

Spence PTO Meeting Agenda
Tuesday, September 15th, 2020 at 5:30pm

Present: Britney Zeimentz, Emily Vien, Nicole Rupp, Tricia George

1. Spence clothing- Jocelyn Buxton is putting together a Spence clothing order through Games People Play. This was done last year at cost so people could order Spence themed apparel. Ordering will all occur virtually and the hope is that items will be distributed when students are again face-to-face. They're trying to add a mask option this year.
2. Back to School: PTO funded the camp themed flashlights that went out to students at the soft start. The only ones that haven't yet received them are CRVA students since their soft starts happened virtually for most.
3. Account Balance and PTO Budget- Britney gave the update
 - a. Our PTO account balance to start the year is \$16,258.90.
 - b. We have a yearly budget we use as a planning tool when reviewing expense requests. When we reviewed the 2019/2020 budget to make projections for this year's budget, there were some adjustments that needed to be made.
 - c. PTO gets passive income from the Box Tops for Education Program and Can Cage. Since the Box Tops program is being moved mostly to online, the income from this source has dropped quite a bit. Where PTO used to bring in over \$1000, last year it was only \$326. An adjustment was made to the projected income from Box Tops for that reason.
 - d. We also had previously held a Dairy Queen night and a Night at the Loggers fundraiser. These had to be cancelled in spring 2020 because of COVID. We may be able to hold these fundraisers in spring 2021, but I removed those from our projected income.
 - e. Selling Butterbraids is another fundraiser we do during the school year. Last year we raised \$2568 and we did a drive-by pickup on delivery day.
 - f. I did also make an adjustment to the Fun Run projected income. Our goal last year was \$10,000 and we raised over \$15,000. I did reduce the projected income for this fundraiser because many families are having financial hardship due to COVID.
 - g. On the Expense side, I did not remove any line items. We have in the budget money set aside for art and orchestra supplies. Also, \$50 for classroom supplies to each Spence teacher. In the budget is \$300 for playground equipment. There is an additional line item for \$2000 for accessible playground equipment.
 - h. Also funded in part by the PTO are the Cooking Club, a Folk Dance residency, Odyssey of the Mind, DARE celebration, spring concert, and staff appreciation.
 - i. Business expenses such as fundraisers prizes and marketing materials have a line item as well.
 - j. The largest PTO expense is field trips. The projected amount for this school year is \$4,200. Whether field trips can happen during the 2020/2021 school year is out of our hands, but the funds are available.

- k. In summary, we have projected income this school year of \$11,000 and project expenses at \$14,470. We have a healthy balance of \$16,258.90 to start the school year. We do maintain a balance between school years for expense that occur before a fundraiser as well as contingencies such as COVID.
4. Funding Requests
- a. PTO Expense Request Forms are now available virtually. Historically we've used paper copies for all funding requests. To reduce contacts and increase convenience, this form has been made available for staff to complete online. The new virtual form says to put the form in the PTO mailbox or email to the PTO email address.
 - b. Staff shirts were pre-approved and we got the invoice for that (\$386).
 - c. Katie Jeseritz is requesting funding for Character Strong (\$499). It's Elementary age character curriculum with virtual learning options. The entire school will be using the lessons on Character Fridays. Approved unanimously.
5. Staff Appreciation
- a. Coming up in October during Parent Teacher Conferences we have the budget to help with conference meals. Britney will make sure Kari knows that PTO will spend \$200 for staff meals during conferences this year.
6. Fall Fundraiser
- a. In October we're planning the largest annual fundraiser. Emily and Nicole offered updates. The fundraiser is called Mustang Minutes Marathon.
 - b. Emily will send prize requests to Britney so they can be purchased asap.
 - c. We plan to have drive-by prize pick up dates on 10/16/20 and 10/30/20 for students participating. Times to be determined. We will set up a little campsite to be on theme.
 - d. School-wide awards will be done every \$1000 to engage students. A sign up sheet will be sent to staff so they can sign up to a record a video to share with families.
 - e. Students that raise \$200 will get a Camp Spence shirt as a prize. Tricia will discuss ordering with Katie Jeseritz.
7. Account Signers
- a. To update signers on the account the new signers will need to come into the bank (all together or separately is fine too!), will need current state issued ID, the first person to come in will have to provide the minutes showing the election results. I can make an appointment with one of my bankers if you know when you can come in otherwise just ask to talk with a relationship banker at Citizens State Bank between the hours of 9-5!
 - b. Tricia and Nicole are our signers. Lindsey Branson is the person that helped us set up the account. She was a Spence PTO officer last year.
8. Current Need
- a. Teachers could use more books about masks, social distancing, and air hugs. Tricia will put together a list that teachers can order from so PTO can cover the expense.

9. Next Meeting Date

- a. Thursday, November 12th at 5:30pm