**Las Sendas Elementary PTO Meeting Minutes:**

August 28, 2017

Las Sendas Elementary School Parent-Teacher Organization (PTO) met in regular session in the media center at Las Sendas Elementary (Las Sendas) 3120 N. Red Mountain RD on August 28, 2018. Meeting was called to order at 4:19pm.

**Introduction/Roll Call:** Jennifer Berkshire

Jennifer Berkshire (President), Emily Scanlan (Treasurer), Courtney Baker (VP Events), Cynthia Watts (VP Fundraising), Danielle Brewer (VP Communications), Nanette Hill (Secretary).

**Approval of May Meeting Minutes:** Jennifer Berkshire

Motion to approve May 2018 minutes as written was made by Mrs. Silva. Second by Mrs. McConnell. Motion passed.

**Treasurer’s Report:** Emily Scanlan

Emily Scanlan reviewed the PTO budget and explained the Balance Sheet. PTO has a balance of $58,867.62. The Library has a balance of $5,895.62. Motion to approve the August 2018 Treasurer’s report was made by Mr. Cuocci. Second by Ms. Lombardi. Motion passed.

**Review of May and Summer:** Jennifer Berkshire

Givesmart details were finalized and the 2018 Auction net income was $36,953.92. The auction was awesome!

The Welcome Back Breakfast was a nice way to start off the year. The breakfast was for the school staff on their first day back to school. A big thank you goes to Mathnasium and Dough Love for their donations!

We met some great parents at the BooHoo/Yahoo Breakfast. The breakfast is for Kindergarten parents’ and families new to the school. The parents seemed very interested and supportive. Thank you to Dunkin Donuts for your donation.

**Principal’s Report:**

Mr. Kaczmerek was not in attendance.

**PTO Goals:**

Our focus for PTO this year is geared toward Technology and Campus Improvements. Our goals for this year are:

 IPad and carts for Kindergarten through 1st grades.

 Speakers for the teachers to use per Grace Dearborn’s seminar and teaching.

 Shade and tables by the 6th grade areas

Suzuki repairs.

**Fundraising:** Cynthia Watts

1. A fun run, the “Coyote Chase” is being planned for November 16, 2018. We are now looking for sponsors for the Fun Run. PTO is partnering with the Student Council for a great event.
2. Papa John’s Dining Night Out (DNO) was a great success. We don’t have a total for the DNO. Stay tuned to see who won the pizza party. We receive a quarterly donation from Papa John’s from funds raised all through the year by ordering online and using the code LASSENDAS40. Our quarterly donation was about $270.00.
3. Thursday, August 30, 2018 is Golden Spoon DNO. The event is from 11am until 9pm. Don’t forget to buy some frozen yogurt before or after Curriculum Night.
4. Chipotle DNO is September 25, 2018 from 5-9pm.
5. The Box Tops contest ends September 28, 2018. The winning class will earn a cookie party.
6. The Fry’s Customer number has changed for the Community Reward’s Program. Our new ID is C1650. Please use this when associating your Fry’s card to the Community Rewards Program. Our school gets a donation for every dollar you spend!
7. Start saving for our Clothing Drive. This year we are partnering with Sunshine Acres. We will have two clothes drives. One in the fall and one in spring.
8. Don’t forget to sign up for Chalkboard Rewards. There are 600 retailers to shop from and we get money back whenever you use Chalkboard Rewards. Go to chalkboardrewards.com to sign up.

**Events:** Courtney Baker

Events for this year are:

Ice Cream Social/Sock Hop: September 14, 2018 from 6:30 to 8:30pm Talent Show: November 2, 2018 at 6:30 pm

Jingle Mingle and Holiday Shop: December 7, 2018 at 6:30pm

Spring Fling: March 2, 2019, time TBA

Auction: April 12, 2019, Save The Date!

**Communications:**  Danielle Brewer

The REMIND app has changed. Text @lspto18 to 81010 to stay in the loop with PTO reminders.

A raffle was held for a t-shirt and Dominoes’ Pizza Gift. The winners were Ms. Sharon Toon and Ms. Brittany Fawley.

A request for PTO Parent Teacher Liaison was sent out and Danielle will let the teachers know who their Liaison will be.

**New Business:** Jennifer Berkshire

Motion to encumber $160.00 for the Spelling Bee. Motion to encumber $160.00 for the Spelling Bee was made by Mrs. Keegan. Second by Ms. Lombardi. Motion passed.

