



Wheatland Elementary Parent Teacher Organization, Inc.
PTO General Meeting Minutes
September 24, 2024

Allison Roth, PTO President, called the meeting to order at 7:03 pm at the Wheatland Elementary School library. Present were Elton Armbrister, Jordan Boone, Kelli Emrick, Erin Hughes, Samantha Jacob, Kinsey Peters, Megan Peters, Cassie Price, Allison Roth, Kaycee Williams, Brittany Youngers.

Welcome: Allison Roth

Allison Roth welcomed the group and introductions were made.

Samantha Jacob, Vice President asked for motion to approve minutes from the August 27, 2024. Motion was made and seconded. The motion was approved without objection.

Treasurer's Report: Kaycee Williams

Ms. Williams presented the Treasurer Report and the Allocations Report. Attached.

Key Points:

- Discussed Allocations report:
 - Samantha Jacob, asked for motion to approve paying all of Priorities 1 and 2 and a portion of Priority 3 (paying all but \$1,547) listed on Allocations Report was made and approved without objection.

Principal's Report: Elton Armbrister:

Mr. Armbrister noted he doesn't have much to report yet this year. He thanked everyone again for their help with everything so far, especially for the GAD parade and the Warrior Dash preparations.

New Business

- Social Media Policy: Cassie Price presented new Social Media policy to add to the PTO Bylaws.
 - Samantha Jacob, Vice President asked for motion to approve Social Media Policy with Addendum to require Members of the Executive Board to maintain access, including logins and passwords to all PTO related social media accounts.

Coordinator Reports:

- **Spirit Wear**
 - Change in Leadership: Michelle Dixon and Kelsi Troilo taking over.
- **Greater Andover Days Parade**
 - Need new ideas/plans for next year
- **Door Decorating**
 - Doors to be decorated before Dash.
- **Warrior Dash**
 - Friday, October 4, 2024
 - Forms went home—also available on FB page
 - Volunteers needed to Day of Dash
 - October 17th— Drive In Prize Night
- **Book Fair**
 - Oct 7-11 (will be open during evening of 10th for conferences)
- **Social Nights**
 - Aviate Nights:
 - 9/26 6-8pm
 - 11/7 6-8pm
 - Carousel Skate Nights:
 - 10/11 6-9pm
 - 2/11 6-9 pm
- **Restaurant Nights**
 - More info coming
- **Holiday Hugs**
 - Link available in the Weekly Warrior.
- **Family Fun Night**
 - April 4, 2025
- **Weekly Warrior**
 - To be added to email list ptoweeklywarrior@gmail.com
 - Emailed Wednesday mornings

- If you want something included in the Weekly Warrior email it to ptoweeklywarrior@gmail.com before 5pm the Monday before

- **Staff Appreciation Week– Whitney Beard & Megan Perry**

- Adopt a Staff Member is available now.
- Staff Appreciation week will be May 5-9, 2025

- **Directory**

- If you are not currently listed in the Student Directory and would like to be complete this form. <https://forms.gle/iighUP9AM4xKYkma9>

- **Staff Meals**

- Dinner will be provided during Parent/Teacher Conferences in October

There being no further business, Samantha Jacob called for a motion to end the meeting, a motion was made and seconded. The motion was approved without objection.

Allison Roth adjourned the meeting at 7:50 p.m.

