the school are spending their money on. He showed everyone the mobile computer lab that was recently purchased, along with the new equipment for Broadcast Club. He wants technology to get into the students’ hands and have them get Broadcast training from the Red Mountain High School Broadcast Club.

Mr. Kaczmarek introduced Erica Marr, one of the teacher representatives for Student

Council. Ms. Marr explained that Student Council provides babysitting services for PTO Meetings and introduced the Vice President, Secretary and Treasurer of the Student Council. Mr. Kaczmarek talked about Student Council and his vision for the students to decide how they want to spend their money on school improvement – they come up with a plan and how to implement it, not the adults.

New Business:

The PTO is authorized to spend \$300 without approval from PTO members. In an effort to increase transparency, the PTO would like to encumber funds for items that were purchased during the summer months when PTO member approval was not available.

Las Sendas Elementary Auction:

Alicia Goforth

At the Las Sendas Auction held in May 2013, two families donated money to the PTO for designated parking spaces. The cost to change the names was \$63.75. Motion to encumber \$63.75 was made by Erica Marr and seconded by Tami Wilke. Motion passed.

Spirit Wear:

Alicia Goforth

In May 2013, the PTO encumbered \$2,000 to purchase Spirit Wear to be sold during the 2013-2014 school year. Due to the popularity of this year's Spirit Wear, Alicia is requesting \$2,118.27 to purchase an additional 227 Spirit Wear shirts and shorts. Motion to encumber \$2,118.27 was made by Ali Wienke and seconded by Sarah Dight. Motion passed.

Friends & Family Campaign:

Jennifer Berkshire

Jennifer Berkshire talked about our new Friends & Family Campaign, which will raise funds exclusively for additional mobile lab technology. As part of this fundraiser, reserved parking spaces are available for those who make an eligible donation to the PTO. Since the start of the campaign, 3 donations have been eligible for a reserved parking space. Jennifer Berkshire is requesting to encumber \$500.00 to cover the cost of the three parking signs already installed and for one more should another eligible donation be made. Motion to encumber \$500.00 was made by Sarah Dight and seconded by Nicole Mongiovi. Motion passes.

Free Money:

Jennifer Berkshire

Jennifer Berkshire gave an update on the PTO Free Money program. We made over \$2,000.00 last year and are hoping to earn more this year with new incentives and excitement about the program. She is requesting to encumber \$150.00 for shipping costs and other incentive rewards for the Free Money program. She has already spent \$10.62 of the total amount requested. Motion was made by Tami Wilke to encumber \$150.00 and seconded by JoAnn Bondelli. Motion passed.

Coyotes Dining Out:

Jennifer Berkshire

Jennifer Berkshire gave an update on the success of Coyotes Dining Out at Chipotle. We made an amazing \$1,381.96 and the PTO thanked everyone for participating. Jennifer also announced McTeacher night is September 19th from 5 to 7 pm. Karen Jackson inquired about the “Keep the Change” program. Jennifer said that we will be offering that to customers. Jennifer also stated that Coyotes Dining Out nights are scheduled through March.

Fresh & Easy Night:

Jennifer Berkshire

Jennifer detailed the two fundraising options from Fresh & Easy. We are collecting receipts over \$20.00 and Las Sendas will earn \$1 for each receipt over \$20. Receipts can be turned into the Front Office. Fresh & Easy Shop Night will be in November and we will receive 5% of TOTAL sales, not just Las Sendas families. We will be needing at least 5 volunteers to help run the event, and we will also be able to collect receipts that evening.

PTO Website:

Stephanie Drew

Stephanie Drew discussed the new website. After reviewing different website hosts, the Board decided to go with Digital PTO to host the lspto.org website. It is a user-friendly interface that will help aid communications between the PTO and the families of Las Sendas. The Board also renewed the lspto.org domain for 5 years through GoDaddy.com, and also purchased 5 custom domain emails to make communication more streamlined. Stephanie described the new PTO Newsletter, and let members know that it would be mailed out every 2 weeks. Families can sign up for the newsletter on the PTO website and will remain on the newsletter list until they decide to unsubscribe. Stephanie Drew is requesting to encumber \$287.43 for the cost of a new PTO website host subscription and custom domain name/emails. Motion to encumber \$287.43 was made by Sarah Dight and seconded by Kristi Torbensen. Motion passed.