Motion to encumber $465.45 for the READ program for grades K and 1. The requested amount is for $75.00 per quarter ($300.00) for parties and $200.00 for prize incentives for the treasure box for the first semester. The total request is $500.00 but we have a current balance of $34.55 encumbered. Motion to encumber $465.45 for the READ program was made by Ms. Brown. Second by Mrs. Keegan. Motion passed.

Motion to encumber $77.74 for Quest necklace supplies for 2nd grade. Motion to encumber $77.74 was made by Mr. Lorenzen. Second by Mr. Hawkings. Motion passed.

Motion to encumber $264.74 ($18.91/month x 14 months) for QuickBooks reimbursement to Jennifer Casey. We never set up the debit card for our checking account to pay the monthly fees as previously discussed. Jennifer kept the monthly fee on her credit card. Motion to encumber $264.74 was made by Mrs. Silva. Second by Mrs. McConnell. Motion passed.

Motion to encumber $189.10 ($18.91/month x 10 months) for QuickBooks advance to Jennifer Casey. She has agreed to keep the QuickBooks charge on her credit card for the remainder of this PTO year so there are no increased fees. The new board, once elected, will have to change payment method. Motion to encumber $189.10 was made by Mrs. McConnell. Second by Mr. Cuocci. Motion passed.

Motion to encumber $2,000.00 for Bowling equipment for the PE Department. Mr. Cuocci informed us that the existing bowling equipment is very old and in bad shape. The equipment is also shared between 14 schools. In the past Brunswick Zone Bowling has provided the bowling equipment. They are no longer going to be providing bowling equipment. Mr. Cuocci would like to purchase and maintain our own bowling equipment. Motion to encumber $2,000.00 for bowling equipment was made by Mrs. Keenan. Second by Mrs. Allen. Motion passed.

Motion to encumber $250.00 for the deposit to reserve the Golf Club for the Auction on April 12, 2019. Motion to encumber $250.00 to reserve the Club House for April 12, 2019 was made by Mr. Hawkings. Second by Mr. Cuocci. Motion passed.

Motion to encumber $500.00 for the Ice Cream Social/Sock Hop on September 14, 2018 from 6:30pm until 8:30pm. The event is free, but you have to purchase food. We will be selling root beer and other flavored floats and pizza. Motion to encumber $500.00 for the Ice Cream Social/Sock Hop was made by Mr. Lorenzen. Second by Mr. Cuocci. Motion passed.

Motion to encumber $1,500.00 for Spirit Wear reorder. Many orders have come in and we will be making money from the t-shirts. Spirit Wear orders are due September 5, 2018. Motion to encumber $1,500.00 for Spirit Wear was made by Mrs. Keenan. Second by Ms. Lombardi. Motion passed.

Motion to encumber $54.52 for website and email renewal. The cost has gone up this year. Motion to encumber $54.52 for website and email renewal was made by Mr. Cuocci. Second by Mr. Hawkings. Motion passed.

Motion to encumber $2,400.00 for the purchase of 24 speakers for the teachers to use in their classrooms. Grace Dearborn has inspired our staff. The speakers will allow them to use music throughout their teaching. This will fulfill one of our main goals for this year. Mrs. Eaton requested reimbursement for the cost of the speakers for the teachers who have already purchased them. She was instructed to submit a receipt and the teachers will be reimbursed for the amount spent by the PTO for the purchase of the speakers. Motion to encumber $2,400.00 for speakers for the classrooms was made by Mr. Lorenzen. Second by Ms. Keenan. Motion passed.

**General Housekeeping:** Jennifer Berkshire

Motion to unencumber: $25.01 from 6th grade Graduation

 $50.00 from BooHoo Breakfast

 $500.00 from Professional Development (PD)

 and to close this account. We currently have 2

 accounts and this will bring us to one.

 $500.00 from Teacher Appreciation Week

 $120.64 from Welcome Back Breakfast

 $1,186.50 from Yearbooks 2017-2018

 $100.00 from Parking Lot Signs. We had some

 changes but Hawkeye Engraving donated them

Motion to unencumber $2,482.15 was made by Mrs. Eaton. Second by Mrs. Allen. Motion passed

**Upcoming Events:**

August 30, 2018: Curriculum Night

August 30, 2018: Golden Spoon DNO

September 5, 2018: Spirit Wear Orders Due

September 14, 2018: Ice Cream Social/Sock Hop

September 24, 2018: PTO Meeting at 4:15pm in the media center

September 25, 2018: Chipotle DNO

**Meeting Adjourned**

Motion to adjourn the meeting made by Mrs. Keenan. Second by Mrs. Lombardi. Motion passed. The meeting was adjourned at 4:55 pm.