

**General PTO meeting
November 3rd 2014**

Attendees:

See attached sheet

Welcome: Fran McBee President

Principal's Report: Mrs. Kellie Roe

No school tomorrow for voting day, teachers will still be working they will be doing a professional development day which focuses on writing

School video: did great job, can be seen on the District website, PTO site and soon on CSE website.

Had the district wide choice fair last week, lots of parents there shopping high schools but got some parents at our table, special thanks to Trisha Klaus for creating the beautiful brochure for our school.

District creating a new choice selector tool to help parents pick schools for their children by their personal preferences (ie. spanish, PBL)

Also \$200,000 is still coming to the school since we have more students than we had predicted, going to be meeting with leadership committee about possible ways to spend this money. Current idea is spending some of the money on the gifted and talented program, maybe hire a part time teacher to help Ms. Herman.

Secretary Report: Marina McFarren

Motion to approve September meeting minutes

1st Trina Wegner

2nd Melissa Adams

all in favor

Treasurer Report: Lisa Beerbower

Christina our former treasurer is stepping down, board has decided to move Lisa up to treasurer from co-treasurer

Account report is going back to August, last statement was September we balanced at \$22,490.82 after fall festival and Oct \$48,504.38

Motion to approve

1st Andrea Brooks

2nd Mellissa Guevara

all in favor

New Business

We have amended the bylaws to put into place a policy for petty cash. Bylaws in article VI item I reads: Petty cash fund in the amount of \$150 will be kept in safe for the purpose of reimbursing small out-of-pocket expenses as well as to provide for the ability to make change for cash transactions at school functions. All expenditures using petty cash must have original receipts. Copies of receipts are not allowed. The fund will be reimbursed through a pay voucher submitted with receipts to DCEF as needed. A Cash Box Request form is required when the petty cash fund is used at school functions. This form is used to track the cash balance at the beginning and the end of the event and to facilitate the creation of a cash deposit of funds over \$150 for the Treasurer.

Motion to approve by Fran

1st Molly O'Reilly

2nd Melissa Guevara

all in favor

Teacher Grants

As a board and with Ms. Roe we went thru all grants and have come up with the following:

4th grade \$100 gift card for PBL tour guide who came out and did 7 tours with the students

4th grade text books for "The Colorado Story" 30 for \$1,429.41
6th grade books for PBL for \$181.55
Art request for books, which we amended from \$350 to \$175
ELL request projector and document camera \$661.25
Student Council \$100 for supplies to create cards for vets in hospital and pizza party
Health \$615.93 for 3 dimensional visual aids

Total \$3,263.14

This is first round, next round will be in December
We will summarize these grants in next newsletter

Texting Notifications

Several parents have asked about a texting program for alerts. Trisha and Fran have looked into Remind (High school uses) it is free but regular service provider fees do apply.
You will have to opt into the program, it will not be for all school functions but just PTO, good reminder for fundraiser pick up, and fundraiser dinners. Everyone is in favor of looking into texting. Now need to outline details of what will be going out in the texts and how many a week we will send out.

Holiday Shop

We have changed from ABC fundraiser to Fun Services this year. For some early window shopping, we will have a show case out in the hallway of what will be available, the most expensive item is \$12 and all high quality items. This is not a fundraiser, but we technically make a little bit. More info will be coming out in Thursday folders.

We are rolling out Baxter's scavenger hunt, you can earn \$25 gift card to target. Just go to the PTO website and search for the magnifying glass with Baxter's face on it.

Trying to recoup money for purchase of Baxter, we are selling tickets for iPad mini raffle; tickets are \$1 each or 6 for \$5, will be selling them Tuesday and Thursday before and after school until November 20th.

Fall Festival

Never been a money maker, we tried to stick to budget but we probably could have gotten more bouncers, we probably made less than \$500

Bison buddies made about \$400 on food to help with their program

General info on how it went:

need to better describe if you are getting a slice or whole pizza

need lights for playground for bounce houses

trying to change up the games that we use in the hallways have always been the same.

Need to maybe have a better connection with the volunteers maybe a volunteer coordinator, to help get everyone get to where they need to be, maybe hand out vouchers for free entrance to all volunteer families.

