PTO Meeting Agenda
Monday, October 5th, 2020 – 6:30pm
Virtual via Google Meet
https://meet.google.com/pxi-pnpr-sod

General Business:

Approval of September 2020 meeting minutes (vote)

Website Update / Online Store https://bcprpto.org

Staff Appreciation Update

Homecoming Week Theme

Sarah Huss – Treasurer

Treasurer's Report

Traci Wells – VP of Fundraising

Pizza Kits – Oct 5th Rollout

Heather Bisson – VP of Events

Painting Event

Other:

Open Floor

Adjourn Meeting

Next Meeting – November 2nd, 2020 – Virtual via Google Meet – 6:30pm

Bullock Creek/Pine River PTO Meeting Minutes
September 14, 2020
DRAFT

In attendance: Danielle Liphard, Traci Wells, Heather Bisson, Sarah Huss, Chelsea Gillean, Anja Skym, Kendra Reinke, Katie Auer, April Andrews, Dean Blackhurst, Jennifer Blackhurst, Melissa Czolgosz, Debbie Bradford, Allison Rex, Nicole Wright, Ashley Holzhauer, Rachael England, Patrick VanCise, Tanya Swantek, Kayla Wagner, Crystal Snell.

Call to Order: 6:30 PM (in person & virtually via Google Meet)

Secretary Report- *Chelsea Gillean*:

Changes: NONE

Motioned --*Kendra* 2nd Approved--*Katie*

Treasury Report- *Sarah Huss* -Treasurer *Anya Skym* - Co-Treasurer:

Previous/Current Balance: $18,077 as of September 12th, 2020. ($5,000 restricted)

Changes to balance include:

General Administrative Expenses -- Teacher Reimbursements

PTO Insurance--Website fees--Accounting software (QuickBooks)

Treasurer's report that is attached was reviewed and approved

Motioned--*Kendra* 2nd Approved--*Danielle*

Fundraising- *Traci Wells* - Vice President:

Little Caesars Pizza Kit Fundraiser: Currently researching the option to go virtual with the selling of kits, with less choices and shipping added OR we attempt to schedule with the traditional in-person format. Little Caesars is still in the process of getting the virtual up and running and our original date has been pushed back until they contact us.

Fundraiser Fridays: There are 3 scheduled "Fundraiser Fridays" at local restaurants; dates and locations are as follows, **Panera on January 15th, 2021** and **Panda Express is scheduled for November 13th, 2020 & February 19th, 2021**. The PTO will receive 20% of your total bill on these days if you dine in OR take out AND if you present a physical flyer or show a digital flyer of our fundraiser. Mark your calendars!

Spirit Sticks/Lancer Pride Day: Still on hold with popcorn and spirit sticks while we figure out the safest way to make this work within our schools.

Amazon Smile - PTO is signed up through Amazon Smile to receive a small % of sales made if a shopper uses the link assigned to our organization. You need to go to **Smile.Amazon.com** and assign BC/PR PTO as your organization. (https://smile.amazon.com/ch/26-1840401)

Events- *Heather Bisson*-Vice President:

Virtual Art Nights with Mrs. Kyro: Mrs. Kyro has offered to provide 2 different virtual art nights as a family friendly event for our students. More details to come. There will be a charge for materials.

Teacher & Staff Requests/Other School Communications:

Pine River-

3rd, 4th, & 5th Classroom teachers: There was a request for an amount of $1,000 to be approved for the purchase of a Mystery Science Readers curriculum for all third, fourth, and fifth grade teachers. There was a motion to approve purchase: Motioned--*Danielle* 2nd Approved--*Chelsea*

Katie Auer has requested signage: For pick up/drop off locations and to help with the traffic flow and direct students and cars safely, Traci is going to discuss with Mr. Tomko regarding signage options and prices before we set this to motion.

BCEL-

Mrs. Griggs/Music online curriculum: Motion to cover left over $50 from Music Play Online curriculum that was purchased for music classes. This is in addition to the original teacher reimbursement amount of $100. Motioned--*Kendra* 2nd Approved--*Katie*

Other Business/Communications/Misc:

Auditing Committee: An auditing committee request was presented-committee must include President, a building principal, and one other volunteer. No motion necessary.

