

East Olympia Elementary PTO Meeting Minutes

April 21, 2021 - 4:00 pm

Zoom

1. Call to Order 4:00pm
2. Welcome - President Diane Murrey 4:01pm
 - Introduction of Officers and members Present: Erin Zahn, Penny Kocan, Rana Longworth, Patty Kilmer, Jodi Schaeffer, Laura Nieborsky, Brandel Aguirre.
3. Approval of March Meeting Minutes 4:05pm
 - Meeting minutes approved without changes
4. Principal's Report - Patty Kilmer 4:07pm
 - Current enrollment is 442 students. They have been planning for bringing kids back to 4 days/week starting May 3. The biggest challenge is meals because kids still need to stay 6' apart and facing the same direction while eating. Gym can only hold 78 kids so they will have some kids eating in the gym and others in the classroom. Lunch is 30 minutes but they have to sanitize and have clean air exchange between groups. So lunch will be 20 minutes in-building to allow an extra 10 minutes between groups for cleaning/air exchange. Breakfast is a little trickier as kids typically eat in the classroom, so she is looking into getting smoothies so kids can use a straw and eat in the classroom.
 - For Drop off they are planning to have a quick symptom screen at the car and take temps in the building. They will call the parent to come back if needed. Pick up will be more difficult but may stagger pick up times so parents aren't waiting for 30 minutes on Rich Rd to pick up kids.
 - They will be expanding play zones at recess to accommodate more kids in each classroom. And they still need to move furniture around.
 - Patty is considering having parents decorate cars at pick-up on the last day of school instead of having a separate parade.
 - She is also trying to get the last day of school moved up to Friday June 18. So hoping we can have school on May 28 instead (scheduled to be a day off in case of snow/make-up day).
5. Treasurer's Report - Brandel Aguirre 4:15pm
 - There have been multiple deposits this month from Facebook, Fred Meyer and other miscellaneous deposits. (possibly from box tops?). \$80 was spent on Read Across America prizes and \$660 in playground equipment. She is starting to gather everything for taxes as well.

6. Current Business

4:20pm

- 2021 PTO Scholarship
 - Brandel states we did budget \$500 for the 2021 PTO scholarship. The scholarship application was reviewed and revised as follows: Student submissions are due May 15. Volunteer hours changed to just 5 hours due to recent COVID restrictions and inability to have volunteer opportunities.
 - Patty and Erin will be part of the scholarship committee to review submissions. Patty will ask 1-2 teachers to assist as well (that do not currently have HS seniors)
- Fun Run (June 15)
 - Erin reported for Kaci who plans to have classes run 1 at a time, about 12-15 minutes each. Kaci will make some Gold, Silver and Bronze medals for the top finishers to go with an Olympics theme. She asked if PTO would provide water and popsicles. Rather than each class make a banner like in years past she may assign a theme or color for each class.
 - Erin asked if helpers would be allowed since the event would be held outside and Patty felt it would be fine. She also confirmed that kids don't have to stay apart while running as long as they have masks on.
- 2021-22 Board and Chair positions - Diane
 - List of 2021-22 board and chair positions was reviewed. It was mentioned that a lot of people were hesitant to commit due to uncertainty of how schools will operate in the fall. Patty stated that she fully anticipates school will be full-time this Fall.
 - Rana stated she would be willing to stay on as Communications Coordinator
 - All other board positions are open as Erin and Brandel are leaving EOE and Diane has served her maximum term as President.
 - Laura and Diane stated they would be willing to fill an open chair position as well but didn't commit to which one at this time.
 - It was suggested we each try to recruit 1 person over the next few weeks and try to fill the board first before worrying about committees/chairs.

7. Old Business

4:35pm

- Fred Meyer Rewards - Diane
 - Our application has been submitted and approved. People can now start signing up so EOE PTO will earn donations from Fred Meyer with regular shopping (similar to Amazon smile). Diane will email out instructions for us to advertise via facebook and newsletters (including estimated sign up time)

8. Additional Agenda Items - None

4:40pm

9. Next Meeting Date - May 19, 2021

4:55pm

10. Adjournment

5:00pm

6:28 PM
04/20/21
Cash Basis

East Olympia Parent Teacher Organization
Profit & Loss Budget vs. Actual
September 2020 through March 2021

	Sep '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Amazon Smile Income	215.36	106.00	109.36	203.2%
Donations (Facebook, Etc)	122.58			
Misc - Unappropriated Income	277.70	0.00	277.70	100.0%
Spirit Merchandise Income	0.00	80.00	-80.00	0.0%
Yearbook Income	240.00	0.00	240.00	100.0%
Total Income	855.64	186.00	669.64	460.0%
Expense				
Bank Service Charges	37.00	35.00	2.00	105.7%
Book Fair Expense	80.00	0.00	80.00	100.0%
Financial Aid Expense	0.00	260.00	-260.00	0.0%
Garden Supplies	284.47	0.00	284.47	100.0%
Harvest Party Expense	115.30	150.00	-34.70	76.9%
Insurance Expense				
General Liability Insurance	0.00	255.00	-255.00	0.0%
Total Insurance Expense	0.00	255.00	-255.00	0.0%
Office Supplies	0.00	30.00	-30.00	0.0%
Playground Equipment Expense	660.12	2,945.50	-2,285.38	22.4%
Postage and Delivery	130.00	165.00	-35.00	78.8%
Scholarship Expense	500.00	500.00	0.00	100.0%
Staff Appreciation Expense	0.00	800.00	-800.00	0.0%
Summer Reading Expense	281.08	300.00	-18.92	93.7%
Track Stars Expense	0.00	160.00	-160.00	0.0%
Total Expense	2,087.97	5,600.50	-3,512.53	37.3%
Net Ordinary Income	-1,232.33	-5,414.50	4,182.17	22.8%
Other Income/Expense				
Other Income				
Interest Income	6.46	0.00	6.46	100.0%
Total Other Income	6.46	0.00	6.46	100.0%
Net Other Income	6.46	0.00	6.46	100.0%
Net Income	-1,225.87	-5,414.50	4,188.63	22.6%