

Meriwether Lewis Elementary School
PTO Meeting Minutes
January 11, 2012 – 6:30 p.m.

Members Present: Mary Chinn, Jenny Commins, Kim Cousins, Rick Emery, Skye O'Donnell, Debbie Parmelee, Nancy Paulson, Brandi Piccirilli, Sue Ann Sarpy, Clark Smith, Jerilyn Teahan

I. Approval of December 2011 Meeting Minutes

The Board voted to approve the minutes from the December 2011 meeting

II. Principals Report

Ms. Cousins reported that Meriwether had received the Top Tier Governor's Award for Education Excellence. She also thanked the Board for agreeing to support bringing the movie "A Race to Nowhere" to WAHS on January 25 (note: funding approval was granted by email Board vote. See Treasurer's report below).

III. Presidents' Report – no report

IV. Vice Presidents Report

A. Volunteer(s) of the Month. Jenny Commins announced that Kenna Boyd would be recognized as the Volunteer of the Month for January. She also reported that the selected volunteers from the fall semester would be receiving bags of olive oil and salt from FEAST and that they would receive recognition on the MLS Bulletin Board.

B. Breakfast with Representatives: Commins also noted that she and the Ms Cousins were working on scheduling the breakfast with our School Board members and BOS representative (note: the meeting date has subsequently been announced – January 31st at 7:00 a.m. at MLS).

V. Volunteer Coordinator's Report (no report)

VI. Teacher's Representative Report (no report)

VII. Secretary's Report

A. Correspondence Received – Nancy Paulson noted the PTO had received a number of thank you notes from the teachers, administrators and bus drivers thanking the Board for the Kroger gift cards that were distributed prior to winter break.

VIII. Treasurer's Report

A. Monthly Report of Income/Expenses

Rick Emery distributed by email a spreadsheet of expenditures and revenues through January 11, 2012. The bank balance was \$43,861 spread between the PayPal and BB&T accounts. As part of the monthly report, Rick discussed whether or not to move the funds from PayPal into an interest bearing account or certificate of deposit. Board member expressed a desire to

move some of the money (the "cushion" we plan to carry over from year to year) into a product such as a rolling certificate of deposit. Rick will research options and report back to the Board. Rick also brought up the topic of looking at using Quick Books on-line to manage the account. This product has a fee (approximately \$15-\$20/month). The Board approved spending up to \$250.00 annually to fund this bookkeeping program.

B. Funding Requests

During the meeting a number of funding requests were discussed and granted approval. They are noted in the minutes under the category they were proposed.

C. Creation of Co-Treasurer Position

Following a lengthy discussion, the Board unanimously approved the creation of an interim Finance Director position. The Board recognized that the duties of the Treasurer have grown in the recent years for a variety of reasons including the growth in the Silent Auction, the Enrichment Zone program, and the inclusion of credit card payments and the PayPal system. The Board agreed with Rick Emery's suggestion that it would be best managed by two individuals. The Board recognized that while the appointment for this spring is an interim position, the Board must amend the Bylaws to provide for adding a Finance Director and will also have to delineate the duties therein. The exact delineation of duties between the Treasurer and Finance Director will be reflected in an amendment to the. But, the general concept would be that Treasurer's job would be more day-to-day operations and the Finance Director would have an oversight/audit role. Provided the Bylaws are amended, the Board also approved having the Interim Director of Finance become a permanent position for the PTO board starting in the fall of 2012.

D. Funding Approval: The PTO Executive Board approved by email vote prior to this meeting to provide funding assistance for the film "Race to Nowhere" that is going to be presented at WAHS. All the western feeder schools' PTOs have pledged monetary support if the anticipated donations from viewers do not meet the cost of the film.

IX. Director's Reports

A. Fundraising Committee

1.) Fun Fair – As noted in the Treasurer's report, the total expenses for Fun Fair were approximately \$7,800 and the expenses were approximately \$4,800 --- thus netting a profit of approximately \$3,000.

2.) Original Works – no report

3.) Innisbrook Wrapping Paper – The final report shows a \$3,400 profit from the wrapping paper sales!

4.) Silent Auction – Val reports that the SA committee is meeting on Friday, January 13.

5.) Enrichment Zone –

James Younger reported that the spring session registration rate is running behind last fall's;

however, several classes have already "sold out". He is confident that we'll see demand through the closing of Session I registration on 1/23. Current ESTIMATED spring session revenue is \$14K (not yet incorporating staff and EDEP discounts) and it appears the program has passed our net income break-even registration number. Ms. Parmelee and James are in discussions about purchasing an additional LEGO NXT kit to allow expansion of her Introductory Robotics class from 10 to 12 students. The Board voted to approve the purchasing of one new LEGO NXT.

