



Wheatland Elementary Parent Teacher Organization, Inc.
PTO General Meeting Minutes
August 22, 2023

Allison Roth, PTO President, called the meeting to order at 6:01 p.m. at the Wheatland Elementary School library. Present were Whitney Beard, Jordan Boone, Megan Bystrek, Cara Calhoun, Michelle Dixon, Kelli Emrick, Taylor Faithcloth, Rebecca Hoffman, Samantha Jacob, Erin Rice, Allison Marshall, Haydee Miller, Angie Muether, Megan Perry, Kasey Pickle, Cassie Price, Marynell Popst, Ashley Purdum, Kristi Purser, Laurel Russell, Kelsi Troilo, Amber Wagnon, Kaycee Williams, Lindsey Wilson and Brittany Youngers.

Welcome: Allison Roth

Ms. Roth welcomed the group and the 2023-2024 Executive Board and meeting attendees introduced themselves.

A motion was made and seconded to approve the minutes of the April 18, 2023, General PTO Meeting. The motion was approved without objection.

Principal's Report: Elton Armbrister (read by Allison Roth):

Apologies for not being able to make the new time for the meeting, but I'd like to share a few updates with you. We've had a great start to the year and YOUR helps makes all the difference. I appreciate everyone following the procedures we have for arrival and dismissal. It helps things run smoothly for everyone. A reminder that parents cannot park on the east side and walk across. Doing so slows down the car line. We give grace to kindergarten parents the first couple of days! If you have an appointment with your child's teacher or need something from the office, please park on the south side.

WEST DEVELOPMENTS - dismissal/arrival

*If you have child who will walk/ride bikes from a development to the west, they will go to the east side in the morning and enter like other car drop/walker/bike riders. If they have a bike or scooter, they can park it on the south side (main entrance by the office) along the glass wall to the right as you walk up and then walk back around to the east side to enter the building. When they leave, they leave with bus students. They walk along buses and exit to the west (bikes are to be walked until off district property). Please help students know this. I'm also sharing it in my PTO update and will send information out to parents. **We had one Hawthorne family who rode a bike this week and the parent met the child on the east side. If that happens, share with parents this process above and they*

can wait at 21st where buses exit to meet up with their child. Letting your child's teacher know if that will happen is helpful and having a regular daily, consistent routine is extremely important.

ENROLLMENT

Our current enrollment is 427 which is slightly down from last year. I had a couple of parents ask about how WES will handle Freestone filling up. Currently, the projected enrollment shows we can handle the growth over the coming years as it fills in.

SITE COUNCIL

The building's Site Council will have its first meeting on October 2nd at 4pm in the library. Site Council meetings are open meetings.

THANK YOU

A special thank you to the PTO board and all the volunteers that help. You are appreciated!

Treasurer's Report: Kaycee Williams

Ms. Williams presented the Treasurer's Report. She reviewed last year's financials and discussed updated for this year. Ms. Williams also reviewed the reimbursement and tax exempt policies. These forms are available at the Wheatland office and electronically. A motion to approve the budget as presented was made and seconded. The budget approved without objection.

Allocations Meeting will be held September 5th at 7pm in the Wheatland Elementary School library.

Coordinator Reports:

- **Lead Room Parents – Marynell Popst**
 - Room parents have all been assigned/selected. The initial room parent meeting was held at 7pm on Tuesday Aug. 22, 2023 at the Wheatland Elementary School library.
- **Box Tops/Dillons Dollars – Haydee Miller**
- **Scrip - Laurel Russell**
 - Script Orders will open mid-November, so Gift Cards will be delivered before the holidays. Possibly opening again in the Spring for Teacher Appreciation Week gifts.
- **Holiday Hugs - Kristi Purser**
 - Forms have been sent to teachers/staff- just waiting on a few more responses. Link will be available in the Weekly Warrior next week. It will also be shared on the PTO Facebook group.
- **Family Fun Night – Samantha Jacob & Kelli Emrick**

