



**Wheatland Elementary Parent Teacher Organization, Inc.**  
**PTO General Meeting Minutes**  
**November 7, 2023**

Allison Roth, PTO President, called the meeting to order at 7:01 p.m. at the Wheatland Elementary School library. Present were Elton Armbrister, Samantha Jacob, Angie Muether, Andrew Pickle, Cassie Price, Laurel Russell, Kaycee Williams, Wendy Vargas, and Brittany Youngers.

**Welcome: Allison Roth**

Ms. Roth welcomed the group and asked for motion to approve minutes from September 19, 2023 meeting. Motion was made and seconded. The motion was approved without objection.

**Principal's Report: Elton Armbrister:**

Mr. Armbrister discussed Open Enrollment in our district beginning with the 2024/25 school year. The November 2023 Wheatland newsletter has more information about Open Enrollment

<https://resources.finalsite.net/images/v1698845817/usd385org/ywk62suhai5gkcagpjyw/NovemberNewsletter.pdf>

Mr. Armbrister mentioned addition of new security measure coming to Wheatland sometime after Thanksgiving. Like other districts in the area, a government issued ID will be scanned and a temporary badge will be printed prior to being able to enter the school. More information to come.

**Treasurer's Report: Kaycee Williams**

Ms. Williams presented the Treasurer's Report. Attached.

The Warrior Dash brought in over \$39,000 (\$6,000+ over budget) and may still have some company donations coming in.

Our first spirit wear sale brought in over \$800, and the first restaurant night brought in over \$600— both more than half of what was budgeted for the entire year.

Items listed as priority 1 & 2 on the Allocations request from the Building Leadership Team will be paid with the funds received from these events. We hope to cover the remaining Allocation items through out the school year.

## **Coordinator Reports:**

- **Warrior Dash – Brittany Youngers**
  - Warrior Dash was a huge success! Thank you to all that donated and volunteered.
  - Prizes were delivered to classroom and will go home this week.
- **Lead Room Parents – Marynell Popst**
  - Room Parents should start planning holiday teacher gifts
- **Box Tops/Dillons Dollars – Haydee Miller**
  - Reminder to keep scanning your receipts
- **RaiseRight Gift Cards (formerly Scrip) - Laurel Russell**
  - Orders are being accepted until November 17, so Gift Cards will be delivered before the holidays. All orders are online.
- **Holiday Hugs - Kristi Purser**
  - Link available in the Weekly Warrior.
- **Family Fun Night – Samantha Jacob & Kelli Emrick**
  - Family Fun night is April 5, 2024.
  - If anyone has basket theme suggestions please email them to PTO
- **Weekly Warrior – Jordan Boone**
  - Weekly Warrior is emailed each Wednesday. If you would like something included in the Weekly Warrior email [ptoweeklywarrior@gmail.com](mailto: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](mailto:ptoweeklywarrior@gmail.com).
- **Staff Appreciation Week– Whitney Beard & Megan Perry**
  - There are still a few Staff Members that need adopted—sign ups are posted in the Weekly Warrior. 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.
- **Staff Meals – Marynell Popst**
  - Next Staff Meals/Snacks will be provided on January 3rd and March 29th. .
- **GAD Parade –Jessie & Steve Ariagno**
  - Conestoga wagon float and the parade was a huge success
  - We are storing the materials used to make the wagon to reuse next year and save some money.
- **Book Fair – Kristi Purser & Cassie Price**
  - Thank you to all the bought books, volunteered and donated
  - Library received \$3000+ in new books.
  - We received box fulls of gently used or new books and \$180 to purchase new books for the Lord's Diner Book Nook.
- **Restaurant Nights - Lindsey Wilson**
  - Panda Express was a success bringing in over \$600
  - Next Restaurant Night TBD
- **Social Nights – Taylor Faircloth**
  - Skate Night was a success over 90 Wheatland Kids attended.
  - Chicken N Pickle Ice Skating before Christmas
- **Spirit Wear – Angie Muether**
  - Spirit Store open now through Nov. 22, 2023
  - Will be ready for pick up before the holidays
- **Yearbook Editor – Jessica Pignataro**
  - Link to send photos to will be shared in January
- **Student Directory-Karen Maskell-no update**
- **Internal Audit – Traci Ball-no update**
- **Popsicles on the Playground – Lexi Giannetti-no update**

**Other Information:**

- Please take note of the instructions included on the Agenda from Claire regarding distribution of paper flyers and how to go about getting PTO events added to the school website, calendar, and Peachjar.

