

East Olympia Elementary PTO Meeting Minutes

March 17, 2020 - 4:00 pm

Zoom

1. Call to Order 4:00pm
2. Welcome - President Diane Murrey 4:01pm
 - Introduction of Officers and members Present: Jodi Schaeffer, Patty Kilmer, Erin Zahn, Kelly Men, Brandel Aguirre, Rana Longworth, Laura Nieborsky, Kaci Anchors, Zhang Fan, Jennifer Mettler
3. Approval of February Meeting Minutes 4:05pm
 - Meeting minutes approved with the following changes: Fix title from agenda to minutes, correct misspelled name: Kristin to Christin.
4. Principal's Report - Patty Kilmer 4:07pm
 - EOE is welcoming dozens of new students each day. One day last week it was almost 1 per hour. Some students are due to new homes in the area and some returning from virtual learning. As a result in-person classes are starting to get full as remote classes are shrinking.
 - She recently hired a new paraeducator, Michera Roos, who will be working 3 hours/day
 - Patty wants to thank all the parents for their patience in the morning and afternoon during drop off and pick up. They are trying to work quickly taking temps while making sure everyone is safe. Loading in the afternoon is going really fast, especially when names are on visors.
 - Patty wanted to reiterate how appreciative and excited she and the staff were for Flaming Pig BBQ donating the staff appreciation lunch, saying "it was AMAZING!".
 - For next school year they are anticipating staffing changes as they are likely going to have 4 teachers for each grade. As a result some teachers are looking to possibly change grade levels for their own personal growth.
5. Treasurer's Report - Brandel Aguirre 4:15pm
 - Flaming Pig BBQ was issued a thank you letter citing their donation of \$796.56 in food for the staff appreciation lunch.

- Brandel created an AmazonSmile account for PTO that we can use to make purchases on Amazon easier and earn Smile donations at the same time.
- So far this year PTO has earned \$215 in AmazonSmile donations; noting we have been receiving more finances than anticipated this year which has been helpful. In February, we earned \$.80 in bank interest and made 3 purchases for playground equipment at \$302, \$75 and \$283 (for tetherball, cross net and spike ball). There are still funds left in the playground budget which Kaci plans to use to purchase a 9 square game. (see below for full financial report)

6. Current Business

4:20pm

- Book Fair - Erin Zahn states book fair is ready to go from March 22-April 4, fully virtual. Book flyers were given to the office and distributed to students this week. Erin made an announcement flyer but isn't sure if staff had time to copy/distribute.

7. Old Business

4:25pm

- Read Across America - Erin Zahn states about 30-40 maps in total were turned in. Only 1 from 5th grade, 0 from 4th, 2 from 3rd, most were 1st and K. Names were put into a paper bag per their grade and winners were drawn as follows: K-Ander Bock, Ruby Nieborsky, 1-Sarina Roberts, Drew Husted, 2-Kai Slone, Annabel Gibbons, 3-Alison Garrison, Leah Schultz, 5-Brady Rusch. Each student will receive a \$10 scholastic eGift Card.
 - A motion was made, seconded and approved to re-allocate \$90 from the staff appreciation fund into the book fair budget to cover the costs of the gift certificates. Brandel will use the PTO credit card to purchase the gift cards.
- Staff Appreciation - See above on principals report and treasurers report. Rana Longworth stated she would still like to do something later on this year for staff using remaining funds, rest of the PTO members agreed.

8. Additional Agenda Items

4:35pm

- Fun Run - Kaci Anchors stated she got the Ok from Patty and the staff as long as it is not a fundraiser, which PTO agrees on. We will have to figure out a schedule that will likely have to correspond with the students in-person day such as Monday/Thursday to cover A/B groups. Kaci also

plans to hold field day this year so dates for those events will have to be coordinated.

- Spirit Week - Diane Murrey asked if staff would be interested in having a spirit week during conferences. Patty wasn't sure how that would work as it would be confusing for teachers to dress up for both A and B schedules. For now this was placed on hold. Will revisit at a later time if indicated.
- Spring Parade - Erin Zahn was wondering if we were interested in maybe doing a spring parade as the other 2 parades this year were so successful and fun for students and staff. Brandel stated her son really loved the parades and Patty stated the staff really loved the decorated cars. Scheduling this may be difficult as there are several things already being planned for end of year activities, including having 5th graders ring the bell. Patty will think more on this and how it may work out.
- Meeting dates/times/minutes -
 - PTO received an email from a working parent who was wondering if we were planning to have meetings at different times as she wants to be involved but works an 8-5 schedule and can't make the PTO meetings at 4pm. Discussion was had that finding a time is always difficult as evening times run into other after school activities. Jodi suggested maybe we could record the PTO meetings and then post them so people who can't make the meetings can view it and then give input if they want. This was agreed upon by all attending so we will plan to record future PTO meetings if they are held virtually.
 - Erin also suggested that we have Jaime post a "draft" version of the PTO meeting minutes after they are approved by the board to help disseminate information more quickly. Currently PTO minutes are not posted to the webpage until they are approved at the following month's meeting so the information is almost 2 months old before it's posted. All attending agreed to post a "draft" version and then re-post a final version once they are approved by the PTO.
- 2021-22 PTO board and chairs - Diane Murrey wanted to remind everyone to start thinking about next year's PTO positions as the majority of them will be vacant.
- Patty and Rana are working on an additional Spring surprise for staff appreciation, which PTO offered to finance.

9. Next Meeting Date 4:55pm

- April 21, 2021 @ 4:00 on Zoom (to be recorded)

10. Adjournment 5:00pm

3:45 PM
 03/17/21
 Cash Basis

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

	Sep '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Amazon Smile Income	215.36	106.00	109.36	203.2%
Misc - Unappropriated Income	95.58	0.00	95.58	100.0%
Sprink Merchandise Income	0.00	80.00	-80.00	0.0%
Yearbook Income	240.00	0.00	240.00	100.0%
Total Income	550.94	186.00	364.94	296.2%
Expense				
Bank Service Charges	10.00	35.00	-25.00	28.6%
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	0.00	2,945.50	-2,945.50	0.0%
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	1,320.85	5,600.50	-4,279.65	23.6%
Net Ordinary Income	-769.91	-5,414.50	4,644.59	14.2%
Other Income/Expense				
Other Income				
Interest Income	5.48	0.00	5.48	100.0%
Total Other Income	5.48	0.00	5.48	100.0%
Net Other Income	5.48	0.00	5.48	100.0%
Net Income	-764.43	-5,414.50	4,650.07	14.1%

*These minutes approved April 21, 2021