- This year's Family Fun night will be April 5, 2024. All coordinator positions have been filled, and there will be a preliminary planning meeting in the near future.
- **Warrior Dash – Brittany Youngers**
 - The Warrior Dash will take place October 6, 2023. Fundraising will begin about 2 weeks before. Business/Company sponsors will be accepted and acknowledged again this year. Prizes are in the works.
- **Student Directory-Karen Maskell**
 - The directory is still being finalized and will be in the Weekly Warrior in upcoming weeks
- **Weekly Warrior – Jordan Boone**
 - Weekly Warrior is emailed each Wednesday. If you would like something included in the Weekly Warrior email ptoweeklywarrior@gmail.com by Monday evening. If you would like to receive the Weekly Warrior update e-mail each Wednesday, please email us at ptoweeklywarrior@gmail.com.
- **Staff Appreciation Week– Whitney Beard & Megan Perry**
 - Adopt a Staff Member sign ups coming soon. Families are encouraged to sign up to show appreciation to the building staff members. Staff Appreciation week will be May 6-10.
- **Staff Celebrations – Stefanie Beckman & Jenna Whitehead**
 - Staff Birthdays will be celebrated the 3rd week of each month. The August celebration "treat" will be Casey's breakfast Pizzas for all staff to enjoy.
- **Staff Meals – Marynell Popst**
 - Staff Meals/Snacks will be provided on September 25th, October 12th January 3rd and March 29th. Fuzzy's Tacos provided a meal on August 9th. Signups for September 25th Snacks coming soon.
- **GAD Parade –OPEN**
 - Still looking for a coordinator to organize this, please contact Allison Roth if you are interested The parade is September 30th.
- **Popsicles on the Playground – Lexi Giannetti**
 - Popsicles on the Playground took place for Kindergarten Families on August 11th. Unfortunately, weather did not cooperate, the event was moved to the cafeteria but families and were able be on the playground towards the end of the evening.
- **Restaurant Nights - Lindsey Wilson**
 - The first restaurant night will be on September 26th at Panda Express (2672 N Greenwich Ct. Wichita KS 67226) from 10:30 am-9pm. Wheatland will receive 50% of the profits.
- **Social Nights – Taylor Faircloth**
 - Aviate and Carousel Skate nights are being planned but looking for other possibilities. We discussed varying the nights the events occur and the possibilities of ice skating, drive-in, bowling.
- **Spirit Wear – Angie Muether**
 - Wheatland Spirit Store is open until August 28th. We are using Gear for You as our supplier this year. The Wheatland Spirit Store will be open three times this school year and will have different designs each time.

- **Yearbook Orders -Megan Bystrek**
- **Yearbook Editor – Jessica Pignataro**
- **Internal Audit – Traci Ball**
- **Book Fair – Kristi Purser & Cassie Price**
 - We are having our fair with a new company, Literati this year. It will be October 5-12 including during the Warrior Dash. Many things will be similar such as variety of books and price points. Parent volunteers will be needed, a sign-up will be coming out shortly. There will be cashless option, but cash will be also accepted. Rewards to the school are similar in structure to Scholastic.

There being no further business, the meeting was adjourned at 7:03 p.m.

Respectfully Submitted,
/s Cassie Price
Cassie Price, Secretary

Wheatland PTO 2023-24 Event Calendar

September

9/5 Allocations Meeting 7pm

9/19 General PTO Meeting 7pm

9/26 Panda Express 10:30 am-9pm (2672 N Greenwich Ct. Wichita KS)

9/30 Greater Andover Days Parade

October

10/5-10/12 Book Fair

10/6 Warrior Dash

November

11/7 General PTO Meeting 7pm

January

1/23 General PTO Meeting 7pm

March

3/26 General PTO Meeting 6pm (followed by FFN basket wrapping)

April

4/5 Family Fun Night

4/23 General PTO Meeting 7pm

May

5/6-5/10 Staff Appreciation Week

5/10 Fun in the Sun



PTO Agenda
August 22, 2023 | 6:00 p.m. | WES Library

The mission of the Parent Teacher Organization is to promote the growth and education of all children attending Wheatland Elementary School. We will encourage the Partnership of parents and teachers to the benefit of the children and youth in the home, school, and community.

