

SPRING LAKE ELEMENTARY PTO

General Meeting Agenda

General Meeting Date: March 8, 2023

Meeting Time: 6:30 p.m.

Meeting Location: Zoom Only

Start 6:38 p.m.

12 online

Online Attendees: Alfred Chan, Stacey Falconer, Tina Denena, Ruby Asoro, Meaghan Sussman, Kristin Russell, Karen Pak, Nathan Benedicto, Aprille, Pat Welty, Christopher Ogata, Brooke Norton,

1. Call to Order / Welcome (2 min)

- a. President's welcome and introductions

2. Reports

Officer's Reports (as needed, 2 min)

- President, Kristin Russell
- Co-Vice Presidents, Tina Denena & Meaghan Sussman
- o TINA: over 100 pieces sold over \$700 in profit
 - KR: Higher profit with Qualities,
 - KPAK: asking whether we would do any spirit wear sales?
 - Maybe a pop up shop
 - Fund raiser in the spring
 - Prizes Hoop loop cart
 - MS: Late Sept/early Oct In Fall
 - TD: Do we need any extra funds
- Treasurer, Melissa Edsall
- Secretary, Alfred Chan
 - Approval of Feb. Minutes for website posting
 - Motions: Tina Denena, 2nd Meaghan Sussman.
 - Motion Carries. Minutes approved @6:51 p.m.

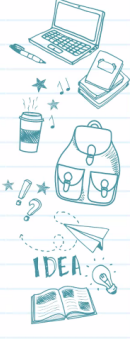
Committees

- o Fall Fundraiser: Kristin Russell
- o Holiday Read-A-Thon: Marissa Juhler
- o Dine-Out Fundraising: Alfred Chan
 - ☐ 2-23-23 @ MOD Pizza: We brought in \$2,032.72 (20% donation check of \$406.55 will be sent to SLE) this year compared to last year's \$1,149.55!
 - ☐ March 27 & 28: Kitchen 428
 - AC Needs to draft flyer for PR/COM to fine tune by end of next week
- o Spring Fundraiser: **Committee lead NEEDED**
- o Hospitality: Kathy Wong and Amy Cho
 - ☐ Updates
- o Communications/PR: Ruby Asoro and Alfred Chan
 - ☐ Website = Nathan Benedicto
- o Spirit Wear: Tina Denena

☐ Online store sales update

3. Old Business (2 min)

Funding Requests:



Old Business

Funding Request:

2nd Grade Field Trip Expense:

- Funding Requested: \$200
- Requested By: [Name]
- Details: 2nd grade field trip to UCD Children's Garden on [Date] for our plant science unit. Cost [Amount].

"We feature small group field trips for children to explore, discover, and learn in a farm setting. The field trips take place in the Ecological Garden at the UC Davis Student Farm where flowers, vegetables, fruit trees, herbs and other plants grow year-round. Students also visit the Market Garden at the Student Farm to see vegetable production in a farm setting. Exploring the garden, farm and surrounding habitat provides an enriching, hands-on learning experience."





Old Business

Funding Request:

Yard Sale Supplies Expense:

- Funding Requested: \$200
- Requested By: [Name]
- Funds needed for the School-Wide Yard Sale
 - Possible items: Banners, Signage, Entrance



Other Business:

None

4. New Business (25 min)

Funding Requests:

1) Teacher Grants?

- ☐ Prior-year teacher grants = \$3,623.65; which would be avg. \$278/class (\$3,623.65/13 classes)
- ☐ Mrs. Sullivan has inquired to purchase headphone sets for her classroom (\$14.99/ea)

New Business

Funding Request:

Teacher Grants:

- Funding Requested: \$3,000
- Requested By: All Teachers ☺
- Details:
 - Prior-year teacher grants = \$3,623.65; which would be avg. \$278/class (\$3,623.65/13 classes)
 - Mrs. Sullivan has inquired to purchase headphone sets for her classroom (\$14.99/ea)



KR: Last year each teacher got \$250/each

1900 @

2) Golf Tournament Flyer Expense

- ❓ Requested by: Kristin Russell
- ❓ Amount: \$200
- ❓ 450 double-sided flyers to be printed to send home with students

New Business

Funding Request:

Printer Funds for Golf Flyers:

- Funding Requested: \$50
- Requested By: Kristin Russell
- Details: Printing of the flyers to be sent home to students was paid for through Michelle's printer card; to reimburse, the PTO would make a check out to WJUSD and give it to Michelle

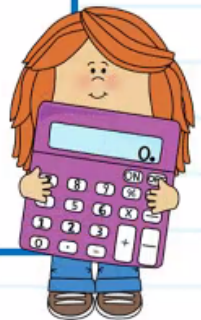


Other Business:

- Pints And Pins:

- o Date: Thursday May 4th is avail.; could we do Friday, May 12th instead?
- o AC/KR: More follow in the month
- Year-Round Spirit Wear:
 - o Launch of nationwide retailer for year-round sales
- Yard Sale:
 - o Date: April 22
 - o Time: ?
 - o KR: \$1 and \$5 KR doing signature with 1 and 5 tables