Respectfully Submitted,

/s *Cassie Price*

Cassie Price, Secretary

Wheatland Elementary PTO
Budget vs Actual Report
2024-2025

Category	As of 9/24/2024	2024-2025 Approved Budget	2024-2025 Actual
Cash Balance		\$ 8,623.15	\$ 11,402.03
Income			
Fall Fundraiser (Warrior Dash)		\$ 40,000.00	\$ (102.53)
Spirit Wear/Gear		\$ 1,000.00	\$ 184.29
Yearbooks		\$ 1,700.00	\$ 1,423.58
Scrip Gift Cards		\$ 1,000.00	\$ -
Dillons Community Rewards Program		\$ 2,000.00	\$ 535.85
FFN Fundraiser		\$ 13,500.00	\$ -
Book Fair		\$ 5,000.00	\$ -
Box Tops		\$ 150.00	\$ -
Event Night (Social)		\$ 700.00	\$ -
Event Night (Restaurant)		\$ 700.00	\$ -
Donations		\$ 100.00	\$ 170.00
Total Income		\$ 65,850.00	\$ 2,211.19
Direct Expense			
Fall Fundraiser (Warrior Dash)		\$ 8,000.00	\$ -
Spirit Wear/Gear		\$ -	\$ -
Yearbooks		\$ -	\$ -
Scrip Gift Cards		\$ 800.00	\$ -
Dillons Community Rewards Program		\$ -	\$ -
FFN_Tickets		\$ 200.00	\$ -
FFN_Prizes		\$ 300.00	\$ -
FFN_Baskets		\$ 500.00	\$ -
FFN_Games		\$ 800.00	\$ -
FFN_Concessions		\$ 1,000.00	\$ -
FFN_Other		\$ 3,000.00	\$ -
FFN_Start up-Cash		\$ 1,500.00	\$ -
Book Fair_Vendor		\$ 5,000.00	\$ -
Book Fair_Library		\$ -	\$ -
Box Tops		\$ -	\$ -
Event Night (Social)		\$ -	\$ -
Event Night (Restaurant)		\$ -	\$ -
Total Direct Expense		\$ 21,100.00	\$ -
Margin			
Fall Fundraiser (Warrior Dash)		\$ 32,000.00	\$ (102.53)
Spirit Wear/Gear		\$ 1,000.00	\$ 184.29
Yearbooks		\$ 1,700.00	\$ 1,423.58
Scrip Gift Cards		\$ 200.00	\$ -
Dillons Community Rewards Program		\$ 2,000.00	\$ 535.85
FFN Fundraiser		\$ 6,200.00	\$ -
Book Fair		\$ -	\$ -
Box Tops		\$ 150.00	\$ -
Event Night (Social)		\$ 700.00	\$ -
Event Night (Restaurant)		\$ 700.00	\$ -
Donations		\$ 100.00	\$ -
Total Margin		\$ 44,750.00	\$ 2,041.19
Operating Expense			
Administrative - Tax Prep & Annual Report		\$ 340.00	\$ -
Donation for 5th Graders		\$ 500.00	\$ -
Meet the Teacher/Popsicles on Playground		\$ 250.00	\$ 195.84
Assemblies		\$ 100.00	\$ -
Author		\$ 1,000.00	\$ -
Bank Fees		\$ 50.00	\$ 15.00
Field Trips		\$ 4,310.49	\$ 1,604.00
AR		\$ -	\$ -
Signup.com		\$ 100.00	\$ -
Constant Contact (pay in Jan)		\$ 400.00	\$ -
NEW BUDGET LINE - President Discretionary		\$ 250.00	\$ 50.00
Committee Expenses			
GAD Parade Expense		\$ 500.00	\$ 26.05
Bulletin Board/Staff Doors		\$ 200.00	\$ -
Printing Expense		\$ 100.00	\$ -
Staff Meals		\$ 1,500.00	\$ 366.91
Staff Birthdays		\$ 1,000.00	\$ -
Staff Celebrations (Holiday Gift Card)		\$ 750.00	\$ -
Staff Appreciation Week (May)		\$ 1,700.00	\$ -
Fun in the Sun		\$ 250.00	\$ -
Allocations		\$ 34,000.00	\$ -
Outdoor Classroom		\$ 275.00	\$ -
Total Operating Expense		\$ 47,575.49	\$ 2,257.80
Total Expenses		\$ 68,675.49	\$ 2,257.80
Net Income (Loss)		\$ (2,825.49)	\$ (216.61)