Next PTO meeting will be Tuesday January 23, 2024 @ 7pm.

There being no further business, the meeting was adjourned at 7:43 p.m.

Respectfully Submitted,

*/s/ Cassie Price*

Cassie Price, Secretary



## PTO Agenda

**November 7th, 2023 | 7:00 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 : Allison Roth
2. Approve minutes from September 19th, 2023 meeting: Allison Roth
3. Treasurer's Report: Kaycee Williams
4. Principal's Report - Elton Armbrister
5. Old Business
  - Greater Andover Days Parade Recap - Jessie & Steve Ariagno
  - Restaurant Nights- Panda Express Recap - Lindsey Wilson
  - Warrior Dash Recap & Update - Brittany Youngers
  - *Door Decorating Recap- Kara Calhoun & Ashley Purdhum - tear down volunteers*
  - Book Fair Recap - Cassie Price & Kristi Purser
  - *Lead Room Parents/Staff Meals – Marynell Popst - Reminding room parents about teacher christmas gifts beginning of December. Upcoming breakfasts 1/3/24 and 3/29/24*
  - Social Nights - Skating Party Reap - Taylor Faircloth
6. New Business
  - Spirit Wear – Angie Muether
  - RaiseRight Gift Cards (Scrip) - Laurel Russell
  - Holiday Hugs - Kristi Purser
  - Family Fun Night – Samantha Jacob & Kelli Emrick
    - FFN Baskets- Megan Peters
    - FFN Concessions - Erin Kice & Courtney Adams
    - FFN Dinner - Wendy Vargas & Lindsey Wilson
    - FFN Games- Stacy Mendez & Lindsay Carbajal
    - FFN Prizes- Michelle Dixon & Kelsi Troilo
    - FFN Tickets - Cassie Price & Karen Maskell
    - FFN Volunteers - Raven Genereux
7. Other Coordinator Updates
  - Weekly Warrior – Jordan Boone
  - Staff Celebrations – Stefanie Beckman & Jenna Whitehead
  - *Staff Appreciation Week– Whitney Beard & Megan Perry - Planning January 2024*



- Box Tops/Dillons Dollars – Haydee Miller
- Student Directory & Yearbook Orders -Megan Bystrek
- *Yearbook Editor – Jessica Pignataro - Cover proof done. Will have link to submit photos starting January 2024*
- Internal Audit – Traci Ball
- Popsicles on the Playground – Lexi Giannetti

8. PTO Event Instructions for all PTO events (social nights, restaurant nights, scrip, spirit wear)

- **Website/Calendar-** e-mail Claire [pruettc@usd385.org](mailto:pruettc@usd385.org) with date/time and all other pertinent information
- **Digital Flyers** for peachjar and/or Facebook need to be APPROVED by sending an e-mail to Claire and Mr. Armbrister [armbrise@usd385.net](mailto:armbrise@usd385.net) with the following information:
  - The flyer (PDF is best) which includes the name and contact information of the coordinator in charge of the event
  - Dates you want the flyer to go out
  - Any information you feel is important to add to a Facebook post
- **Paper Flyers** need to be counted out by class before being dropped off. You can contact Claire for current class numbers. Flyers usually go home on Fridays so they need to be delivered no later than noon on Thursday

*Please join us for our next meeting on Tuesday, January 23rd, at 7 p.m. in the WES library.*



