

AEPTO General Meeting Minutes

August 15, 2016

In Attendance (16):

Executive Officers: President Jeff Turk, Treasurer Laura Ash
Committee Members: Lynzee Brenner (Art Reach), Laura Karr (Carnival), Marleen Cromer (Catalog Fundraising and Promotion), Mandy Sanders (Labels Coordinator)
Luce Road ECLC Representation: Chasta Langworthy, Cassie Thelen, Michele Ringle
Hillcrest Elementary Representation: Beth Vozar, Denise Carroll, John Helinski, Kathleen Cranna, Kari Bell
Pine Avenue Elementary Representation: LaDawn Showers, Kim June

I Call To Order:

- A.** The meeting was called to order at 6:30pm.
- B.** The minutes of May 2016 were reviewed and approved.

II Reports of Officers

A. President (Jeff Turk)

PTO organization for 2016-2017 was detailed as follows: Jeff Turk (President), Laura Ash (Treasurer), Secretary (TBA), Mandy Sanders (Labels Coordinator), Lynzee Brenner (Art Reach), Laura Karr (Carnival), Jessica Ackerman (Bookfair), Marleen Cromer (Catalog Fundraising and Promotion)

Meeting Dates for 2016-2017 - all are 3rd Monday of the month. Sep 19 (Luce), Oct 17 (Hillcrest), Nov 21 (Pine), Jan 16 (Luce), Feb 20 (Hillcrest), Mar 20 (Pine), Apr 17 (Luce), May 15 (Hillcrest).

III New/Continuing Business

A. Thank you to Jennifer Wilson, who served as PTO secretary during the 2015-2016 year! Kathy Roslund was nominated as potential secretary for 2016-2017. Further nominations for the position opening should be sent to Jeff Turk before the September meeting.

B. Over the last few years, fundraising efforts have substantially grown the PTO's account from \$55,000 (start of 2013-2014) to \$88,000 (start of 2014-2015). With an annual budget that fluctuates between \$40K and \$50K a year, and in consideration of parent wishes to reduce the number of fundraisers, the PTO Board unanimously decided, in May, to explore eliminating Club's Choice Fundraising as an Alma Elementary PTO fundraiser. The AEPTO just completed its first of a three year contract with Club's Choice, and through discussions with our representative at that

organization, it was decided the AEPTO would have a liability of \$1,500 if our contract was broken. This fee is to offset losses incurred on behalf of Club's Choice that are a factor of extending deeply discounted prices for sales items and prizes/incentives (notably, the PTO Carnival). It was also noted that because of recent fundraising diversification, Club's Choice sales were down, such that the PTO paid \$450 to Club's Choice for their Carnival "donations". Though the PTO expects some uncertainty in overall fundraising dollars for the next couple of years, given such a proposed change, it was decided that the move was appropriate at this time and should provide adequate funds to continue the mission of the PTO. A motion was made and seconded to break contract with Club's Choice Fundraising in light of the prior financial arguments and in consideration of our recent collaboration with Kathy Roslund, her husband, Rent-Rite of Alma and Mount Pleasant, with Laura Karr's confidence that we are in a good position to hold Carnival without the assistance of Club's Choice, and with the knowledge that Great Lakes Fundraising would provide a cash-back incentive to the PTO (\$600-\$800) to help fund such a Carnival experience. The motion carried, unanimously.

C. Marleen Cromer has agreed to chair the single catalog fundraiser, Great Lakes Fundraising, as the PTO's new Catalog Fundraising Chair.

D. Marleen Cromer has also agreed to share the job of PTO promotion to parents as the PTO's new Promotions Chair. To address some of the PTO promotion concerns, Marleen's first two focuses are on recreating and reinvigorating the PTO's Facebook presence and establishing a strong and effective presence at the APS open houses (Sep 30, 1-3pm and 5-7pm).

E. A motion to rename the Luce Rd. Boo-Hoo Cafe to the Yahoo Margarita Bar was tabled, since its organizer, Donalynn Ingersoll, was not present to defend it

F. Budget.

Luce:

- Appropriate adjustments were made to accommodate each teacher/special with a \$130 teacher fund. This includes 16 APS teachers, 1 RESD pre-school teacher, music and movement, Art (Ashely Forde's teacher fund will reside at Luce) and 2 title teachers.
- A motion was made and seconded to add a pre-school field trip line to the budget in the amount of \$450. Motion carried.
- To clarify, \$200 will be added to the bi-annual reindeer visit (Luce) such that a total of \$400 will be in place (this is the year in which the reindeer visit will occur).
- A motion was made and seconded to add a line in the Luce Rd. budget in the amount of \$1,200 to support free/reduced price books during the PTO book fair. This completes the PTO's extension of \$1,200 to all three elementary schools for such purpose. Motion carried. It was briefly discussed that some parents did not send their children to the book fair with money because they heard the PTO was providing a coupon/free cash reward.

