



Wheatland Elementary Parent Teacher Organization, Inc.
General PTO Meeting Minutes
August 26, 2014

PTO President, Shelly Stumpe, called the meeting to order at 7:05 p.m. at the WES library. Present were Amanda Ahern, Elton Armbrister, Carrie Arnett, Josie Bahr, Patty Bledsoe, Wendi Engle, Amy Feiner, Amy Hopper, Debora Hoppas, Shellie Hulsey, Rachel James, Libby Kleeman, Kelsey Lewis, Julie Linville, Dana Matheny, Carolyn Matthews, Janna McConnaughay, Laurie Nichols, Shannon Norton, Laura Roddy, Stacey Ryan, Melissa Schumacher, Amanda Schuster, Shelly Stumpe, Traci Swindler, Laura Travis, Evie Unrein, Michelle Wallace, Theresa Walker, Alicia Wells, and Shelley Young.

Welcome, Introduction to Board, Directory Update: Shelly Stumpe

The board (Shelly Stumpe, President; Karen Labrum, Vice-President; Shellie Hulsey, Treasurer; and Carolyn Matthews, Secretary) introduced themselves.

A motion was made and seconded to approve the minutes of the May 13, 2014, General PTO Meeting. The motion was approved by voice vote without objection.

The PTO collected information for the school directory at Meet Your Teacher Night; privacy laws prevent WES from providing that information to the PTO. The draft directory was available for review and correction.

Principal's Report: Elton Armbrister

The Warrior Dash started the second year WES was open as an alternative to students selling things as fundraisers. Students solicit donations then get to run around the school.

The number of students is down about 20 students from last year, but Mr. Armbrister does not expect that to be a trend. The number of classes per grade is the same as last year.

Mr. Armbrister thanked the board for their time. There are volunteer opportunities for nearly any schedule, including in the classroom, at school, and one-time events.

Treasurer's Report: Shellie Hulsey

Review 2013-2014 Budget and Internal Audit Results

Ms. Hulsey reviewed the 2013-2014 final financial statement (attached), noting that \$31,000 was spent to finish the playground equipment, provide teacher gift cards for classroom supplies, purchase warming tray for the teacher lounge, purchase 40 iPads, and buy an art work display. Ms. Hulsey reviewed the internal audit results (attached). Independent auditor Suzy Johnson found the accounts are correct, with one immaterial small reimbursement reported incorrectly.

A motion was made and seconded to approve the 2013-2014 final financial statement and accept the audit report. The motion was approved by voice vote without objection.

Presentation of 2014-2015 Proposed Budget

Ms. Hulsey presented the 2014-2015 proposed budget (attached), noting that:

- PTO is clearing out back spirit wear inventory before offering new designs;
- Music program videos are not a fundraiser, but a convenience for the school;
- PTO has handed out 70 \$5 Dillons gift cards this school year;
- There will be no All Star Night because of sales tax reporting issues. Roller skating and restaurant nights are more social events than fundraisers.
- Operating expenses include CPA tax preparation fees, Kansas state filing fee, supplies, and a \$500 annual donation to Andover Middle School on behalf of outgoing 5th graders;
- Field trips cover bus fees for each grade level and \$1,000 for a 5th grade trip. Last year, the 5th grade did not use this money, instead going on a local trip. There are issues with getting kids back from trips in time for the buses to run their routes.
- Instructional software is new this year. Because of district budget cuts, WES will only fund online software for grades 3-5. PTO will fund Brain Pop online software for K-2.
- Plan to carry over \$3,500 over for next year.
- Proposed budget leaves \$24,000 for Allocations Committee.

A motion was made and seconded to approve the 2014-2015 budget. The motion was approved by voice vote without objection.

Allocations Committee

The Allocations Committee (formerly Ways and Means) meets September 9 at 7:00 p.m. in the WES library to review funding proposals. To be on the Allocations Committee, contact Ms.

Hulsey by September 8. The PTO will vote on the Committee's recommendations at the October PTO meeting.

Reimbursement Policy

The Board is drafting a reimbursement policy. To request reimbursements from the PTO, use the reimbursement form from the WES website. Get the signature of the committee lead on the reimbursement form. Hold small expenses until one or twice a semester, or they reach \$50.

Requested Allocations Spending: Shelly Stumpe

The WES budget was cut 7% this year. The PTO spent the last three years fundraising for playground equipment (\$45,000). In the past, the PTO also has funded 43 iPads, field trip bus fees, gift cards for teachers for classroom supplies (teachers often spend their own money on their classrooms), drums in the music room, a rock wall in the gym, and computers.

This year, the Allocations Committee will recommend how to allocate \$24,000. The Committee will consider requests from WES, the PTO Board, and anyone who presents a request prior to the meeting. Mr. Armbrister is requesting the following: (1) teacher stipends for classroom supplies (\$150/teacher, \$5,100 total), (2) one set of soccer goals (\$1,610), (3) 45 iPads and cases (\$325/each, 2 per classroom, \$14,625 total), and (4) two park benches for inside the main entrances (\$900/bench, \$1,800 total).

