**Las Sendas Elementary PTO Meeting Minutes:**

May 20, 2018

Las Sendas Elementary School Parent-Teacher Organization (PTO) met in regular session in the media center at Las Sendas Elementary, 3120 N. Red Mountain RD on May 20, 2018. Meeting was called to order at 4:08 pm.

**Roll Call:** Nanette Hill

**Approval of April Meeting Minutes:** Nanette Hill

Motion to approve April 2018 minutes with correction of the spelling of Lorenzen was made by Mrs. Junkes. Second by Mr. Lorenzen. Motion passed.

**Treasurer’s Report:** Jennifer Casey

Jennifer Casey presented the Treasurer’s report. We have $77,088.01 in our account. Our working amount is $57,747.35. The Media Center has an account balance of $6,201.15.

**Review of May 2018:**

1. Teacher Appreciation was fun and we’re sure everyone enjoyed the potato bar and salad bar and desserts.

2. 2018-2019 Board members were elected and will take office on June 1, 2018.

**Principal’s Report:** Nothing to report

**New Business:**

1. Fundraising Update:Jenny Okland

a. Box Tops winner is Mrs. Schreiber’s class with 403 box tops. Keep collecting Box Tops over the summer and see what fun contests are coming up next year.

b. Papa John’s Pizza was a huge success. We raised approximately $260.00 and Mrs. Lazier’s class won the pizza party. Keep ordering Papa John’s online all summer long and get 40% off with the code LASSENDAS40.

2. Mr. Kaczmarek attended a seminar by Grace Dearborn. She will be presenting a seminar to Las Sendas and Smith Elementary schools next week. She is also teaching a seminar “Conscious Teaching” that will be optional for our staff to attend on June 22, 2018. There is a book that accompanies the class that the PTO is being asked to pay for. We want to encumber funds now so the teachers can be reimbursed since we will not be pre-purchasing them, as we don’t know how many teachers will attend. Motion to encumber $500.00 for Grace Dearborn’s books.

A motion to approve $500.00 to buy Grace Dearborn’s books was made by Mrs. Junkes. Second by Mrs. Silva. Motion passed.

3. BrainPop is a program for reading and learning for Kindergarten through 2nd grade. Ms. Brown and other teachers have been using it for many years and the subscription is about to expire. We would like to encourage more to use it as well. This will be a school-wide license and would also allow home access. Motion to encumber $1,450.00 to renew BrainPop. A motion to encumber $1,450.00 for BrainPop renewal was made by Mrs. Junkes. Second by Mr. Lorenzen. Motion passed.

4. Motion to encumber $900.00 for Newsella. This additional cost will allow us to have access to the social and emotional components of the program. Motion to approve $900.00 for Newsella. A motion to encumber $900.00 for Newsella was made by Mrs. Baker. Second by Mrs. Silva. Motion passed.

5. Motion to encumber $500.00 for the 6th grade graduation. This year the 6th grade graduation committee is purchasing Nando’s lunch. A motion to encumber $500.00 for 6th grade graduation was made by Mrs. Baker. Second by Mrs. Silva. Motion passed.

6. General Housekeeping

a. Motion to encumber $88.94 for the auction. This is the final expense for the year. A motion to encumber $88.94 to close out the auction was made by Mr. Lorenzen. Second by Mrs. Silva. Motion passed.

b. Motion to encumber $87.40 for staff appreciation gifts. Visa gift cards were purchased in varying amounts, depending on the number of hours each staff worked. They were distributed last week and everyone was very grateful. The additional funds requested will cover the fees incurred to activate each card. A motion to encumber $87.40 for staff appreciation gifts was made by Mrs. Junkes. Second by Mrs. Baker. Motion passed.

c. Remaining balances for all other categories will roll over to next year.

**For the 2018/2019 school year the following needs to be encumbered:**

a. Motion to encumber $350.00 for fall Wednesday Envelopes. Right Way Roofing purchased this item at the auction and their donation will cover the cost. A motion to encumber $350.00 for fall Wednesday Envelopes was made by Mrs. Silva. Second by Mrs. Scanlan. Motion passed.

b. Motion to encumber $250.00 for the Welcome Back Teacher Breakfast. The PTO will host this before school starts when Mr. Kaczmarek holds his first staff meeting. Funds will be used for plates, decorations and juice. The 2018-2019 PTO Board will provide food. A motion to encumber $250 for the Welcome Back Teacher Breakfast was made by Mrs. Junkes. Second by Ms. Brown. Motion passed.

c. Motion to encumber $50.00 for BooHoo/Yahoo Breakfast. This will cover the cost of plates and napkins. We will ask for coffee and donuts to be donated. A motion to encumber $50.00 for BooHoo/Yahoo Breakfast was made by Mrs. Junkes. Second by Mr. Brown. Motion passed.

d. Motion to encumber $2,000.00 for Spirit Wear. We are exploring new options for our Spirit Wear, but we want these funds in case we need to order inventory before our August general PTO meeting. A motion to encumber $2,000.00 for Spirit Wear was made by Mrs. Junkes. Second by Mrs. Silva. Motion passed.

e. Motion to encumber $325.00 for renewal of website and email addresses. This was the amount that was used to renew these items last year. A motion to encumber $325.00 for renewal or email address and website was made by Mrs. Silva. Second by Mr. Lorenzen. Motion passed.

f. Motion to encumber $100.00 for changes in the parking space signage. A motion to encumber $100.00 for parking space signage was made by Mrs. Scanlan. Second by Mr. Lorenzen. Motion passed.

g. Motion to encumber $9,500.00 for the Computer Lab Teacher. A motion to encumber $9,500.00 for the Computer Lab Teacher was made by Mrs. Silva. Second by Ms. Brown. Motion passed.

h. Motion to encumber $222.12 for Intramural Sports. This will give the staff $500.00 to start the year off. A motion to encumber $222.12 for Intramural Sports was made by Mr. Lorenzen. Second by Mrs. Silva. Motion passed.

**Upcoming Events:**

The next PTO meeting will be in August, date and time TBD.

**Motion to adjourn:**

A motion to adjourn the meeting was made by Mr. Silva. Second by Mr. Lorenzen. Motion passed. The meeting was adjourned at 4:29 pm.