1. Welcome, introductions, approve minutes from April 18, 2023 meeting: Allison Roth
President – Allison Roth
Vice-President – Samantha Jacob
Treasurer – Kaycee Williams
Secretary – Cassie Price
2. Principal's Report: Elton Armbrister (Read by Allison Roth)
3. Treasurer's Report: Kaycee Williams
 - a. Review 2022-23 financial statements.
 - b. Presentation of 2023-24 budget. Vote to approve budget.
 - c. Reimbursement Policy/Tax-Exempt status.
4. Coordinator Introductions/Reports:
 - a. Lead Room Parents – Marynell Popst
 - b. Box Tops/Dillons Dollars – Haydee Miller
 - c. Scrip - Laurel Russell
 - d. Holiday Hugs - Kristi Purser
 - e. Family Fun Night – Samantha Jacob & Kelli Emrick
 - FFN Baskets- Megan Peters
 - FFN Concessions - Erin Kice & Courtney Adams
 - FFN Dinner - OPEN
 - FFN Games- OPEN
 - FFN Prizes- Michelle Dixon & Kelsi Troilo
 - FFN Tickets - Cassie Price & Karen Maskell
 - FFN Volunteers - Raven Genereux
 - f. Warrior Dash – Brittany Youngers
 - g. Student Directory & Yearbook Orders -Megan Bystrek
 - h. Weekly Warrior – Jordan Boone
 - i. Staff Appreciation Week– Whitney Beard & Megan Perry
 - j. Staff Celebrations – Stefanie Beckman & Jenna Whitehead
 - k. Staff Meals – Marynell Popst
 - l. GAD Parade – OPEN

- m. Popsicles on the Playground – Lexi Giannetti
- n. Restaurant Nights - Lindsey Wilson
- o. Social Nights – Taylor Faircloth
- p. Spirit Wear – Angie Muether
- q. Yearbook Editor – Jessica Pignataro
- r. Internal Audit – Traci Ball
- s. Book Fair – Kristi Purser & Cassie Price

5. New Business

6. Adjourn

Please join us for our next meeting on Tuesday, September 19, at 7 p.m. in the WES library.

**Wheatland Elementary PTO
Proposed Budget Summary
2023-2024**

Category	<u>2022-2023</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>I/(D) to 2023</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Cash Balance	\$ 4,553	\$ 13,566	\$ 5,077	\$ 524
Income				
Fall Fundraiser (Warrior Dash)	\$ 33,000	\$ 40,465	\$ 33,000	\$ -
Spirit Wear/Gear	\$ 1,000	\$ 558	\$ 1,000	\$ -
Yearbooks	\$ 1,700	\$ 1,936	\$ 1,700	\$ -
Scrip Gift Cards	\$ 6,500	\$ 4,138	\$ 5,000	\$ (1,500)
Dillons Community Rewards Program	\$ 1,800	\$ 1,793	\$ 1,800	\$ -
FFN Fundraiser	\$ 15,000	\$ 16,803	\$ 15,000	\$ -
Book Fair	\$ 6,000	\$ -	\$ -	\$ (6,000)
Box Tops	\$ -	\$ 310	\$ -	\$ -
Event Night (Social)	\$ 700	\$ 897	\$ 800	\$ 100
Event Night (Restaurant)	\$ 800	\$ 736	\$ 700	\$ (100)
Amazon	\$ 750	\$ 830	\$ -	\$ (750)
Total Income	\$ 67,250	\$ 68,467	\$ 59,000	\$ (8,250)
Direct Expense				
Fall Fundraiser (Warrior Dash)	\$ 8,000	\$ 5,728	\$ 8,000	\$ -
Spirit Wear/Gear	\$ -	\$ -	\$ -	\$ -
Yearbooks	\$ 1,450	\$ 120	\$ 1,000	\$ (450)
Scrip Gift Cards	\$ 6,250	\$ 3,916	\$ 4,750	\$ (1,500)
Dillons Community Rewards Program	\$ -	\$ -	\$ -	\$ -
FFN-Tickets	\$ 500	\$ 120	\$ 300	\$ (200)
FFN-Prizes	\$ 300	\$ 8	\$ 300	\$ -
FFN-Baskets	\$ 500	\$ 67	\$ 500	\$ -
FFN-Games	\$ 700	\$ 823	\$ 700	\$ -
FFN-Concessions	\$ 1,200	\$ 1,976	\$ 1,200	\$ -
FFN-Other	\$ 4,000	\$ 3,025	\$ 4,000	\$ -
FFN-Start up-Cash	\$ 3,500	\$ 3,000	\$ 3,000	\$ (500)
Book Fair-Vendor	\$ 3,000	\$ -	\$ -	\$ (3,000)
Book Fair-Library	\$ 3,000	\$ -	\$ -	\$ (3,000)
Box Tops	\$ -	\$ -	\$ -	\$ -
Event Night (Social)	\$ 200	\$ -	\$ 100	\$ (100)
Event Night (Restaurant)	\$ -	\$ -	\$ -	\$ -
Amazon	\$ -	\$ -	\$ -	\$ -
Total Direct Expense	\$ 32,600	\$ 18,784	\$ 23,850	\$ (8,750)
Margin				
Fall Fundraiser (Warrior Dash)	\$ 25,000	\$ 34,737	\$ 25,000	\$ -
Spirit Wear/Gear	\$ 1,000	\$ 558	\$ 1,000	\$ -
Yearbooks	\$ 250	\$ 1,816	\$ 700	\$ 450
Scrip Gift Cards	\$ 250	\$ 222	\$ 250	\$ -
Dillons Community Rewards Program	\$ 1,800	\$ 1,793	\$ 1,800	\$ -
FFN Fundraiser	\$ 4,300	\$ 7,784	\$ 5,000	\$ 700
Book Fair	\$ -	\$ -	\$ -	\$ -
Box Tops	\$ -	\$ 310	\$ -	\$ -
Event Night (Social)	\$ 500	\$ 897	\$ 700	\$ 200
Event Night (Restaurant)	\$ 800	\$ 736	\$ 700	\$ (100)
Amazon	\$ 750	\$ 830	\$ -	\$ (750)
Total Margin	\$ 34,650	\$ 49,683	\$ 35,150	\$ 500