Motion to increase paper budget: There was a motion set forth to increase the PTO's current paper budget by an additional $150 for a total budget of $225.

Motioned--*Danielle* 2nd Approved--*Katie*

Proposal to look at using Google Sites vs. SAMSA for website services: A proposal was presented to change our current website maintenance/administrator from a SAMSA Wordpress paid service to a free Google Sites for nonprofits website platform. A request was put out to review the current and new proposed website and to obtain feedback from participants by September 30th. Switching will provide a cost savings to the PTO of approximately $700 a year. No motion necessary.

Current site: www.bcprpto.org Proposed site: https://sites.google.com/view/bcprpto/home

Motion to increase signage budget: There was a motion to increase the PTO's advertising and signage budget by an additional $100, for a total of $200, in order to advertise our fundraisers, events, and meetings outside of the school, due to new health and safety protocols.

Motioned--*Chelsea* 2nd Approved--*Katie*

Amendment to an Approved Motion: Mrs. Bradford and Pine river staff have requested that an amendment be made to a prior approved motion. There was a motion to amend the $2,000 approved for a Smartboard to now be used for general classroom expenses and supplies.

Motioned--*Kendra* 2nd Approved--*Katie*

UPCOMING MEETING/EVENT REVIEW:

Next PTO Meeting: October 5th, @ 6:30 PM, Bullock Creek Elementary School

Adjourned: 7:19 PM Motioned--*Melissa* 2nd Approved--*Danielle*

Minutes Compiled by: *Chelsea Gillean; Secretary/Communications Chair*

Facebook: Bullock Creek/Pine River PTO

2020-2021 PTO Board

President: Bryan Reder **VP of Fundraising:** Traci Wells **VP of Events:** Heather Bisson

Treasurer: Sarah Huss **Co-Treasurer:** Anja Skym

Secretary: Chelsea Gillean **Volunteer Coordinator:** Danielle Liphard

Bullock Creek / Pine River PTO
Treasurer / Co-Treasurer Notes
September 14, 2020

Financial Results

- 6/30/20 year end cash = 19,230 ($5,000 is restricted)
- 9/12/20 current cash = $18,077 ($5,000 is restricted)
- 2019/2020 full year increase in cash $1,127
- 2020/2021 year to date decrease in cash of $1,152

2019/2020 Recap

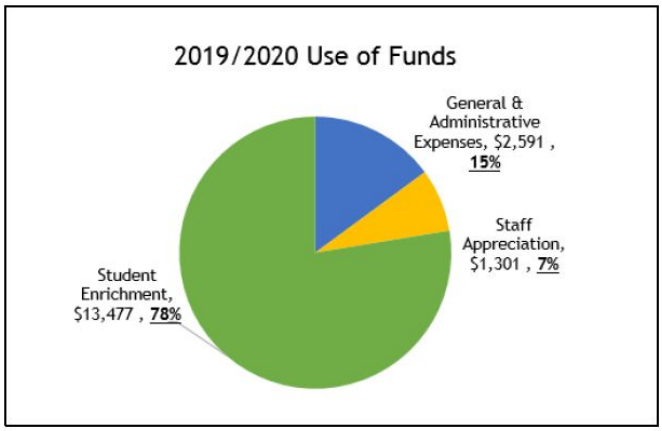
- Fundraisers - Pizza Kits $13,962 profits, Spirit Sticks $1,253 profits, Walk-a-Thon kicked off a few days before Stay Home orders, but did not occur
- Events - Creek Carnival $1,084 profits, Color the Creek $659 profits (sponsorships received, restricted for future Color the Creek event), $373 Night with a Knight
- Student Enrichment - total $13,477 (78% of total spending); larger spending items include: Scholastic magazines, teacher classroom reimbursements, BCEL nature shed, gaga ball pits for both schools, PE equipment
- Staff Appreciation of $1,301 (7% of total spending)
- General & Admin of $2,591 (15% of total spending)

