

## **SOUTH COLBY PTSO General Meeting November 13, 2018 7pm South Colby Library**

**ATTENDING:** Tori Smith, Amanda de Klaver, Rikki Christensen, Elise Kenny, Joe Riley, Courtney Vetter, Tracy Hickle, Beth Miller, Keisha Sutton, Nicole Watkins

### **CALL TO ORDER**

Amanda called the meeting to order at 7pm.

### **OCTOBER MINUTES**

October 2018 meeting minutes were reviewed. A motion to approve was made by Beth . Second by Jena . Motion approved.

### **TREASURER REPORT**

After an emergency meeting on 10-17-18 , Dana Clay resigned as treasurer. Keisha Sutton was elected to the position. We welcome Keisha back to the PTSO!

-Rikki discussed transferring the budget to Quickbooks and how the categories are set up, and the new digital record keeping for receipts, cash counts, etc.

-There is a new lock box in the office for PTSO payments that come in.

-Rikki discussed the current budget report. The report is available for review.

### **OLD BUSINESS**

**Fall Family Movie Night:** Tori reported that the evening went very well. Great family and volunteer turnout. Fred Meyer donated the pumpkins for the pumpkin painting. Sedgwick donated use of their cotton candy machine which was a big hit. Suggestions were made to include non sugary snacks, lids for the cups, and adjusting the sound system to allow announcements to the entire gym. Tori would like to show Polar Express next month.

**Book Fair:** Beth reported that Book Fair was \$1000 cash profit/ plus money to purchase books for the library making it more successful than last time. The kick-off night was profitable. The next book fair is in March.

**Giving Drive:** Corporate sponsors brought the total up to \$10,000. Some additional family donations have also come in since. Joe dressed up as a cowboy and got pies in the face at all lunches as a reward to the kids. The online option to donate was successful. Things to work on for next year: communication with teachers for messages/information, revamping the collection box/collection, timing of the drive (making it 6 weeks next year to possibly avoid an extension).

**Conference Week Staff Food/ Kindergarten Pumpkins:** A volunteer handled all the details of these things. Kelli set up the pumpkins and lunch. Sandwiches were donated by Jimmy Johns. Both were successful.

**Boxtops Mailbox:** A parent, Janelle Hoffman, donated a decorated mailbox which is located near the office for easy drop off of Boxtops. It is a great visual reminder to parents!

## **ONGOING BUSINESS**

**5th Grade Camp Update:** Holli Gallaway is the coordinator for camp. Dec. 14 is the deadline for parents to pay the camp fee. There is only one more opportunity for fundraising. Over 50% of the 5th grade has 100% payment due.

Discussion of moving fundraising up to 4th grade/ summer to allow more time to fundraise-perhaps having 4th grade do one and 5th another?

**Boxtops Submission Update:** \$237.40 from the first submission. Thank you to Janelle for taking care of the submission. An Apple Cup donation drive begins now. Kids put boxtops in their favored school, the winning school will be announced and celebrated Thanksgiving week.

## **NEW BUSINESS**

**PTSO Office Lock Cash Box:** Located in the office and securely emptied and counted with two people present.

**Reimbursement Policies:** There will be different reimbursement policies for PTSO purchases to avoid confusion, lost receipts, etc. With the new accounting program, all receipts and deposits will be recorded and digitally stored in the records. There will be tighter policies on who makes purchases and how purchases need to be documented to be reimbursed. This is all in the interest in keeping things as transparent as possible.

**Auction Update:** Sat. April 20th. At Gold Mountain Golf Course location. Procurement is going to be a big part of the planning. Jena is looking for a committee of about 5 people to work with procurement. Business donations will be going out in January. Grade Level baskets this year instead of per class. Jena has a volunteer to oversee the basket donations and organization. She has tracked which themes sell best for baskets and art and will encourage grade levels to choose one of those. She hopes to set up a sign up method for basket donations to make things simpler for parents, avoid duplicates, and hopefully encourage more to donate. Class art will continue. It is a big seller and parents love it. An auction goal and items to be funded were discussed. No decisions were made tonight. A separate auction meeting will be held soon to organize planning and set goals. PTSO reps will attend the next staff meeting to share this information with the staff since we have so many new staff members this year.

**December Movie Night:** Tori reported that she would like to show The Polar Express with a cocoa bar on Dec. 14th. She will need volunteers to help. \$5 per family including cocoa and letters to Santa.

## **Board Approval Topics:**

**-New Bank Account:** Rikki requests two additional checking bank accounts be set up at Kitsap Bank for: (1) camp fundraising funds and (2) carry over funds year to year. Courtney moved to approve. Jena seconds the motion. Motion approved. Two additional checking accounts will be set up at Kitsap Bank for (1) Camp Fundraising Funds and (2) Year-to-Year Carry Over Funds.

**-Curriculum Budget Amendment:** Curriculum budget was meant to be \$3000, with a hopeful carryover of \$1000. The line item was incorrectly entered as \$1000. Beth motioned the budget line for Curriculum support be corrected to reflect \$3000. Courtney seconded. Motion approved. Item will be corrected.

**-Liberty Mutual Dual Policy:** There is a separate business auto policy in place which is meant to protect anyone using their vehicle for PTSO purposes (such as driving to purchase items for a PTSO function). Rikki investigated this policy and suggests keeping this account.

**-Insurance Auto Payment Withdrawal:** Rikki purposes setting up an online account to be able to track the insurance billing and information as needed.

**-Credit Card Transaction Fee:** Rikki is investigating a fee being deducted from the PTSO account having to do with the credit card transaction fee. She will be speaking to the bank about it more, as it does not appear to be something the PTSO should be responsible for.

## **SCHOOL REPORT/ STUDENT COUNCIL REPORT**

-Joe reported that conference week went well and had great turnout. He thanks the PTSO on behalf of the staff for the lunch/dinner! Being able to grab a quick sandwich during that busy week is a nice treat for the staff!

-The Veteran's Day Assembly was a big success. The entire school worked together to make it a great event.

-Looking forward to the holiday events coming up including the annual Sing-a-long.

-Beth would like to thank Rikki and Amanda for making the PTSO so transparent this year. They have been doing a lot of work to make this happen.

-5th grade is going to Keyport to test their ROVs soon.

-Joe is requesting a STEM budget from the district to help with funding for field trips, etc. He is waiting to hear back.

-Beth requests anyone to send her photos for the yearbook as events happen. We do not have an official photographer this year, so she will be relying on photos sent to her.

-Joe updated a few things that the passing Capital Levy passing will fund: physical repairs such as roofs for portables, updates on things like ramps, upgrading the intercom system, updating security, and more. Purchases from the Levy will happen over a 4 year period, not all at once.

-Student Council: Courtney reported that next week is spirit week: Monday: 80's Day Tuesday: Pajama Day Wednesday: Huskies vs. Cougars Spiritwear.

## **OTHER BUSINESS**

Courtney moved to close the meeting. Beth seconded. All approved. Amanda closed the meeting at 8:30pm.

**NO MEETING IN DECEMBER. NEXT MEETING: January 8th 7pm.**