Wheatland Elementary PTO  
 Budget VS Actual Report  
 2023-2024

Category	As of 11/7/2023	2023-2024 Budget	2023-2024 Actual
Cash Balance		\$ 5,077.00	\$ 13,878.70
<b>Income</b>			
Fall Fundraiser (Warrior Dash)	\$	33,000.00	\$ 39,823.02
Spirit Wear/Gear	\$	1,000.00	\$ 814.81
Yearbooks	\$	1,700.00	\$ -
Scrip Gift Cards	\$	5,000.00	\$ -
Dillons Community Rewards Program	\$	1,800.00	\$ 647.21
FFN Fundraiser	\$	15,000.00	\$ -
Book Fair	\$	-	\$ 5,151.32
Box Tops	\$	-	\$ -
Event Night (Social)	\$	800.00	\$ -
Event Night (Restaurant)	\$	700.00	\$ 688.54
Amazon	\$	-	\$ -
Donations	\$	-	\$ 5.00
<b>Total Income</b>		\$ 59,000.00	\$ 47,129.90
<b>Direct Expense</b>			
Fall Fundraiser (Warrior Dash)	\$	8,000.00	\$ 6,609.68
Spirit Wear/Gear	\$	-	\$ -
Yearbooks	\$	1,000.00	\$ -
Scrip Gift Cards	\$	4,750.00	\$ -
Dillons Community Rewards Program	\$	-	\$ -
FFN_Tickets	\$	300.00	\$ -
FFN_Prizes	\$	300.00	\$ -
FFN_Baskets	\$	500.00	\$ -
FFN_Games	\$	700.00	\$ -
FFN_Concessions	\$	1,200.00	\$ -
FFN_Other	\$	4,000.00	\$ -
FFN_Start up-Cash	\$	3,000.00	\$ -
Book Fair_Vendor	\$	-	\$ 5,151.59
Book Fair_Library	\$	-	\$ -
Box Tops	\$	-	\$ -
Event Night (Social)	\$	100.00	\$ -
Event Night (Restaurant)	\$	-	\$ -
Amazon	\$	-	\$ -
<b>Total Direct Expense</b>		\$ 23,850.00	\$ 11,761.27
<b>Margin</b>			
Fall Fundraiser (Warrior Dash)	\$	25,000.00	\$ 33,213.34
Spirit Wear/Gear	\$	1,000.00	\$ 814.81
Yearbooks	\$	700.00	\$ -
Scrip Gift Cards	\$	250.00	\$ -
Dillons Community Rewards Program	\$	1,800.00	\$ 647.21
FFN Fundraiser	\$	5,000.00	\$ -
Book Fair	\$	-	\$ (0.27)
Box Tops	\$	-	\$ -
Event Night (Social)	\$	700.00	\$ -
Event Night (Restaurant)	\$	700.00	\$ 688.54
Amazon	\$	-	\$ -
Donations	\$	-	\$ 5.00
<b>Total Margin</b>		\$ 35,150.00	\$ 35,368.63



**Operating Expense**

Administrative - Tax Prep & Annual Report	\$	240.00	\$	-
Donation for 5th Graders	\$	500.00	\$	-
Meet the Teacher/Popsicles on Playground	\$	50.00	\$	-
Assemblies	\$	-	\$	-
Author	\$	1,000.00	\$	-
Bank Fees	\$	50.00	\$	-
Field Trips	\$	3,163.00	\$	-
AR	\$	3,291.00	\$	-
Signup.com	\$	100.00	\$	99.00
Constant Contact (pay in Jan)	\$	400.00	\$	-
Water Filters	\$	-	\$	-
<b>Committee Expenses</b>				
GAD Parade Expense	\$	500.00	\$	517.11
Bulletin Board/Staff Doors	\$	200.00	\$	-
Printing Expense	\$	500.00	\$	88.20
Staff Meals	\$	1,500.00	\$	180.00
Staff Birthdays	\$	1,000.00	\$	261.37
Staff Celebrations (Holiday Gift Card)	\$	750.00	\$	-
Staff Appreciation Week (May)	\$	1,700.00	\$	-
Fun in the Sun	\$	250.00	\$	-
Allocations	\$	28,000.00	\$	28,020.00
Outdoor Garden	\$	445.00	\$	-
<b>Total Operating Expense</b>	<b>\$</b>	<b>43,639.00</b>	<b>\$</b>	<b>29,165.68</b>
<b>Total Expenses</b>	<b>\$</b>	<b>67,489.00</b>	<b>\$</b>	<b>40,926.95</b>
<b>Net Income (Loss)</b>	<b>\$</b>	<b>(8,489.00)</b>	<b>\$</b>	<b>6,202.95</b>