The Luce Road ECLC budget was approved unanimously as detailed in the attached document.

Hillcrest:

- Appropriate adjustments were made to accommodate each teacher/special with a \$130 teacher fund. This includes 12 APS get ed teachers, 2 special ed teachers, music (Pat Dewitt's teacher fund will reside at Hillcrest), PE, 2 title teachers and 2 RESD teachers.
- A motion was made and seconded to add a Science Night line to the Hillcrest budget in the amount of \$500. Motion carried.

The Hillcrest Elementary budget was approved unanimously as detailed in the attached document.

Pine:

- Appropriate adjustments were made to accommodate each teacher/special with a \$130 teacher fund. This includes 12 APS get ed teachers, 3 special ed teachers, 2 title teachers and PE.
- A motion was made and seconded to add a Pride Day 5K line to the Pine Ave. budget in the amount of \$2,500. It was argued and agreed upon that providing t-shirts and medals to the participating students greatly enhanced their overall experience. It was also agreed that external grants and family support would be the primary source of funding for such items, and that the \$2,500 would be put in place to accommodate differences between these external efforts and the costs to maintain such a participation and incentive/reward mechanism. Motion carried.
- A Student Council line item was discussed (Marcus Hillborg suggested \$250 prior to his leaving APS), however since there was no one present that could adequately describe what the funds would be used for, it was decided to table to the discussion until Pine Ave. representatives could bring a proposal to the PTO.

The Pine Avenue Elementary budget was approved unanimously as detailed in the attached document.

General Fund:

- Lynzee Brenner suggested that Art Reach supply purchases may exceed the \$350 currently allocated. A motion to increase this budget to \$450 was not seconded and did not carry. Instead, it was suggested that adequate Art reach supplies be purchased for the current year, and if the budget is overdrawn, this would be a valid point in support of increasing the budget in 2017-2018.

The PTO General Fund was approved unanimously as detailed in the attached document.

The reserved (non-zeroing) Fundraiser Bonus, established at the start of the 2015-2016 year was discussed. Though no new funds were allocated this year, it was decided to continue promoting technology purchases with our current fundraisers, as we are very close to having one electronic device/tablet for every student in each elementary school.

IV Adjournment

Motion to adjourn was made and seconded. Motion approved. Meeting adjourned at 8:05 pm.

The next PTO meeting is scheduled at Luce Rd. ECLC for Monday, September 19th at 6:30pm. Free childcare will be provided.

Budget 2016-17

Summary

	Amount		Amount
Starting Cash Balance: 9/1/16	\$87,174.78	Projected carryover into next year NOT counting projected income	\$31,129.68
Budgeted for 2016-2017	\$64,571.70		(C5-C6) +reserved
Budget (less reserves)	\$48,505.54	Projected carryover into next year INCLUDING	\$97,129.68
Total Budget Spent	\$0.00		(G5+D28)
Total Deposits	\$0.00	including all fundraiser and bookfair income	
Budget Remaining	\$64,571.70		
Budget Remaining (less reserves)	\$48,505.54	C7-C8	
Cash Balance Remaining	\$87,174.78	adds totals from this page minus fundraiser bills and	
Ledger Total Debits	\$0.00		
Ledger Total Deposits	\$0.00		
Ledger Balance	\$87,174.78	Starting Balance + Deposits – Debits	

Income

	2015-2016	Goals	Gross	Expenses	Budget	Net
Interest 601		variable				variable
Fundraisers 602	\$24,127.19	\$35,000.00		\$0.00		\$0.00
Box Tops 603	\$5,721.10	\$6,000.00		\$0.00		\$0.00
Carnival 604	-\$21.49			\$0.00	\$1,000.00	\$1,000.00
Book Fair 605	\$0.00			\$0.00		\$0.00
Author 606	\$0.00			\$0.00	\$1,800.00	
Donations 607	\$350.00					\$0.00
Fun Run 608	\$16,900.55	\$25,000.00		\$0.00	\$3,000.00	-\$3,000.00
Shoe Box Recycling 609	\$221.50					\$0.00
610	\$0.00					\$0.00
Total	\$47,298.85	\$66,000.00		\$0.00	\$5,800.00	-\$2,000.00