School Directory:

Stephanie Drew

Stephanie talked about the desire of Las Sendas families to have a printed directory. Last year, the Directory was online, but the general consensus was that people enjoy having a printed copy. The PTO is printing a student directory for the 2013-2014 school year. As in the past, it will solicit donations for sponsorship pages to cover the cost of printing. Stephanie Drew is requesting \$1400.00 to pay for printing the student directory. Motion to encumber \$1400.00 was made by Tami Wilke and seconded by JoAnn Bondelli. Motion passed.

Pack Leaders:

Stephanie Drew

Stephanie Drew described the changes to the Pack Leader program. Pack Leaders now responsible for helping recruit volunteers, take photos at class events, help with Teacher Appreciation activities for their classroom teacher and coordinate the Auction Basket for their class. The following teachers are still in need of Pack Leaders: Wienke, Cull, Zima, Silva, Buchanan, McCarron, A. Jackson, Marr and Lorenzen. Stephanie said she would be emailing those teachers to see if they can identify a parent willing to help out.

Auditor Fee:

Donna Empson

Donna talked to the group about what an auditor does and how they prepare our tax documents each year. Donna would like to encumber \$800.00 for the cost of the auditor's fees for the 2012 – 2013 school year. Motion to encumber \$800.00 was made by JoAnn Bondelli and seconded by Amanda Snow. Motion passed.

PTO Supplies:

Donna Empson

Donna Empson is requesting \$100.00 to purchase deposit slips, cash boxes, flash drives, poster board and other supplies needed by the Board. Motion to encumber \$100.00 was made by Caren Osborne and seconded by Angie Jackson. Motion passed.

Boo Hoo Breakfast:

Jennifer Wall

Jennifer Wall talked about the new event the PTO hosted this year. The PTO invited all kindergarten parents to meet in the Media Center for donuts and coffee on the first day of school. Jennifer told the group that it was a huge success and the Board was able to chat with new families to Las Sendas. Jennifer Wall is requesting to encumber \$12.00 for the donuts purchased for this new PTO event. Motion to encumber \$12.00 was made by Ali Wienke and seconded by Sarah Dight. Motion passed.

Welcome Back Family Bingo Night:

Christine Pacheco

Christine Pacheco gave an update on the planning and preparation for Family Bingo Night, to be held Friday, September 6th from 6:30pm to 8:30pm. She indicated that they are getting items ready and planning on selling daubers and bingo sheets in a set for around \$5 each. Tami Wilke asked about families that bring their own daubers, and a discussion ensued. It was determined that the committee will discuss this, and perhaps will offer a discount if they have their own dauber. Christine is requesting to encumber \$500.00 to purchase bingo cards, daubers, decorations, pizza and drinks for family bingo night. Tonja Lazier asked if teachers were needed as volunteers for calling Bingo. Christine said that TJ Casey will be the Bingo caller, but all help is welcome to help during the evening and parents and teachers can sign up on the Volunteer Spot website. Motion to encumber \$500.00 was made by Tonja Lazier and seconded by Nicole Mongiovi. Motion passed.

Garage Sale:

Jennifer Wall

Jennifer Wall announced that we will be having our annual garage sale on October 26th. Families can purchase a parking spot for \$25, and then sell household items and keep their profits. Jennifer requested to encumber \$50 for the purchase of posters and marketing materials to promote the event. Motion to encumber \$50.00 was made by Tami Wilke and seconded by Nicole Mongiovi. Motion passed.

There was a quick discussion about the new Fall event being held this year – the Coyote Campout. Aaron discussed how he has been involved both as a parent and as a teacher with an event like this and it was a huge success. The event will include camping, telescopes and other activities. Aaron indicated that this is a change from the Harvest Festival, but attendance has been dwindling for that event and we decided to try something new this year. Karen Jackson brought up the idea of selling parking spaces for families who would like to bring RVs to spend the night in. Everyone liked this idea and will discuss this as part of the planning process.

Scripps Spelling Bee:

JoAnn Bondelli

Jo-Anne Bondelli is requesting to encumber \$127.50 to pay for Las Sendas Elementary to register for the Scripps Spelling Bee. Motion to encumber \$127.50 was made by Caren Osborne and seconded by Cain Reagan. Motion passed.

Alicia asked if there were any questions and a question was asked about the Box Tops procedure. Jennifer Berkshire described the process and let everyone know that Box Tops can be trimmed and placed on an index card with the student's name and teacher on the back and turned in to the box in the Media Center.

Motion was made to adjourn the meeting by Karen Jackson and seconded by Cain Reagan. Motion passed.

Meeting was adjourned at 7:08 pm.