

East Olympia Elementary PTO Meeting Minutes
January 20, 2021 - 4:00 pm
Zoom

1. Call to Order 4:00pm
2. Welcome - President Diane Murrey 4:01pm
 - Officers and members Present: Erin Zahn, Rana Longworth, Jodi Schaeffer, Jennifer Mettler, Penny Kocan
3. Approval of December Meeting Minutes 4:05pm
4. Principal's Report - Jodi Schaeffer 4:07pm
 - Jodi reports that everyone should have received an email indicating whether they are A/B group for hybrid reopening. Requirements include no more than 15 students per group and have to keep desks 6ft apart. Some classes may be smaller due to some classrooms not being large enough. Tomorrow the health department will release a statement indicating if they approve the reopening plan.
5. Treasurer's Report - Brandel Aguirre 4:13pm
 - Brandel was not present at the meeting. Financial information was received via email as follows: December activity: We received \$0.08 off of the Benevity giving platform. We also received \$0.94 in bank interest. We paid the remaining receipt of the Harvest party expenses of \$11.99. Profit & Loss Budget vs. Actual form from September 2020-December 2020 is attached to these minutes.
6. Current Business 4:14pm
 - Spirit Wear - Erin Zahn reports online sale is up and running. Reminder email was sent out today. Sale closes on Friday. There is no way to tell how many orders there are until the sale is over.
7. Old Business 4:16pm
 - Staff Celebration - Jodi stated that after further investigation yard signs for staff would just be too costly. Discussion was held as to what we could do to encourage staff as they return to hybrid teaching. If food is involved it

has to be individually packaged. Rana thought maybe scheduling a food/coffee truck on a Wednesday would be fun (no cost to schedule). Other ideas included gift bags with small treats or a thoughtful note, small flower bouquets (not sure if men would like this). Jen suggested that we start with a budget, see how much we want to spend and then go from there. Jodi also suggested waiting a week or two after hybrid opening as it will be a very hectic time for teachers/staff.

- Fred Meyer Rewards - Diane stated the form is filled out, just needs to be turned in.

8. Additional Agenda Items - none 4:29pm

9. Next Meeting Date - February 17, 2021

10. Adjournment 4:30pm

5:32 PM
 01/20/21
 Cash Basis

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

	Sep - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Amazon Smile Income	76.79	106.00	-29.21	72.4%
Misc - Unappropriated Income	32.58	0.00	32.58	100.0%
Yearbook Income	240.00	0.00	240.00	100.0%
Total Income	349.37	106.00	243.37	329.6%
Expense				
Bank Service Charges	0.00	35.00	-35.00	0.0%
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%
Office Supplies	0.00	30.00	-30.00	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	300.00	-300.00	0.0%
Summer Reading Expense	0.00	300.00	-300.00	0.0%
Track Stars Expense	0.00	160.00	-160.00	0.0%
Total Expense	1,029.77	1,900.00	-870.23	54.2%
Net Ordinary Income	-680.40	-1,794.00	1,113.60	37.9%
Other Income/Expense				
Other Income				
Interest Income	3.76	0.00	3.76	100.0%
Total Other Income	3.76	0.00	3.76	100.0%
Net Other Income	3.76	0.00	3.76	100.0%
Net Income	-676.64	-1,794.00	1,117.36	37.7%