Columbia River PTO Meeting

kestrelpridepto@gmail.com

November 30, 2023
PTO meeting minutes (December meeting due to conference schedule)
Attendees: Pete Johnson, Holly Woolf, Sarah Howard, Angela Slack, Mrs. Hay, Ms. Siemon, Sandra Guzman, Alexa Cripe, Teresa Hernandez, Nancy Torres

1. Welcome: Pete-calls to start meeting at 6:04pm
2. Review/Ask for approval of PTO meeting minutes from 11/2/2023-Angela-review of previous meeting minutes. Parent concern regarding cash handling process. A cash handling process has been updated and included in the new bylaws to address concern. Motion to approve previous meeting minutes Angela Slack: First: Teresa Hernandez Second: Sarah Howard. YES: 7 NO:1 Motion approved
3. Treasure Report: Sarah Howard
    a. Clarification on last meetings treasure report. Previous balance reported was PTO savings and checking accounts together. No balance discrepancy. Motion to approve treasure report from November 2nd meeting Sarah: First: Angela Slack Second: Teresa Hernandez. YES: 8 No: 0 Motion approved
    b. Treasure report of November 30th (see attached treasure report forms and receipts): PTO utilized a "Square" to receive funds via card transactions at Family movie night. Fee of $ 0.24 per transactions.
        i. Current Balance: Checking $1,661.95 Saving $1,809.13
        ii. Family Movie Night: Total Expenses: $397.36 Cash Deposit: $573.00 Credit Card Sales: $76.00 Total Profit for Family Movie Night $251.64
        iii. Motion to approved November 30th treasure report Sarah Howard: First: Holly Woolf Second: Alexa Cripe
4. Officers Reports:
    a. Pete- Bylaw updates- received no further questions or concerns regarding Updated Columbia River Elementary PTO Bylaws via email or class DoJo. Hand out for added wording of Code of Conduct and Cash handling was provided. See below:

Code of conduct for Columbia River PTO volunteers:

As volunteers of Columbia River Elementary Parent Teacher Organization (PTO) we are accountable for the ways in which we work together. We agree to abide by the social policy present at Columbia River Elementary. We achieve this by maintaining a respectful, caring, and professional approach to those we work with and agree to conduct ourselves in a way that demonstrates integrity, maturity, and good judgement. As a volunteer you must:

- Be a good role model with behavior and actions.
- Be friendly, courteous, and kind at all times.
- Treat everyone with dignity and respect.
- Respect people's privacy and boundaries.
- Communicate with others in an open and respectful way.

Cash handling:
All funds raised for the PTO must be counted and documented by two people. All funds received by the Treasurer must be deposited into the PTO bank account as soon as is feasible by the Treasurer.

Columbia River PTO Meeting

kestrelpridepto@gmail.com

Collection of Money - When money has been collected, prior to being removed from the premises of the event, a cash control form is required to be completed by two parties. Both parties should count the money, sign, and date the form along with list the event/reason for collection of money. Money collected is to remain in a locked box safe location until it is feasible to be deposited by the Treasure.

Upon receipt of funds, verify amounts received. Together two people shall count cash and checks and document such in the accounting records. This should be done by a PTO officer if available or event chair. No money should leave the event without being counted or put in a locked place until this procedure can be completed.

Start up cash will be provided by the PTO treasurer at the request of the event chair, and all cash at the end of any event is to be turned in to the Treasurer for counting.

- Signatures - The authorized signatories for all accounts, checks, drafts, and other orders of the organization shall include two of any of the following: President, Vice-President, Treasurer, or Secretary. Two signatures of said signatories are required for check reimbursements or contractual agreements.

In order to be reimbursed by the PTO, individuals must submit an itemized receipt or paid invoice.

