

Minutes, November 1, 2016

1. Call to Order 6:30

Present: Ashley Michaelis, Julie Smith, Kristy Hamit, Amanda Lattimer, Emily Ramsdell, Jessica Barnes, Charles Barnes

Approval of agenda

2. Financial and Bills Payable Report- Jessica Barnes

- 2.1 Deposits and checks made this month:
 - \$120 in t-shirt sales
 - \$500 four corners dinner fundraiser
- 2.2 Cash balance: \$23,632.91
 - Also received:
 - \$50 in additional t-shirt sales
 - \$75.46 check from Schwan's summer fundraiser campaign
- 2.3 Outstanding bills: \$ for CAC for Time and Scholastic subscription
- 2.4 Audit Planning Update: We are continuing to find an auditor to review our finances.
- 2.5 PTO debit card and reconciliation process:
 - After reviewing issues with security and fraud concerns it was decided not to pursue a debit or credit card at this time.
- 2.6 PTO will send emails to teachers/principals about guidelines for requesting funds. The information should be shared with teachers for clarification and to encourage bringing needs/wishes to PTO for consideration.

3. Fall Fundraiser – La Tee Da

- 3.1 Update on gifts/awards:
 - PTO will provide sellers reaching \$100 in sales or \$50 in donations a \$5 Casey's gift card.
 - Casey's donations of certificates for free donut or slice of pizza will be used to thank all other participants.
- 3.2 Deadline/submission:
 - PTO will extend the candle fundraiser due date to November 9th, but will take orders until Nov. 11 to account for late forms. Orders will not be entered until after Nov. 11. This will still allow time for orders to arrive before Christmas break.

4. Family Science Night Pizza Fundraiser:

- 4.1 Date: November 2nd from 6:00-8:00 PM
- 4.2 Meal/Pricing: \$3.00 meal includes slice of pizza, salad, cookie and drink
 - \$220 in CiCi's pizza (40 pizzas) (400 pieces) + \$20 delivery fee, salad provided by OPAA, cookies made by HS FACS class with donated supplies, ice tea, Gatorade drink or bottled water.
 - Bottled water= \$18.76, flatware = \$86.55, salad= \$115
 - Total spent for meal expenses = \$460.31

4.3 Door Prizes:

\$242.11 in door prize gifts. Several prizes of various size, topic, and age level were purchased through Amazon and from the Toy Store.

4.4 Volunteers

PTO utilized Sign Up Genius to solicit and organize volunteer to fill pizza meal service time slots. There are still 5 open slots at this time, however, some verbal offers will be plugged into those vacancies. We should be covered well for all time slots.

5. Preschool PTO support:

Number of students: 97 enrolled

Licensed Teachers

The preschool currently has no fundraisers or parent organization to provide support, they had participated in PTO activities and fundraisers in the past when a part of OAC.

Julie moved to approve the addition of preschool to the grade levels being supported by PTO. In further discussion, Ashley wants to check tax exemption and by-law documentation to be sure that we are not bound to remain k-8 this year. Will call for vote later after Ashley does more researching.

** It was found that there are no documents limiting PTO to supporting only K-8 students. It was motioned that PTO extend support to the preschool with an electronic board vote. Motion carried.

6. Amazon fundraiser:

PTO will provide a link to buyers. They can shop through their personal Amazon account. No personal information will be shared between Amazon and PTO.

PTO will need to set up an Amazon Affiliate Acct. PTO would have to create the account and a way to direct deposit earned funds into our checking account. Each time the link is clicked it benefits PTO and a percentage of the sales also goes to PTO. There will be very little work required. The link can be shared with family locally and at a distance through Face Book and School Reach email.

Amy moved that PTO set up an Amazon affiliate acct and get the fundraiser set up to begin by November 15th, 2016. Julie seconded. Motion carried.

7. Teacher Christmas gifts:

There are approx. 75 certified teachers k-8. If we did a \$25 gift for each it would total about \$1875.00.

Jessica moved to approve gifting K-8 certified teachers with \$25 cash at Christmas. Charles seconded. Motion carried.

8. Spring fundraiser ideas:

PTO discussed the possibility of hosting a read-a-thon in conjunction with Read Across America Day, March 2nd. After meeting a read-a-thon goal students would be treated to a festival to celebrate reading. About two weeks prior to the festival, the

students would
would collect

participate in reading activities at school and home. Students
donations/funds to support this specific event.

Emily will talk with principals and continue researching options for activities and
logistics to present again at the December meeting.

9. Spring Carnival-

PTO is tentatively scheduling the carnival from 1-4 pm on April 22nd at OAC.
Emily is checking with Mr. Fernkopf to be sure the availability.

10. Other: PTO plans to provide childcare during meetings. We will pay \$15 per meeting to the
scheduled childcare provider. Riley Suddarth provided child care.

11. Next Meeting:

scheduling We are changing December PTO meeting to 12/5 at 6:30 in Overbrook due to
conflicts.

Meeting adjourned at 8:00 PM.