2023-2024 Wheatland Elementary Monthly Summary  
9/8/2023

Category	Total	July	August	September	October	November
Cash Balance		\$13,639.15	\$14,148.70	\$13,878.70	\$13,282.66	\$52,705.57
<b>Income</b>						
Fall Fundraiser (Warrior Dash)	\$39,823.02				39,823.02	
Spirit Wear/Gear	\$ 814.81				814.81	
Yearbooks	\$ -					
Scrip Gift Cards	\$ -					
Dillons Community Rewards Program	\$ 647.21	509.55			\$ 137.66	
FFN Fundraiser	\$ -					
Book Fair	\$ 5,151.32				5,151.32	
Box Tops	\$ -					
Event Night (Social)	\$ -					
Event Night (Restaurant)	\$ 688.54				688.54	
Amazon	\$ -					
Donations	\$ 5.00			5.00		
<b>Total Income</b>	<b>\$47,129.90</b>	<b>\$ 509.55</b>	<b>\$ -</b>	<b>\$ 5.00</b>	<b>\$46,615.35</b>	<b>\$ -</b>
<b>Direct Expense</b>						
Fall Fundraiser (Warrior Dash)	\$ 6,609.68				\$ 6,609.68	
Spirit Wear/Gear	\$ -					
Yearbooks	\$ -					
Scrip Gift Cards	\$ -					
Dillons Community Rewards Program	\$ -					
FFN Tickets	\$ -					
FFN Prizes	\$ -					
FFN Baskets	\$ -					
FFN Games	\$ -					
FFN Concessions	\$ -					
FFN Other (Meals & Insurance)	\$ -					
FFN Startup Cash	\$ -					
Book Fair_Vendor	\$ 5,151.59				5,151.59	
Book Fair_Library	\$ -					
Box Tops	\$ -					
Event Night (Social)	\$ -					
Event Night (Restaurant)	\$ -					
Amazon	\$ -					
Donations	\$ -					
<b>Total Direct Expense</b>	<b>\$11,761.27</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$11,761.27</b>	<b>\$ -</b>
<b>Margin</b>						
Fall Fundraiser (Warrior Dash)	\$33,213.34	\$ -	\$ -	\$ -	\$33,213.34	\$ -
Spirit Wear/Gear	\$ 814.81	-	-	-	814.81	-
Yearbooks	\$ -	-	-	-	-	-
Scrip Gift Cards	\$ -	-	-	-	-	-
Dillons Community Rewards Program	\$ 647.21	509.55	-	-	137.66	-
FFN Fundraiser	\$ -	-	-	-	-	-
Book Fair	\$ (0.27)	-	-	-	(0.27)	-
Box Tops	\$ -	-	-	-	-	-
Event Night (Social)	\$ -	-	-	-	-	-
Event Night (Restaurant)	\$ 688.54	-	-	-	688.54	-
Amazon	\$ -	-	-	-	-	-
Donations	\$ 5.00	-	-	5.00	-	-
<b>Total Margin</b>	<b>\$35,368.63</b>	<b>\$ 509.55</b>	<b>\$ -</b>	<b>\$ 5.00</b>	<b>\$34,854.08</b>	<b>\$ -</b>
<b>Operating Expense</b>						
Administrative - Tax Prep & Annual Report	\$ -					
Donation for 5th Graders	\$ -					
Meet the Teacher/Popsicles on Playground	\$ -					
Assemblies	\$ -					
Author	\$ -					
Bank Fees	\$ -					
Field Trips	\$ -					
AR	\$ -					
Signup.com	\$ 99.00				99.00	
Constant Contact (pay in Jan)	\$ -					
Water Filters	\$ -					
Committee Expenses	\$ -					
GAD Parade Expense	\$ 517.11			517.11		
Bulletin Board/Staff Doors	\$ -					
Printing Expenses	\$ 88.20				88.20	
Staff Meals (Back to School/Conferences)	\$ 180.00		\$ 180.00			
Staff Birthdays	\$ 261.37		\$ 90.00	83.93	87.44	
Staff Celebrations (Holiday Gift Card)**Net out of Scrip Order	\$ -					
Staff Appreciation Week (May Meals and Non Teaching Staff G	\$ -					
Fun in the Sun	\$ -					
Allocations	\$28,020.00					28,020.00
Outdoor Garden	\$ -					
<b>Total Operating Expense</b>	<b>\$ 29,165.68</b>	<b>\$ -</b>	<b>\$ 270.00</b>	<b>\$ 601.04</b>	<b>\$ 274.64</b>	<b>\$ 28,020.00</b>
<b>Total Expenses</b>	<b>\$ 40,926.95</b>	<b>\$ -</b>	<b>\$ 270.00</b>	<b>\$ 601.04</b>	<b>\$ 12,035.91</b>	<b>\$ 28,020.00</b>
<b>Net Income (Loss)</b>	<b>\$ 6,202.95</b>	<b>\$ 509.55</b>	<b>\$ (270.00)</b>	<b>\$ (596.04)</b>	<b>\$ 34,579.44</b>	<b>\$ (28,020.00)</b>
<b>OS Checks</b>						
<b>OS Deposits</b>						
<b>Cash Balance on Books</b>	<b>\$ 24,685.57</b>	<b>\$ 14,148.70</b>	<b>\$ 13,878.70</b>	<b>\$ 13,282.66</b>	<b>\$ 47,862.10</b>	<b>\$ 24,685.57</b>