Thinking of maybe doing a tailgating party earlier in the year, in lieu of fall festival. It was initially done so kids could come dressed up in costumes back when the school did not celebrate Halloween, but now they are allowed to come dressed up to school.

Possibly trying to go thru Play 360 so reserve and get together for tailgating.

Tailgating would be: you reserve a parking spot, still have chili cook off but most things will be set up outside.

Can still do a vendor bazaar at different time of year.

ABC fundraiser items will be here November 10th need info from group how would everyone like the items delivered. Send them home with the children or have a pick up that night from 5-7 when parents come to get it. Maybe have pick up at 4 so parents can pick up along with children.

Power of Three winner for September Laura Lee Burns and Athena Acosta for October.

Rewards Committee:

box tops as of today 14,360 points

Secret messenger program still running, specials teachers and office staff still need some sign ups. Please post in journal what you have given so other secret messengers know what has been given.

Yearbook committee met last week, still going with same printer so we can personalize our own pages. Still going to have 6th grade contest for the cover. You can't order yearbooks yet but you can already start submitting pictures on PTO website.

Family night events in the works- science night, fitness night (possibly get crossfit and yoga teacher), movie night, bingo night, these are all set for the spring.

Upcoming events:

committee chair meeting on Wednesday possibly will change, committee chairs please see Trisha

Room parent meeting Friday morning at Lost Coffee

Silly string Ms Roe and Ms Berry for Ms. Woodbury and Ms. Yoshioka's class Friday at 9:30

Thanksgiving feast on the 19th, request form is on the newsletter.

Holiday shop first week of December

Smart cow fundraiser is in December

Our contact info has been added to the agenda if anybody needs more info.

Including the texting info.

Meeting adjourned 7:37

Attendees:

Trina Wegner

Lisa Riepe

Melissa Guevara

Molly O'Reilly

Erika Milligan

Anna Porter

Stacy Miller

Melissa Adams

Andrea Brooks

Karen Wittman

Tara Baumgardner

Alecia Glorioso

2014-2015 YTD CSE PTO Account Activity	<u>Balance</u>	<u>Income</u>	<u>Expense</u>
<u>August 2014</u>			
Beginning Balance	\$25,000.98		
King Soopers / Escript		\$277.46	
Yearbook (2013-2014)		\$20.00	
Erin Kiyon (continuation 2013-2014)			\$207.96
Your Logo Source (Parking Signs)			\$70.00
Fran McBee (Welcome back to school event)			\$84.10
Erika Milligan (Welcome back to school event)			\$24.27
Lisa Beerbower (To Reimburse Office Petty Cash)			\$60.00
Gift Cards for Staff Christmas			\$1,000.00
TOTAL August Activity		\$297.46	\$1,446.33
Ending August Balance	\$23,852.11		
<u>September 2014</u>			
Beginning Balance	\$23,852.11		
Yearbook (2013-2014)		\$56.01	
Erin Kiyon p-card (mascot costume)			\$891.22
Trisha Klaus (PTO Supplies)			\$448.77
Fran McBee (Hospitality)			\$37.31
Alecia Glorioso (Homecoming Parade-Committee Supplies)			\$52.96
Staci Wiebelhaus (Power of Three gift cards)			\$40.00
TOTAL September Activity		\$56.01	\$1,470.26
Ending September Balance	\$22,437.86		
<u>October 2014</u>			
Beginning Balance	\$22,437.86		
Family Movie Night Deposit		\$100.00	
ABC Fundraiser Deposit		\$43,361.00	
Amberg Entertainment Colorado Inc (Fall Festival- Inflatables)			\$1,325.00
Freddy's Fundraiser		\$421.44	
King Soopers Reward Program		\$310.71	
ABC Fund Raising, Inc. Invoice			\$18,830.70
Fall Festival Entry Tickets		\$2,144.60	
Steve McKenna chk towards Spring Event basket		\$75.00	
Kaylyn Edwards (Fall Festival- cake walk)			\$41.37
Sterling DeCosta (Fall Festival- popcorn)			\$72.00
Awards With More (Fall Festival)			\$54.00
Jennifer Bartelson (Box Tops)			\$23.16
TOTAL October Activity		\$46,412.75	\$20,346.23
Ending October Balance	\$48,504.38		

*Last DCEF (Douglas County Educational Foundation) statement through Sept. 30, 2014 balanced at \$22,490.82