Category	<u>2022-2023</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>I/(D) to 2023</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Operating Expense				
Administrative - Tax Prep & Annual Report	\$ 200	\$ 240	\$ 240	\$ 40
Donation for 5th Graders	\$ 500	\$ 500	\$ 500	\$ -
Meet the Teacher/Popsicles on Playground	\$ 50	\$ -	\$ 50	\$ -
Assemblies	\$ -	\$ -	\$ -	\$ -
Author	\$ 2,000	\$ 900	\$ 1,000	\$ (1,000)
Bank Fees	\$ 50	\$ -	\$ 50	\$ -
Field Trips	\$ 4,300	\$ 3,065	\$ 3,163	\$ (1,137)
AR	\$ 2,389	\$ 2,389	\$ 3,291	\$ 902
Art Department	\$ 800	\$ 646	\$ -	\$ (800)
Signup.com	\$ 100	\$ 99	\$ 100	\$ -
Constant Contact (pay in Jan)	\$ 400	\$ 347	\$ 400	\$ -
Committee Expenses				
GAD Parade Expense	\$ 300	\$ 388	\$ 500	\$ 200
Bulletin Board/Staff Doors	\$ 200	\$ 90	\$ 200	\$ -
Printing Expense	\$ 500	\$ 60	\$ 500	\$ -
Staff Meals	\$ 1,000	\$ 1,491	\$ 1,500	\$ 500
Staff Birthdays	\$ 900	\$ 908	\$ 1,000	\$ 100
Staff Celebrations (Holiday Gift Card)	\$ 750	\$ 700	\$ 750	\$ -
Staff Appreciation Week (May)	\$ 1,000	\$ 1,917	\$ 1,700	\$ 700
Fun in the Sun	\$ 250	\$ -	\$ 250	\$ -
Allocations	\$ 20,000	\$ 26,930	\$ 28,000	\$ 8,000
Outdoor Garden	\$ 445	\$ -	\$ 445	\$ -
Total Operating Expense	\$ 36,134	\$ 40,670	\$ 43,639	\$ 7,505
Total Expenses	\$ 68,734	\$ 59,454	\$ 67,489	\$ (1,245)
Net Income (Loss)	\$ (1,484)	\$ 9,013	\$ (8,489)	\$ (7,005)