Any spending in excess of $200 over the approved budget for an event requires a PTO vote or the approval of 2 officers.

i. Open discussing regarding bylaws changes present at last meeting and current proposed changes. Motion to approve changes and adopt new bylaws with the addition of the above information: Pete Johnson First: Holly Woolf Second: Alexa Cripe
ii. Have Cash counting forms available at school in PTO box in school office if forms are needed.

b. Holly-
   i. Yearbook pre-order from Pictavo. Cost of $25.00 each book- ordering 200 Books
      1. Pictavo can provide a link to parents via email to purchase books. No upfront cost from PTO. PTO will have to pay balance of unsold books if needed.
      2. Envelope will also be sent home with students for Cash/Check payment options, free shipping if order submitted early.
      3. Need candid pictures from teachers.
      4. Motion Requesting approval to go ahead with yearbook plan 80 pages per book/$25.00 each/ ordering of 200 books: Holly Woolf First: Sarah Howard Second: Alexa Cripe
   ii. Krew's Holiday Cottage: December 11th-15th
      1. All items purchased and all volunteer spots filled
      2. Under budget: total spent $3,384.45- expense report of items purchased- see attached
      3. Start up cash needed for each day $100-$200. Please remind teachers of class dates and times. Reminders to be sent out on Class DoJo about which class is attending the shop each day. Teachers to pick up their flyer/envelope packets this week

Columbia River PTO Meeting

kestrelpridepto@gmail.com

4. Help needed on Friday December 8th at 12:30 to set up after school.
5. Will have expenses and profit numbers available at the January meeting.

c. Sarah- no further report
d. Angela- no further report

5. Committee/Chairperson Reports: none
6. Old business/New business
   a. Family movie: November 17th 6-8pm see above report.
   b. Grandparents' day: November 22nd 8-9am- some feed back received. 1. Unable to hear announcement- Response-due to speaker and technical difficulties announcements were not working that morning. 2. Spudnut donuts – unable to accommodate currently due to higher cost.
   c. Bookfair: December 5th -8th Still looking for volunteers. Only 1 as of now.
   d. Krew's Holiday Cottage December 11th -15th
7. Principals' Report
   a. Winter Ball- Mrs. Hay to head team/committee for event. Volunteers needed to help decorate the day of event. Post of DoJo and sign up genius. Possible to ask parents to donates treats for event. DJ- check with Delina to see if brother is available again. Mrs. Hay to check with event planner to help with decorations again this year.
   b. School store update- School store may not continue next year. Over $13,000 in gift cards have been donated to our school teachers, however the gift cards can only be sent on the School Store affiliated website. Items tend to be over prices and lower quality than expected. Please continue to shop for our school through the school browser if they are purchasing items online. Cash donations can also be made through School store or directly to CRE PTO.
   c. Krispy Kreme fundraiser- Mrs. Hay inquired and signed up. Starting now until December 30, 2023, 50% of your order will be donated back to Columbia River Elementary when you purchase via our fundraising sales page! Simply buy online via link: https://www.groupraise.com/offer-campaigns/30992-columbia-river-elementary-krispy-kreme-digital-dozens
   d. Lana needs reimbursement for Truck or Treat vehicle winner! -was previously approved at prior meeting-Reimbursement provided
   e. Conferences: PTO to help cover dinner for staff on Tuesday, has helped cover cost in past years. Mrs. Hay asking for $250.00 to cover half of dinner order place at Teriyaki grill. Request approved First: Sarah Howard Second: Holly Woolf. YES: 7 NO: 0. Funds provided
8. ATP/Teacher Representative Report-
   a. Columbia River Elementary Day at Firehouse subs in Pasco on Road 100- school gets a percentage of sales that night. Make sure to mention you are from CRE.
   b. Engineers Week February 20th-23rd activities provided for grades 3- 5. Looking to include activities for grades K-2. Volunteers needed- Post to be made on class DoJo.
9. Open Discussion/Questions:
   a. Clarification-any sale of school T-shirts money is to be deposited into school saving account.
10. Next meeting agenda items to be discussed- Fundraising updates, Krew's Holiday cottage, Winter Ball planning

Next meeting date: Thursday January 11th at 6:00pm

Adjourn at 7:28pm