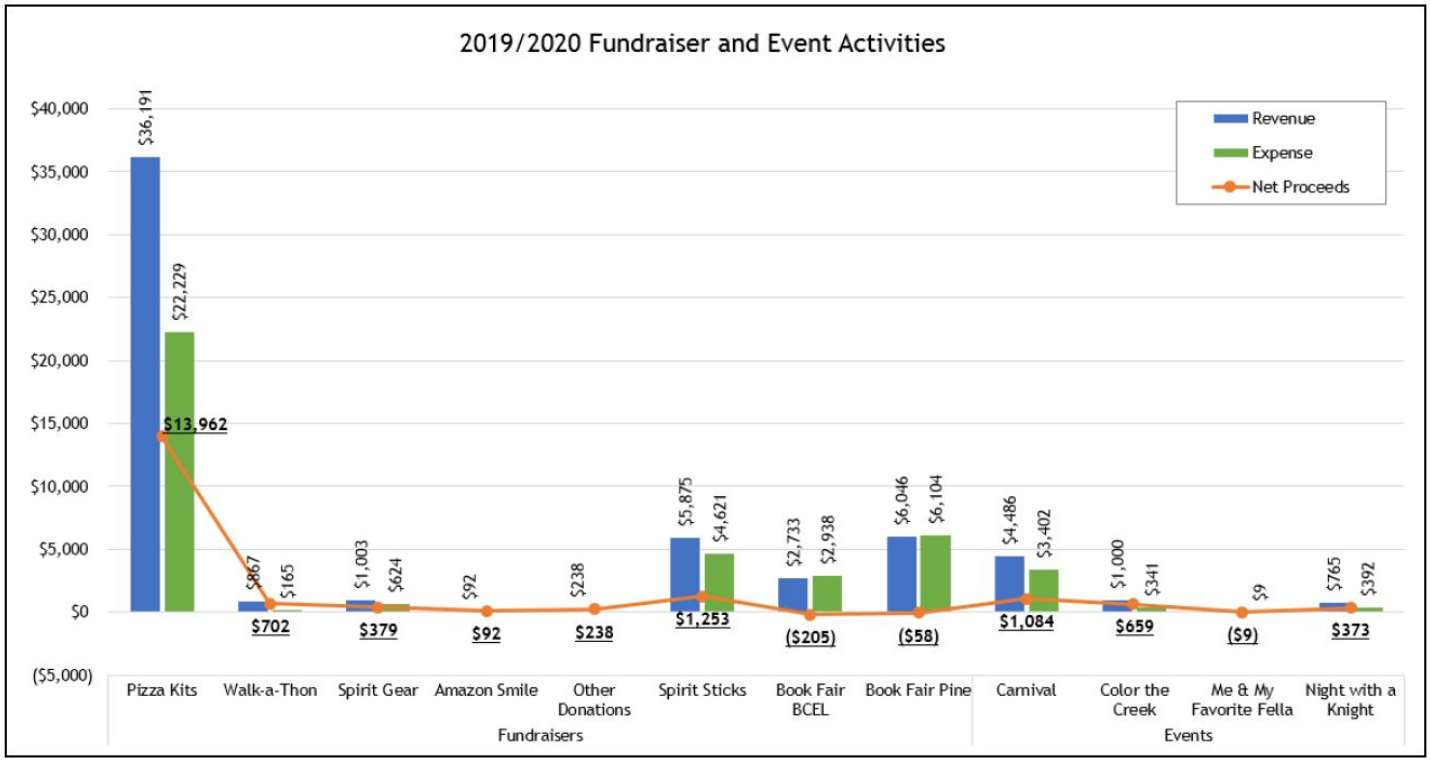
Changes in Cash from July 1 - September 12

- Beginning of the year spending is mainly in General & Administrative ($574 insurance, $175 website fees, $195 Quickbooks fees) and Teacher Reimbursements ($200)

Fiscal Year End Forecast (for June 30, 2021)

- Projecting $11,215 year-end unrestricted cash
- Assumptions - $4,600 pizza kit proceeds and $1,200 restaurant night proceeds
- Need to have a minimum of $6,000 carryover into the subsequent year to fund beginning of year expenses