The PTO board is requesting one or more water fountains with integrated water bottle fillers. Ms. Stumpe reported seeing about 20% of kids drinking nothing at lunch, stated there is not a good way for kids to get water easily, and presented information on the benefits of kids drinking water. Ms. Stumpe has found discounted pricing on water fountains for the school.

Any PTO member may present a funding proposal. The proposal must be submitted to Ms. Hulsey prior to the Committee meeting, and include all financial and logistical information necessary for the Committee to act on the request.

It was suggested that PTO consider a parent survey to gauge interest in possible initiatives. It was also suggested that the PTO look at providing experiences to kids, like language classes.

iPad Demonstration: Evie Unrein

Ms. Unrein and third graders Hannah and Preston presented an iPad demonstration of the types of projects and apps they used in 2d grade; the iPads are for more than playing games. Through an Andover Advantage Foundation grant, each 2d grade classroom received five iPads.

There is a cart with iPads for teachers to check out, which is helpful when every student needs an iPad. It can be frustrating tracking which iPad a student was using. Mr. Armbrister reported that

all classrooms have at least two iPads from the PTO; the number of any additional iPads varies by class. Money for apps and maintenance currently comes from the WES building budget.

PTO Bylaws Amendment: Carolyn Matthews

The PTO bylaws have not been updated since their creation in 2008. The proposed revisions correct typographical errors, clarify language, and reflect how the PTO's practices have evolved.

A motion was made and seconded to approve the amended and revised bylaws (attached). The motion was approved by voice vote without objection.

General Mills Box Tops, Campbell's Labels, and Target Red Card: Kelsey Lewis

PTO receives \$.10 for each Box Top collected. This year's goal is 32,000 Box Tops; the PTO collected 30,000 last year. The PTO gets points for Campbell's Labels to order things for WES. Students can collect enough to get a pizza party with Mr. Armbrister. The grade level with the most points at the end of the year gets an extra recess and party. Drop off containers are located outside the office and at the east doors. Include your child's name, teacher, and grade on the collection sheet or a piece of paper inside the plastic bag (ink on the bag wears off).

WES receives 1% of purchases made on a Target REDcard if the card is registered to WES. Donations go directly to WES, not through the PTO.

Dillons Gift Card Program: Melissa Schumacher

The Dillons gift cards must be obtained directly from the PTO, which has \$5 cards to give out. Every time the card is reloaded, the PTO gets 5% of that amount. Shoppers reload the card with a check or credit card at checkout or customer service, and can still use Dillons Plus cards. Gift cards expire after three months with a \$0 balance and must be replaced. Anyone who needs a gift card can contact Melissa Schumacher.

Warrior Dash: Carrie Arnett

The Warrior Dash is October 10 (changed from October 16). The kids run through the halls and do physical activities in the gym. PE teacher Mrs. Jones asked to include district physical fitness tests during the Dash. This will complete four of the five tests in one day, rather than four weeks of classes. Prizes for donation levels are ear buds (\$25), water bottles (\$50), and t-shirts (\$100).

Warrior Spirit Trophy: Karen Labrum

Fridays are Spirit Days to wear WES spirit wear or school colors. The class with the most spirit wear each Friday will get a traveling trophy. The class with the most wins at the end of the year will get special recognition.

Andover Days Parade: Shelly Stumpe

PTO needs a volunteer to head up WES's participation in the Greater Andover Days Parade on September 27. Wheatland typically teams up with Cottonwood and Martin schools to wear their school shirts and march in the parade with their parents. The student council has offered to help. If interested in volunteering, please contact Ms. Stumpe.

Book Fair: Amanda Ahern

Volunteers are needed for the Book Fair on October 20-24. Volunteer can work hour and a half time slots helping kids pick out books, straightening displays, and running the cash register on Monday, October 20, from 8:30 a.m.-8:00 p.m. and Tuesday through Friday from 8:30 a.m.-4:00 p.m. Volunteers are also needed to help set up in the library on Friday, October 17, from 1:00 p.m.-3:00 p.m. and to tear down on Friday, October 24, at 4:30 p.m. Sign up will be through VolunteerSpot. High school kids can get volunteer credit for helping.

Ms. Ahern is working with USD 259 to determine whether PTO could encourage parents to purchase books to donate to a school in need.

Head Room Parent Report: Shannon Norton

Ms. Norton is working on assigning room parents, teachers, and staff, as well as revising the room parent packet. Anyone wanting to help should contact Ms. Norton.

Marker Recycling: Carolyn Matthews

For the second year, PTO is participating in the Crayola Colorcycle program, in which used markers are converted to power. PTO collected 1,500 markers last year. There is no cost to the PTO. Drop off containers are located by the office and the east doors.

Other Business

Ms. Stumpe pointed out the PTO Events Calendar and board contact information.

The next PTO General Meeting will be held on Tuesday, October 28, 2014, at 7:00 p.m. in the WES library.

There being no further business, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

/s Carolyn L. Matthews

Carolyn L. Matthews, Secretary