2023-2024 Wheatland Elementary Monthly Summary
As of 9/24/2024

Category	Total	July	August	September
Cash Balance		\$11,448.64	\$11,448.64	\$11,489.74
Income				
Fall Fundraiser (Warrior Dash)	\$ (102.53)		\$ (102.53)	
Spirit Wear/Gear	\$ 184.29		\$ 184.29	
Yearbooks	\$ 1,423.58		\$ 1,423.58	
Scrip Gift Cards	\$ -			
Dillons Community Rewards Program	\$ 535.85		\$ 535.85	
FFN Fundraiser	\$ -			
Book Fair	\$ -			
Box Tops	\$ -			
Event Night (Social)	\$ -			
Event Night (Restaurant)	\$ -			
Donations	\$ 170.00		\$ 170.00	
Total Income	\$ 2,211.19	\$ -	\$ 2,211.19	\$ -
Direct Expense				
Fall Fundraiser (Warrior Dash)	\$ -			
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	\$ -			
Book Fair Library	\$ -			
Box Tops	\$ -			
Event Night (Social)	\$ -			
Event Night (Restaurant)	\$ -			
Donations	\$ -			
Total Direct Expense	\$ -	\$ -	\$ -	\$ -
Margin				
Fall Fundraiser (Warrior Dash)	\$ (102.53)	-	(102.53)	-
Spirit Wear/Gear	\$ 184.29	-	184.29	-
Yearbooks	\$ 1,423.58	-	1,423.58	-
Scrip Gift Cards	\$ -	-	-	-
Dillons Community Rewards Program	\$ 535.85	-	535.85	-
FFN Fundraiser	\$ -	-	-	-
Book Fair	\$ -	-	-	-
Box Tops	\$ -	-	-	-
Event Night (Social)	\$ -	-	-	-
Event Night (Restaurant)	\$ -	-	-	-
Donations	\$ -	-	170.00	-
Total Margin	\$ 2,041.19	\$ -	\$ 2,211.19	\$ -
Operating Expense				
Administrative - Tax Prep & Annual Report	\$ -			
Donation for 5th Graders	\$ -			
Meet the Teacher/Popsicles on Playground	\$ 195.84		\$ 195.84	
Assemblies	\$ -			
Author	\$ -			
Bank Fees	\$ 15.00		\$ 15.00	
Field Trips	\$ 1,604.00		\$ 1,604.00	
AR	\$ -			
Signup.com	\$ -			
Constant Contact (pay in Jan)	\$ -			
President Discretionary	\$ 50.00		\$ 50.00	
Committee Expenses				
GAD Parade Expense	\$ 26.05		\$ 26.05	
Bulletin Board/Staff Doors	\$ -			
Printing Expenses	\$ -			
Staff Meals (Back to School/Conferences)	\$ 366.91		\$ 279.20	\$ 87.71
Staff Birthdays	\$ -			
Staff Celebrations (Holiday Gift Card)**N	\$ -			
Staff Appreciation Week (May Meals and Fun in the Sun	\$ -			
Allocations	\$ -			
Outdoor Garden	\$ -			
Total Operating Expense	\$ 2,257.80	\$ -	\$ 2,170.09	\$ 87.71
Total Expenses	\$ 2,257.80	\$ -	\$ 2,170.09	\$ 87.71
Net Income (Loss)	\$ (216.61)	\$ -	\$ 41.10	\$ (87.71)
Cash Balance on Books	\$ 11,402.03	\$ 11,448.64	\$ 11,489.74	\$ 11,402.03

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All Gift Cards must be purchased by PTO

Item Description (do not use acronyms - description should clearly explain the item). *Reminder: any technology or item involving facilities or grounds, must be approved through those departments before listing them for approval.

