

PTO Regular Meeting Minutes

Date/Time/Location: Monday, May 9, 2022 @ 3:30 p.m. in CES Library
Number Present: 25 (faculty, parent)

Call to Order—President Lindsey Snider at 3:32 p.m.

Moment of Silence for the passing of Dan Kirkpatrick, CES Counselor

Secretary report:

Minutes of April 11 meeting were handed out. They are also posted on the PTO Facebook page.

Motion to approve April minutes was made by Nicole Poff. 2nd by Christal Ade.

Motion passed.

Treasurer's report:

Current Balance: \$8,253.24

- > Outstanding expenses: Pre-K field trip; 3rd grade field trip
- > Promised Funds for 2021-2022 Teacher Allotments:
- > Income: Silent Auction \$2,600
Fun Run (approx) \$5,000
- > Future Expenses: Quilt; Kindergarten field trip; 5th grade field trip; Fall allotments

Motion made to approve treasurer's report as presented. 1st by Katie Wieters. 2nd by Becky Blixt. Verbal vote. Motion passed.

Teacher Allotments funds that remain from 2021-2022 school year. One idea is to roll over to the next year.

Discussion:

Question: Do teachers spend over the summer?

Answer: Yes. Save receipts. Ashley will continue with another spreadsheet to track each teachers funds.

MOTION made to roll over teacher allotment funds from 2021-2022 to the 2022-2023 school year. 1st by Rylee Schlesener. 2nd by Genevieve Arveson. Verbal vote. Motion passed.

Audit of Treasury:

Audit is to check that finances are going proper.

Question: Does that mean getting another party involved?

Answer: Yes. They may see something that's overlooked; give pointer; tips to improve/adjust.

Question: Would an audit cost?

Answer: Yes.

Comment: Maybe there is a parent or local business that deals with accounting or banking that could volunteer services.

Old Business:

Fun Run raised approx \$5,000 We will know final amount upon check from company.

Silent Auction raised \$2,600

Question: How does the profit compare to the Spring Carnival & Silent Auction.

Answer: Between the Baskets and Carnival was around \$5,000 That's after all expenses.

New Board will have to make decisions to present the Spring Fundraiser to the main PTO in Aug.

Floor open for comments:

Comment: In years past with the carnival, teachers had to help with the carnival to receive allotments. Maybe need to see about assignment for teacher.

Comment: Kent Bohling was the Fundraiser contact.

Comment: They had a Color Run at 80% profit, 20% expense. Suggested we look for a smaller % of expense.

Comment: More games for ALL ages.

Comment: Fun Run flyer made them think "What! Another fundraiser."

Too close to Heart Assoc. fundraiser.

Comment: Carnival doesn't feel like a Fundraiser for the family. They get more of an experience.

Comment: Carnival has felt too crowded. Fun Run wasn't as inclusive to community.

Comment: Look into a larger location to host the carnival.

Comment: poor advertising for all ages. Seemed advertised for only CES kids.

Food Trucks:

Comment: Resounding GOOD!

Question: Did the food truck/vendors give a percent to PTO.

Answer: No. The committee contacted about 20 vendors. By the time 3 businesses agreed to attend, they didn't push the issue. They kindly let them know they could give a percent if they would like to do so. Some want to come back next year.

Comment: 3 trucks was sufficient. Snow Cone line was long.

National Teacher Week:

> Thank you for Teachers! Hope they felt appreciated.

> Thank you to parents: Nicole Poff, Dorrie Atkinson and Lori Strauss for planning & execution of each day's appreciation. Asking for community sponsors to help cover expenses.

Appreciation Days:

Nurses Day and School Lunch Hero Day—Mrs. Hinck presented gift cards and drinks on May 6.

New Business:

President Lindsey made the Floor Open for nominees for offices.

Lindsey pre-made a small packet of paper with each office listed. Those present were each given one stapled packet of 5 pages. They were asked to write the name of the candidate they wished to vote for. Since Ashley and Lori were both up for re-election, a member from the group was asked to assist Lindsey with tallying ballots. Laurie Paige volunteered.

Election of Officers:

Each nominee was to stand and give a brief introduction and why they should hold the office.