Expenses

Luce Road ECLC

	Annual Budget	Expenses	Remaining Budget
Principal Fund 101	\$300.00		\$300.00
PS-Y5-K Team Fund 102	\$1,300.00		\$1,300.00
1st Grade Team Fund 103	\$1,430.00		\$1,430.00
Preschool Field Trips 104	\$450.00		\$450.00
Kindergarten Field Trips 105	\$1,550.00		\$1,550.00
1st Grade Field Trips 106	\$1,475.00		\$1,475.00
Reading Month 107	\$250.00		\$250.00
General Assembly 108	\$900.00		\$900.00
Gingerbread House Day K 109	\$300.00		\$300.00
PACK Reading Program 110	\$800.00		\$800.00
Science Alive 111	\$2,150.00		\$2,150.00
Fall Festival 112	\$840.00		\$840.00
Farm Day 113	\$350.00		\$350.00
Bi Annual Reindeer Visit 114	\$400.00		\$400.00
Student Bookfair Fund 115	\$1,200.00		\$1,200.00
**Fundraiser Bonus 116	\$2,939.66		\$2,939.66
Library/Media Fund 117	\$500.00		\$500.00
**Reserved Library/Media 118	\$606.66		\$606.66
Building/Playground 119	\$500.00		\$500.00
**Reserved Bldg/Playground 120	\$1,756.73		\$1,756.73
Total	\$19,998.05	\$0.00	\$19,998.05

Hillcrest Elementary

	Annual Budget	Expenses	Remaining Budget
Principal Fund 201	\$300.00		\$300.00
2nd Grade Team Fund 202	\$1,430.00		\$1,430.00
3rd Grade Team Fund 203	\$1,430.00		\$1,430.00
2nd Grade Field Trips 204	\$2,600.00		\$2,600.00
3rd Grade Field Trips 205	\$2,600.00		\$2,600.00

Reading Month	206	\$250.00		\$250.00			
General Assembly	207	\$900.00		\$900.00			
Fine Arts Day	208	\$500.00		\$500.00			
2nd Grade PACK Program	209	\$750.00		\$750.00			
Science Night	210	\$500.00		\$500.00			
Student Bookfair Fund	211	\$1,200.00		\$1,200.00			
	212			\$0.00			
**Fundraiser Bonus	213	\$2,278.78		\$2,278.78			
Library/Media Fund	214	\$500.00		\$500.00			
**Reserved Library/Media	215	\$200.00		\$200.00			
Building/Playground	216	\$210.54		\$210.54			
**Reserved Bldg/Playground	217	\$2,889.46		\$2,889.46			
Total		\$18,538.78	\$0.00	\$18,538.78			
Pine Avenue Elementary							
		Annual Budget	Expenses	Remaining Budget			
Principal Fund	301	\$300.00		\$300.00			
4th Grade Team Fund	302	\$1,300.00		\$1,300.00			
5th Grade Team Fund	303	\$910.00		\$910.00			
4th Grade Field Trips	304	\$3,950.00		\$3,950.00			
5th Grade Field Trips	305	\$3,950.00		\$3,950.00			
Reading Month	306	\$250.00		\$250.00			
General Assembly	307	\$900.00		\$900.00			
Science Fair & Engineering	308	\$600.00		\$600.00			
Pride Day 5K	309	\$2,500.00		\$2,500.00			
Student Bookfair Fund	310	\$1,200.00		\$1,200.00			
	311			\$0.00			
**Fundraiser Bonus	312	\$2,321.12		\$2,321.12			
Library/Media Fund	313	\$500.00		\$500.00			
**Reserved Library/Media	314	\$1,274.34		\$1,274.34			
Building/Playground	315	\$500.00		\$500.00			
**Reserved Bldg/Playground	316	\$1,799.41		\$1,799.41			
Total		\$22,254.87	\$0.00	\$22,254.87			
General Fund							
		Annual Budget	Expenses	Remaining Budget			
PTO/Parent Involvement	401	\$700.00		\$700.00			
Art Reach	402	\$350.00		\$350.00			
Art Fund	403	\$600.00		\$600.00			
Childcare	404	\$330.00		\$330.00			
Author (all 3 schools)	405	\$1,800.00		\$1,800.00			
Book Fair	406						
Copies	407	\$200.00		\$200.00			
Fundraiser	408						
Box Tops	409			\$0.00			
Carnival	410	\$1,000.00		\$1,000.00			
Fun Run	411	\$3,000.00		\$3,000.00			
Total		\$3,780.00	\$0.00	\$7,980.00			