Bullock Creek / Pine River PTO
Treasurer / Co-Treasurer Notes (Continued)
September 14, 2020

Bullock Creek / Pine River PTO
Treasurer's Report
July 1, 2020 - Sepember 12, 2020

	2020/2021		2019/2020
	Actual	Forecast	Actual
CASH			
Cash Rollforward			
Beginning of Period Cash Balance	$ 19,230	$ 19,230	$ 18,102
Proceeds (Loss) From Activities	(1,152)	(5,015)	1,127
End of Period Cash Balance	**18,077**	**14,215**	**19,230**
Breakdown of Cash Restrictions			
Undesignated	13,077	11,215	14,230
Board Designated	4,000	2,000	4,000
Donor Restricted	1,000	1,000	1,000
Total Cash Balance	**18,077**	**14,215**	**19,230**
FUNDRAISERS			
Little Caesars Pizza Kits	-	4,600	13,962
Walk-a-Thon	-	-	702
Restaurant Nights	-	1,200	-
Spirit Gear	-	-	379
Amazon Smile	33	100	119
Other Donations	-	-	238
Spirit Sticks	-	-	1,253
Scholastic Book Fair	-	-	(263)
Total Net Profits - Fundraisers	**33**	**5,900**	**16,390**
EVENTS			
Creek Carnival	-	-	1,084
Color the Creek Fun Run/Walk	-	-	659
Me & My Favorite Fella	-	-	(9)
Night with a Knight	-	-	373
NEW Virtual Family Fall Event	-	-	-
Total Net Profits - Events	**-**	**-**	**2,107**
STUDENT ENRICHMENT EXPENSES			
Equipment	-	(2,000)	(6,929)
Assemblies and Other Activities	-	-	(354)
Field Trips	-	-	(330)
Magazine Money	-	-	(2,087)
Classroom Supplies	-	(250)	(1,468)
Teacher Reimbursements	(200)	(4,000)	(1,663)
Popcorn	-	-	(646)
Total Student Enrichment	**(200)**	**(6,250)**	**(13,477)**
SAFETY & HEALTH			
Student Saftey & Health	-	(1,050)	-
Staff Safety & Health	-	(425)	-
Total Safety & Health	**-**	**(1,475)**	**-**
GENERAL/ADMINISTRATIVE & OTHER EXPENSES			
Staff Appreciation	(25)	(800)	(1,301)
General and Administrative			
Accounting software	(195)	(595)	(830)
Website Maintenance	(175)	(675)	(675)
Insurance	(574)	(574)	(604)
Advertising & Marketing	(16)	(100)	(49)
Other General Expenses	-	(150)	(165)
Printing Supplies	-	(226)	(191)
Licenses	-	(20)	(20)
Bank Charges & Fees	-	(50)	(56)
Total General and Administrative	(960)	(2,390)	(2,591)
Total General/Administrative & Other	**(985)**	**(3,190)**	**(3,892)**
Change in Net Assets	**$ (1,152)**	**$ (5,015)**	**$ 1,127**

Bullock Creek / Pine River PTO
Treasurer / Co-Treasurer Notes
October 5, 2020

Financial Results

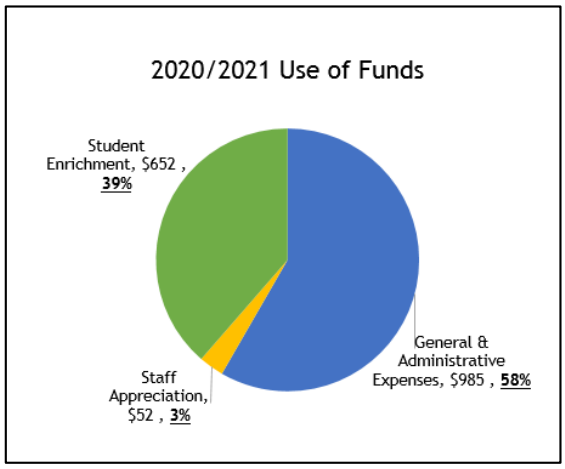
- 9/12/20 current cash = **$17,571** ($3,000 is restricted)
- Year to date decrease in cash of **$1,658**

