**Las Sendas Elementary PTO Meeting Minutes:**

September 24, 2018

Las Sendas Elementary School Parent-Teacher Organization (PTO) met in regular session in the media center at Las Sendas Elementary (LSE) 3120 N. Red Mountain RD on September 24, 2018. Meeting was called to order at 4:19pm.

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

Motion to approve August 2018 minutes with the correction to the date and change Mr. to Mrs. Keenan on the last page was made by Ms. Lombardi. Second by Mrs. Bioarsky. Motion passed.

**Treasurer’s Report:** Emily Scanlan

Emily Scanlan reviewed the PTO budget and explained the Balance Sheet. PTO has a balance of $63,338.79 with an operating balance after encumbering funds of $54,494.62. The media center has a balance of $5,895.62.

**Review of September:** Jennifer Berkshire

The Sock Hop had a great turn out. We’d like to recognize Ms. Annie Brown and Mrs. Libby Micela for showing their support at our event. All our events are for the community involvement and not for profit but we made $268.32. Great job volunteers!

**Principal’s Report:**

Mr. Kaczmarek reported all is going well. The Grace Dearborn continuing education program has been worth every penny and has helped us with procedures and transitions with music, visual cue cards and more. Mr. Kaczmarek appreciates the support of the parents and PTO. Grade level meetings are taking place now and we are looking at how to grow over the next 7 to 8 years. More to information will coming.

**Fundraising:** Jennifer Berkshire

1. The “Coyote Chase” will be November 16, 2018. PTO is partnering with the Student Council for a great event. We proposed cost and profit sharing and it will be voted on at the next student council meeting. The proposal is that each group keep their corporate sponsorships and donations collected by the student will be split 50/50. The costs will also be split 50/50 with the exception of prizes and the online donation website. PTO will cover those two costs. We will have more information about our progress at the October meeting.
2. Papa John’s Dining Night Out (DNO) was a great success. Mrs. Allen’s class won the pizza party and we raised $420.00. Don’t forget to use the code LASSENDAS40 when ordering online.
3. Golden Spoon was also a great success and we raised $426.14.
4. Chipotle DNO is tomorrow, September 25, 2018 from 5-9pm. Teachers please send out a REMIND about the DNO.
5. The Box Tops contest ends this Friday and the winning class will earn a cookie party. Currently the forerunners are Mrs. Junke’s class 721, Mrs. Silva’s class 273 and Mrs. Sears class 256.
6. We sent home our first flyer for our clothing drive on October 25, 2018. Start saving your items as we are very excited to be partnering with Sunshine Acres.

**Events:** Courtney Baker

1. We are so excited about our first Talent Show! We are going to need the support from our teachers to get the word out so we have lots of student interest. We have a print out of important dates. Please hang a copy in your rooms so students keep them in mind. An application form and important dates for the Talent Show will be in the Wednesday envelope this week. We will post a link to the application form on the PTO website.
2. New Lego Movie viewing was discussed because during opening week of the movie the theaters are charging a premium for renting the theater and movie. We can wait a week and do the Lego Movie viewing when it’s cheaper. Mrs. Baker will report back to the PTO next meeting with new information about viewing the movie a week after the opening of the Lego movie.
3. Ms. Brittany Fawley, the chair for this year’s silent auction gave a slide show presentation with the theme and general ideas about the event. She is requesting anyone interested in volunteering to help with the auction should let her or a member of the PTO board know so she can provide more information to those interested in volunteering.
4. The Garage Sale will be held on October 20, 2018 from 6:00 am – 1:00pm. Adds are in the papers and we are taking reservations for spots at $25.00/spot. Mrs. Emily Scanlan is the POC.

**Communications:**  Danielle Brewer

1. Spirit wear shirts have been ordered and we should be able to pick them up on September 28, 2018. They will be distributed before fall break.
2. A drawing was held for those at the PTO meeting for a loaf of pumpkin bread and a recipe book. The winner was Mrs. Schreiber.
3. Mrs. Alber won the prize for turning in her “Favorite Things List”. She won an item off of her “Favorite Things List”.