Grade/Department

	# needing to be purchased	Shipping & Handling	Other (if ALL costs are not listed, it could cause your order to not be placed)	Individual Cost	Total Cost	Priority
Kinder.						
Kindergarten	2	\$0	0	379.95	\$ 759.90	1
Kindergarten	100	\$0	Yellow Folders	\$1.35	\$ 135.00	4
Kindergarten	3	\$8.95	0	\$17.99	\$ 53.97	5
Kindergarten	3	\$0	0	\$150	\$ 450.00	2
Kindergarten	3	\$0	0	\$75.00	\$ 225.00	1
1st Total: \$1,386.19						
1st Grade	72	\$6.25		\$6.25/per student	\$456.25	6
1st Grade	100	\$0		\$1.45	\$145.00	1
1st Grade	3	\$0		\$100.00	\$300.00	3
1st Grade	3	\$0		\$100.00	\$300.00	2
1st Grade	3	\$0		\$14	\$42.00	6
1st Grade	3	\$0		\$22	\$66.97	4
1st Grade	3	\$0		\$18.99	\$56.97	5
2nd Total: \$1,229.37						
2nd	100	n/a		\$1.35	\$135.00	1
2nd	3			\$100	\$300.00	3
2nd	3	0		\$50	\$150.00	6
2nd	3	0		\$150	\$450.00	4
2nd	1	\$7.95		\$35.70	\$43.65	5
2nd	1.00	\$7.95		\$22.90	\$30.85	5
2nd	2.00	\$0.00		\$31.45	\$62.90	2
2nd	3.00	\$0.00		\$18.99	\$56.97	7
3rd Total: \$1,129.78						
3rd	3	\$0		\$100	\$300.00	3
3rd	3	0		\$100	\$300.00	1
3rd	1	0		\$150.00	\$150.00	4
3rd	24	10%	print & digital	8.75/each	\$231.00	5
3rd	55	9.83		1.49/each	\$91.78	2
3rd	30	free		1.90/each	\$57.00	6
4th Total: \$1,656.25						

4th Grade	\$100 Amazon Gift Cards to buy STEM and Science Supplies	4		\$100	2	\$400.00
4th Grade	\$500 Amazon card for 4th grade Tie Dye Project (tie dye kits, shirts, gloves, rubber bands, Ziplock bags)	1		\$500	3	\$500.00
4th Grade	Scholastic News 4th grade - https://sn4.scholastic.com/	4 sections - 104 students total (4 sections, 26 per class)	\$6.25 per student +10% s/h	\$189.06+	1	\$756.25
<p>4 sections - 104 students total (4 sections, 26 per class)</p> <p>\$68.75 per 10; need 110 for 4 classes</p>						

5th Grade						
5th	Storyworks Subscription (we will share)	24	10%	8.75 per student + s/h	2	\$231.00
5th	Scholastic News Subscription grade 5/6 (we will share) (2 sets)	45	10%	6.25 per student + s/h	1	\$193.42
5th	Wobble Stool Black	4		84.99	3	\$339.96
5th	Amazon Gift Card for STEAM supplies	4		50	4	\$200.00
5th Total: \$964.38						