PrE-Zone Update: The PrE-Zone is the Board-approved PE fundraising course designed by Mr. Williams and discussed during the December Board meeting. Through noon today, 34 students have registered for Mr. Williams' "Girls Just Wanna Have Fun" PrE-Zone course. The current associated revenue is \$1548 (\$36/student). Mr. Williams and James Younger have agreed to close registration tomorrow evening (Wednesday, 1/11) to allow time to distribute registration lists to teachers and staff prior to classes beginning this Friday (1/13). Mr. Williams and Mr. Wymer have agreed to volunteer their instructor time for this course so that all PrE-Zone revenue can be used towards PE department expenses. James provided a final revenue number after registration is closed.

- 6.) Box Tops – Maureen reported earnings of \$685.00 through December.
- 7.) Grocery Receipts – no report Harris Teeter, as of today \$255. Giant, as of 12/31 \$33.41 (their accounting is different than HT's)
- 8.) Kroger Gift Cards – Kroger Gift Cards totals: December \$714; Sept-Dec. \$2,491.30 July—Dec. \$3,191.50. Becky reported that if we can keep pace with our recent usage, we should make or exceed our \$6,000 goal!
- 9.) MLS Sportswear – Jenny Commins volunteered to touch base with Brooke Donovan about potential MLS sportswear sales for this semester.

B. Community Events

- 1.) Bingo Night: Bingo Night flyers are going home 1/24/12 (event is February 3rd). Due to the poor condition of our bingo set, Kelly Johnston is looking into borrowing a Bingo Set from the Elks Club in Charlottesville. She is meeting with the club manager to take a look at an old machine (one they no longer use, because they have a new spiffy one) that they may allow us to borrow. Kelly believes that MLS should consider the purchase of a set. She has looked online and large cage sets are around \$200 (\$250 if you upgrade, buy more marker chips +shipping), to include a 19"x20" cage, 1.5" number balls and a large "masterboard" (see www.american-bingo.com, "professional bingo cage", ABC-PRO is the item #). Electronic sets are way expensive. Loretta reported that she is currently working on getting Hunt Country to come and sell/serve soups. Also, volunteers will be selling Pizza (Dominos), Chicken tenders (Raising Cains), cookies and drinks. The Board voted to approve an expenditure of up to \$300.00 for a new Bingo set.
- 2.) Skate Night – Mistei Roebuck reported that the turnout for Skate Night #2 was low and

that pizza had to be given away since it was not all purchased. Skate Night coordinators Melissa and Loretta are happy to host another skate night if the scheduling can be worked out. It was noted that there was some difficulty in managing the Henley volunteers. A few were very helpful, but others were more of a hindrance than a help. It was recommended to use more parent volunteers and fewer HMS volunteers at the next events (note: Board members noted that HMS volunteers must go through Betsy Bell to be assigned. And, it was recommended they have to wear nametags).

3.) Fun Run – no report

4.) Kids Market – no report

5.) Kids Night Out – Val Newcomb reported that the next KNO event is February 10th and she'll do the flyer 3 weeks out to begin promotion. Also, Val noted that last year the teachers volunteered their time for the KNO on the evening of the Silent Auction. She believed the teachers should, however, be paid for this work. The Board concurred with her recommendation.

6.) Newcomer's Network –. no report

C. Staff/School Support

1.) Birthday Book Club – Sue Ann Sarpy reported that there were 39 purchases through the online process and 91 through the paper process for a total of 130 purchases. This is an increase of 25 purchases over last year. The price was \$20.00 per student – totally \$2,600 for the purchase of birthday book club books.

2.) Art Print – no report

3.) Copy Center – Sue Ann reported there are seven copy center volunteers. In the Upper grades copy center, there usually have 4-5 people schedule a week; three are actually needed and additional people are scheduled as back-ups. Two to three volunteers are scheduled every week in the Lower grades copy center. Sue Ann brought up some concerns about trying to find the “best times” when volunteers can work on making copies during the day. Debbie Parmelee suggested 12:00 p.m. – 2:15 p.m. Also, Sue Ann suggested that a form is created for work requests and received feedback on the copy jobs. Debbie volunteered to email the teachers to see solicit feedback for the copy center volunteers. And, Sue Ann would work with Debbie on creating a form.

4.) Fifth Grade Coordinators –Nancy Inman and Cameron Sipe are coordinating with Cheryl Wetmore-Simpson regarding the dates for the party. Sue Ann asked if there was someone the coordinators could talk to about the process. It was suggested they meet with past chairs including Adonice D'Atre and Ellen Beard.