Primary Changes in Cash from September 13 - October 3

- Teacher reimbursements for classroom supplies/tools ($452) is the main change since last meeting
- No items over budget
- YTD student enrichment activities only at **39%** (we target close to 80%) – due to many beginning of year / one-time expenses (e.g., insurance, QuickBooks, website) in the general & admin bucket combined with much lower than normal spending so far this year

Fiscal Year End Forecast (for June 30, 2021)

- Projecting **$10,415** year-end unrestricted cash
- Assumptions - $4,600 pizza kit proceeds and $1,200 restaurant night proceeds
- Need to have a minimum of $6,000 carryover into the subsequent year to fund beginning of year expenses



Bullock Creek / Pine River PTO
Treasurer's Report
July 1, 2020 - October 3, 2020

	2020/2021			2019/2020
	9/13 - 10/3	YTD Actual	Full Year Forecast	Full Year Actual
CASH				
Cash Rollforward				
Beginning of Period Cash Balance	$ 18,077	$ 19,230	$ 19,230	$ 18,102
Proceeds (Loss) From Activities	(506)	(1,658)	(5,815)	1,127
End of Period Cash Balance	17,571	17,571	13,415	19,230
Breakdown of Cash Restrictions				
Undesignated	14,571	12,571	10,415	14,230
Board Designated	2,000	4,000	2,000	4,000
Donor Restricted	1,000	1,000	1,000	1,000
Total Cash Balance	17,571	17,571	13,415	19,230
FUNDRAISERS				
Little Caesars Pizza Kits	-	-	4,600	13,962
Walk-a-Thon	-	-	-	702
Restaurant Nights	-	-	1,200	-
Spirit Gear	-	-	-	379
Amazon Smile	-	33	100	119
Other Donations	-	-	-	238
Spirit Sticks	(2)	(2)	-	1,253
Scholastic Book Fair	-	-	-	(263)
Total Net Profits - Fundraisers	(2)	31	5,900	16,390
EVENTS				
Creek Carnival	-	-	-	1,084
Color the Creek Fun Run/Walk	-	-	-	659
Me & My Favorite Fella	-	-	-	(9)
Night with a Knight	-	-	-	373
NEW Virtual Family Fall Event	-	-	-	-
Total Net Profits - Events	-	-	-	2,107
STUDENT ENRICHMENT EXPENSES				
Equipment	-	-	(2,000)	(6,929)
Assemblies and Other Activities	-	-	-	(354)
Field Trips	-	-	-	(330)
Magazine Money	-	-	-	(2,087)
Classroom Supplies/Programs	-	-	(1,250)	(1,468)
Teacher Reimbursements	(452)	(652)	(4,050)	(1,663)
Popcorn	-	-	-	(646)
Total Student Enrichment	(452)	(652)	(7,300)	(13,477)
SAFETY & HEALTH				
Student Saftey & Health	-	-	(1,050)	-
Staff Safety & Health	-	-	(425)	-
Total Safety & Health	-	-	(1,475)	-
GENERAL/ADMINISTRATIVE & OTHER EXPENSES				
Staff Appreciation	(27)	(53)	(800)	(1,301)
General and Administrative				
Accounting software	-	(195)	(595)	(830)
Website Maintenance	-	(175)	(325)	(675)
Insurance	-	(574)	(574)	(604)
Advertising & Marketing	-	(16)	(200)	(49)
Other General Expenses	-	-	(150)	(165)
Printing Supplies	-	-	(226)	(191)
Licenses	(20)	(20)	(20)	(20)
Bank Charges & Fees	(5)	(5)	(50)	(56)
Total General and Administrative	(25)	(985)	(2,140)	(2,591)
Total General/Administrative & Other	(52)	(1,038)	(2,940)	(3,892)
Change in Net Assets	$ (506)	$ (1,658)	$ (5,815)	$ 1,127