Other departments: \$19,199.00

reading incentive (Gagnon)	Kona Ice -increase to \$2.50 for kiddie cups - need in May	500	2.5		1	\$1,250.00
makerspace room (Platzer)	stipend for supplies for STEAM rotations		\$1,000		1	\$1,000.00
whole school (Platzer)	STEAM day supplies & presenter		\$2,000		1	\$2,000.00
reading incentive (Gagnon)	mid year celebration (need in Dec) supplies for activities/meetings		2000		1	\$2,000.00
CREWS (Wallace)	WAW award stipend for books/party library - Platzer		500		1	\$500.00
counselor - Rainey	stipend for Warrior shirts for new students		500		1	\$500.00
ELDP- Hutchinson	stipend for games, projects, and supplies		250		2	\$250.00
ELP- McClellan	Stipend (games, Project supplies, etc.) replacing broken etc.)		200		3	\$200.00
Music (Son)	Stipend (Storage, musical instruments, replacing broken etc.)				3	\$500.00
Reading Lab (Gagnon)	Stipend for lit. book sets/ MTSS supplies				3	\$500.00
P.E. - Smith	Stipend (equipment, storage, replacing broken items				3	\$250.00
Fun in the Sun - Beckman	Popsicles, paint, etc.				1	\$250.00
PE Beckman	stipend, 300 Amazon gift cards/200 stipend (storage, instruments, replacing broken items, etc.)				3	\$500
Music (Vajnar)	\$150 Amazon-Hydroponics Supplies (FOR NEXT YEAR)	1	\$150.00		3	250
Hydroponics (Flory)	\$150 Amazon-Hydroponics Supplies (FOR NEXT YEAR)	1	\$150.00		1	\$150.00
Hydroponics (Flory)			\$150.00		1	\$150.00
Resource - Clausen - FT	Stipend for MTSS supports, behavior supports and classroom supplies				3	\$500
Resource - Butchers - PT	Stipend for MTSS supports, behavior supports and classroom supplies				3	\$250
Art Reilly	Stipend(for art supplies)				3	\$500
Art McDowell	Stipend(for art supplies)				3	\$250
5th Grade Legacy project	Stipend				3	\$500.00
P.E. Items Needed to accommodate doubled classes and teaching outside	Class Set of Scooters with Outdoor Wheels and bigger Bases				1	\$2,099.00
	Deck Rings				2	\$36.89
	Spray Paint				2	\$49.43
	2 Volleyball Nets				2	\$319.98
	3 Sets of Volleyballs				2	\$134.97
	12 Soccer Balls				2	\$165.88
						\$1,400.64 to 80 Cells 72

Wheatland Elementary Parent Teacher Organization, Inc.

Social Media Policy

Purpose

The purpose of this policy is to provide guidelines for the appropriate use of social media by the members and volunteers, of the Wheatland Elementary Parent Teacher Organization, Inc. (“Wheatland PTO”) in alignment with our mission and values.

Scope

This policy applies to all individuals representing Wheatland PTO on any social media platform, including but not limited to Facebook, X (formerly Twitter), Instagram, and LinkedIn.

Guidelines

1. **Confidentiality:** To ensure the safety of our community, Wheatland PTO will never post or release information that is considered private and confidential. This includes posting conversations, names, personal schedules, addresses, phone numbers. Photos of students will not be posted on Wheatland PTO social media accounts.
2. **Privacy and Access:** The official social media accounts of Wheatland PTO shall be set to private or restricted access to limit the audience to approved followers or members. This is to maintain control over the dissemination of official information and to protect the privacy and security of our students, Wheatland PTO, its members, volunteers, Wheatland Elementary School and Andover USD385. All Executive Board Members will have access to the logins and passwords for all social media accounts owned by Wheatland PTO. This access will enable board members to oversee and manage the accounts when necessary
3. **Professionalism:** All social media posts and interactions should reflect the positive and professional image of Wheatland PTO, its members, Wheatland Elementary School and Andover USD385. Engaging in online disputes or negative remarks of any kinds especially those about Wheatland PTO or its members, or any individuals associated with Wheatland PTO should be avoided.
4. **Transparency:** When posting about Wheatland PTO, members should clearly state their affiliation with Wheatland PTO to maintain transparency and avoid misinterpretation of personal views as organizational endorsements.

5. **Respect:** Members should engage in respectful and courteous interactions on social media, refraining from any form of discriminatory, defamatory, or harassing behavior.
6. **Compliance:** All social media activity should comply with relevant laws, including copyright, privacy, and anti-discrimination legislation, and adhere to the terms of service of the social media platforms used.
7. **Official Communication:** Only designated individuals authorized by the organization should communicate official organizational positions or announcements on social media.

Accountability

Members found in violation of this policy may be subject to disciplinary action, up to and including removal from their association with the organization.

Review

This policy will be reviewed as needed to ensure it remains aligned with the evolving landscape of social media and organizational needs.

APPROVED and ADOPTED SEPTEMBER 24, 2024