<u>Projected Cash Flow As of 2-6-23</u>		
Cash in Bank	2/6/2023	27,451.61
Add:		
Read-A-Thon Donations		2,700.55
Less:		
Read-A-Thon Reimbursement Due		(523.83)
		29,628.33
PROJECTED INCOME/EXPENSE:		
<u>Income:</u>		
Golf Fundraiser		500.00
Remaining Dine-Outs		500.00
<u>Expense:</u>		
6th Grade Science Camp		(4,300.00)
Hospitality Expenses		(1,200.00)
6th Grade Celebrations		(1,000.00)
Proj. Balance at Year-End		24,128.33
Robotics/Gardening Grant		(6,000.00)
Proj. Balance at Year-End		18,128.33



- PW: Teachers don't usually send folders on Monday *unless you make a specific note
 - o KR: Mrs. Hansen and husband put a lot of good work on the flyer, will get full color
 - o KR: Like to go conservative with numbers. Ending year with \$18,128?
 - o PW: asks whether there's a separate amount for fieldtrip?
 - o PW: Coloma estimate bus \$850.23.
 - Families paid \$14 each to make the leather pouches and panning gold. Parents that drove separately paid separate for parking. We me ask for \$14 that can't afford, maybe 2 in my class.
- SF: did you get anything from 5th grade? A trip for May? KR: No

- o Taking the classes to Mondavi for performances. (will subtract -\$2500 for remaining field trips)
- KR: Budget numbers doesn't include anything from 6th grade yard sale and assuming we don't make anything from pints and pins
- TD: What are teachers needing?
 - o PW: Writing Journal \$250 for my classroom. Math multttives from partern.
 - Mrs. Sullivan headphones from Amazon with \$14.99/piece.
 - SF: Pushing iReady younger and younger. On going diagnostic tool all the way to Kinder.
 - SF/PW: Google form was sent last year , when and how you use for you students. Melissa Edsell would sent the inform. Melissa Edsall took care of amazon order for me.
 - o KR: Will send a googledoc to reachers, and get ME to review them again
 - MS: Nathan said it will be 13 staff members, we are not accounting for everybody for the grant. Counselor qualified last year. We want to make equity to everyone.
 - SF: Counselor RSVP teachers have access \$2500 from the district, can guide who desperately needs the funds. At least the 14 classroom teachers. 15 next year and will be fully staff. PE teachers may want it equipment and Band. Will need to budget for next field trip.
 - o KR/SF: funding would be different. Slide Park in October. Asking for funds to pay for transportation cost.
- KR: found new fundraiser like cool magazines
- PW: Did yard sale go out to all students? Where is that being stored:
 - o SF: No not info yet.
- MS: Sugg estimate high and just not spend.
 - o SF: recommend planning for classroom 14ppl x \$250 = \$3500
 - \$3000 in transportation (plan for next year) – shouldn't be \$4300/bus next year.

***Voting for funding requests will be conducted at the end of Funding Request Presentation ***

Voting:

- o **Motion: Tina Denena, 2nd Pat Welty**
- o **Discussion: completed above**
- o **All in favor @7:22 p.m / All those Oppose: NONE**
- KR: Motion Carries**

PTO Golf Tournament:

- o Date: April 2, 2023
- o Place: Davis Golf Course



1. _____
(name)

(Phone)

(Email)

2. _____
(name)

(Phone)

(Email)

_____ # players @\$35 each = _____

Please make checks payable to:

Davis Golf Course

Drop off at the golf course or in the main office at
Spring Lake Elementary.

5. Open Forum (5 min/Time Permitting)

- SPIRIT WEAR. KR will send out later this week.
 - SF: Do you want me to put on the flyby this weekend? KR. YES
- YARD SALE & GOLF Tournament – Flyers on Monday.
 - May need babysitters
 - SF: Any deadline for registration. KR: will check with Mrs. Hansen.
 - MS: said they took them really late, like the day before.
- Aprille: What is the start time for Yardsale? KR: Nothing yet
 - SF: setup maybe 6:30am opening purchases by 9-10am
 - SF: Volunteers were Jen Owens, Ashima – not sure if they lead. KR: will contact and reach out
- RA: any age limit for golf:
 - MS: 13-14 not sure? NB: check with Mark (SF: think its 7 -what Brooke said)
- Brooke: where to submit registration – spring lake main office? KR will get a folder for Michelle.
 - Cash? KR: will get clarification.
 - SF: text msg from Hansen
 - Players must be at least 6yrs
 - Registration up to the day of.
 - Can pay by cash.
 - NB: will post it on the website when they start advertising.

6. Next Meeting: April 5, 2023 6:30 p.m. in Library and via Zoom

*****FIRST Wed. of the month, (not 2nd!) due to Spring Break*****

7. Adjournment 7:37 p.m.