**New Business:** Jennifer Berkshire

1. Last month we encumbered funds for the teachers’ classrooms. We are willing to reimburse the teachers for previously purchased speakers up to $90.00 with a receipt. However, the speakers are property of the PTO and LSE.
2. The media center account purchases Amazon gift cards to load to a media center specific account on Amazon. These funds are used to purchase books and other supplies for the media center. This way the media center does not have to be reimbursed for many small purchases and all the purchases can be viewed at any time for audit.
3. Motion to encumber $100.00 for a slightly used “new” refrigerator for the staff lounge. The current one is rusted and has dents. PTO would like to gift a “new” one. Motion to encumber $100.00 for a refrigerator for the staff lounge was made by Mrs. Silva. Second by Mr. Cuocci. Motion passed.
4. Motion to encumber $259.00for the Sock Hop. This will bring our Sock Hop budget to $759.78 and will zero out the balance. Motion to encumber $259.00 for the Sock Hop was made by Mrs. McConnell. Second by Mrs. Eaton. Motion passed.
5. Motion to encumber $250.00 for the Talent Show. We will be selling refreshments during the show and flowers will be available for purchase. Motion to encumber $250.00 for the Talent Show was made by Mrs. McConnell. Second by Ms. Lombardi. Motion passed.
6. Motion to encumber $300.00 of media center funds to start up the Book Fair. The Book Fair will run the week of parent teacher conferences; the week after fall break. Motion to encumber $300.00 of the media center funds for the Book Fair was made by Mrs. Silva. Second by Mrs. Eaton. Motion passed.
7. Motion to encumber $60.00 to the landscaping/maintenance fund. A blower was purchased for $100.00 and we currently have $39.86 available. Mr. Kaczmarek explained this would reimburse Kimmy the new FA. He shared that she is doing a fabulous job. Motion to encumber $60.00 for the landscaping/maintenance fund was made by Mrs. Boiarsky. Second by Mrs. Micela. Motion passed.
8. Motion to encumber $368.94 for two sets of Number of the Stars books for 6th grade. Ms. Lombardi explained the class book sets are falling apart and the 6th grade would like to get them before the unit starts ($5.59/book, 33 books/set). Motion to encumber $368.94 for 2 new sets of books for the 6th grade was made by Mrs. Boiarsky. Second by Mrs. McConnell. Motion passed.
9. Motion to encumber $340.00 for Mrs. Schreiber to attend the National Conference, “Get Your Teach On” in January 2019 in Phoenix. Motion to encumber $340.00 for Mrs. Schreiber to attend the conference in January 2019 was made by Mrs. Boiarsky. Second by Mrs. Adams. Motion passed.

**General Housekeeping**:

Motion to unencumber $195.03 for P.E. bowling equipment. The bowling equipment has been purchased and will be used next week. Motion to unencumber $195.00 was made by Mrs. Silva. Second by Ms. Lombardi. Motion passed.

**Upcoming Events**:

September 25 – Chipotle DNO

October 8-12 – Fall break

October 15-19 – Parent Teacher Conferences and Book Fair

October 17 – Talent Show applications and permission slips due

October 19 – Students are informed of audition times

October 20 – Garage Sale from 6:00 am until 1:00 pm

October 22-23 – Auditions after school for the Talent Show

October 24 – Students informed about placement in the Talent Show

October 25 – Clothing Drive for Sunshine Acres

October 25 – Jersey Mike’s DNO

October 29 and November 1 – Talent Show dress rehearsal

October 29 – PTO meeting at 4:15 pm in the media center

November 2 – Talent Show at 6:30 pm

**Meeting Adjourned**

Motion to adjourn the meeting made by Mrs. Silva. Second by Mrs. Lombardi. Motion passed. The meeting was adjourned at 4:52 pm.