President: Mindy Krinhop—16 years as a teacher. 3 kids at Chapman.

Vice President: Rylee Schlesener — 6 years as a teacher. 1 kid in Pre-K next year, expecting.
Nicole Poff—Parent, One kid at Chapman, 1 younger.

Secretary: Lori Strauss—Parent. 3 kids at Chapman.

Treasurer: Ashley Stearns — 12 years as a teacher. 2 kids at Chapman.

Parent Liaison: Dorrie Atkinson— 2 kids at Chapman, 1 kid younger.

Elected 2022-2023 Chapman Elementary PTO Officers:

President: Mindy Krinhop

Vice President: Nicole Poff

Secretary: Lori Strauss

Treasurer: Ashley Stearns

Parent Liaison: Dorrie Atkinson

Principal Report: Getting ready for the end of the year

Teacher Comments:

Comment: Fall Fundraiser Christal Ade (former PTO Treasurer) stated that Kent Bohling would be the contact.

Comment: Suggested not to have the Fun Run

Comment: with multiple kids and fundraisers, could there be a suggested set fee per kid.

Comment: Opt-Out form with donation at beginning of year.

Question: What is the consensus of the catalog fundraiser? Do we want it again?

Comment: Liked it. Too early in the year. Lost catalog in pile of new classroom papers.

Comment: Liked it. Good for buying Christmas wrapping paper.

Back to School Night—August 2022

> good idea to set up a table for information.

> Google Sign up Form for contact information.

> Make flyer for parents to learn about PTO

> Raffle for gift cards of parents who sign up

> PTO officer T-Shirts

Comment: Liked August 2021 Back to School night where the dad's of PTO grilled.

Comment: August 2021 was very welcoming as a New Family to the school.

Parent Comments:

Question: What does PTO do for retiring staff?

Comment: Social Committee of the Teachers/Staff does a gift.

Motion made for Rylee Schlesener to purchase a Shamrock wood sign like the one in the Silent Auction from Board and Brush in Wichita for \$70. Then staff can sign names. 1 st by Lori Strauss. 2nd by Cole Krinhop. Verbal vote. Motion passed.

Bylaws — Lindsey shared that the committee that was formed this year had only met once. The piece the bylaws together method made her nervous. Suggests for the next year we as a PTO adopt or revise a National PTO bylaws or find a standard copy of bylaws.
Comment: Google Simple bylaws for parent use.

Question: What can we do to get more parents at PTO meetings/involved?

Comment: Plan meetings when parents will be at the building. Example: Kindergarten circus

Comment: Get more information out to parents.

Comment: After seeing a parent, they just asked them why they didn't help with PTO.

Replies from parents — 1. Time issues 2. "Yes" committee. Didn't feel their voice was heard. Seems to just be extra hands.

Comment: Previous parents were nervous to attend, they didn't want pushed into a role/task.

Question: Has there been parents as classroom representatives to PTO?

Comment: A parent may feel more present to attend if they know they are responsible for a full classroom. Maybe even have 2 parents per, so they could alternate attending.

Comment: Glad to see the meeting be in person.

2022-2023 FALL Teacher Allotment:

What is a teacher allotment? The handbook states the Full time classroom teachers (meaning those who have the same students all day: Pre-K through 5th) receive \$250 for supplies needed for their classroom. The Specialty teachers (meaning those who rotate students all day: Music, P.E., Title I, Special Education, Speech) receive \$200 for supplies needed for their room.

\$250 x 16 teachers = \$4,000

\$200 x 6 teachers = \$1,200 for a total of \$5,200

Discussion:

Question: Do we want to go back to cash allotments? Vs. this year's receipt method.

Answer: If are doing the audit, we will need receipts.

Question: What if we purchase something from Facebook marketplace or a garage sale, those don't have a receipt?

Comment: Photo screen shot. Ask the seller to sign a paper stating the item and sale price.

Any way you can document.

MOTION made to approve the 2022-2023 Fall Allotments to teachers for the \$250 full time and \$200 specialty. 1st by Brenda Edleston. 2nd by Laurie Paige. Verbal vote. Motion passed.

Adjournment close to 4:35 p.m.