5.) Book Fair – Adonice reported that she, Nancy Paulson and Erica Payne met on January 10th to discuss the timeline for flyers, volunteer schedules, etc. The theme this year is “Luau: It's a Reading Celebration.” Dates: March 5-9. Ms. Straume has agreed to have the after-school program make some of the Hawaiian-themed decorations during the month of February.

6.) Hospitality/ Staff Appreciation

The committee has circulated a survey to all the teachers to ascertain their favorite things. The committee hopes to use the information in their planning for Teacher Appreciation Week. Most, but not all, forms were returned to the committee. The following is a list of the events that have been completed and that the committee plans to complete by the end of the year:

- 10/17 – Bus Driver Appreciation: created banners and provided breakfast to the bus drivers
- 11/7 -- Breakfast for the staff
- 12/15 -- Holiday treats for staff (all lounges and work rooms)
- 1/23 -- Soup/Chili lunch for staff
- 2/20 -- Breakfast for staff
- 4/9 – Lunch for staff
- 5/7 – 5/11: Teacher Appreciation Week: Monday, Wednesday and Friday – provide a mixture of breakfast, snacks and treats.
- ?? – “Send our Teacher out to East” program – possibility of new program allowing classes to go off-site to eat together.
- 6/11 – Clean-up day – provide food/snacks.
- 7.) Landscaping – no report
- 8.) Marquee – The marquee committee would like additional letters. They are looking into the cost, but believe a full set is less than \$150.00. The Board approved up to \$150.00 for new letters.

D. Communications

- 1.) Bulletin Board – January’s bulletin board will feature the Volunteers of the Month from the fall semester.
- 2.) MLS Matters - Jerilyn Teahan noted that she is still experiencing late submissions. She asked that everyone please try to get your information in on time.
- 3.) School Directory – no report
- 4.) Yearbook – Committee is moving right along. They need more candid submissions from classroom. They are planning to solicit staff and parents. Debbie Parmelee noted she will remind faculty to send pictures to Erin English.
- 5.) Parent Council – Mary Huffard sent the current contact information for our BOS and School Board member. They are listed at the end of the agenda. Additionally, Mary Huffard emailed a report from the most recent Parent Council Meeting to all PTO Board members. The major focus of the report was on the budget process for Albemarle County Schools. There are funding concerns at both the local level and at the state level. All parents are encouraged to be engaged in the budget process and in expressing their priorities for Meriwether Lewis. Mary Huffard also noted that Parent Council provides car magnets to get the message into the community “Strong Public Schools=Strong Communities” Magnets are available in the front office – MLS parents, teachers and staff are encouraged to consider wearing one proudly on their cars!
- 6.) Website – no report

X. Unfinished Business/Follow-up

A. Funding Guideline Draft Proposal

The Board discussed a proposal by Nancy Paulson to establish a funding process and timeline for the PTO Board to receive review and grant funds for expenditures proposed by the MLS teachers and staff. The Board reviewed a grid outlining the timeline and process. There was discussion about what was the best way to have faculty and staff rank-order their funding proposals (i.e. through a committee, at a staff meeting, through submission to the principals and faculty rep, etc.) It was decided that Board member needed to spend time reviewing the grid and making suggestions for additions, changes, and revisions. Additionally, Jenny Commins suggested that she, Susan Park, and Nancy, Kim Cousins and Brandi Piccirilli get together to discuss ways details the process for rank ordering proposals. They all agreed and will report back to the Board once they have met. Clark noted that while the budget process/timeline would not be in place in its entirety for this Board to utilize, the Board could start to incorporate some of the concepts including having a deadline for all teacher and staff initiatives that are seeking funding from the 2011-2012 budget. The Board agreed this was a good idea and would discuss further at the February meeting.

B. January PE mini-enrichment class series

Note: see PreZone report under the earlier EZ report.

C. Spring Community Event -- no report

D. Breakfast with County Board of Supervisors and School Board

Note: see earlier report under Vice President. Scheduled for January 31st.

E. LCD projector purchase and/or bulb replacement –

Ms. Parmelee reported she had done some initial research into the purchase of a projector for Kids Night Out. The details and cost will be discussed at the next meeting.

XI. New Business

XII. Next Meeting – Wednesday, February 8, 2012 at 6:30 p.m. in the MLS Library

School Board reps:

Ned Gallaway, recently elected At-Large member: ngallaway@k12albemarle.org

Eric Strucko, Samuel Miller magisterial district rep: estrucko@k12albemarle.org and

EJS6J@hscmail.mcc.virginia.edu

Board of Supervisor reps:

Duane Snow, vice chairman, Samuel Miller magisterial district rep: dsnow@albemarle.org

Ann Mallek, chairman, White Hall magisterial district rep: amallek@albemarle.org

