

Meeting Attendees: Amy B., Amy K, Patti Sotero (Principal - by phone) and Melissa Y. (President)

The December 4, 2018 meeting was opened by Melissa @ 6:40 PM. We discussed briefly the status of Holiday Shoppe

Principal's report:

\*Thank you to all the PTO for the delicious breakfast treats for our Veterans Day outreach. It looked beautiful! Thank you so much to the PTO for putting together the Thanksgiving Baskets. I received a few thank yous already and they were very much appreciated.

The Variety/Talent Show was wonderful and thank you to all the parents who volunteered to help out.

The Holiday Shoppe is going very well. I would recommend that half way through the day, money is brought down to the office to be locked up. Today there was \$1,000.00 and that is a lot of money to have in a room all day. Coming up we have some very special days and a great way to end this part of the school year.

Dec. 3 - 17<sup>th</sup> - Our Student Council outreach for the SPCA is really picking up. Our students love this outreach.

Dec. 11<sup>th</sup> - CS Staff will be baking for our community First Responders

Dec. 12<sup>th</sup> - CS Staff will be delivering the trays of cookies to our First Responders

Dec. 14<sup>th</sup> - Red and Green Day

Dec. 20<sup>th</sup> - Santa's visit & A special Assembly in the afternoon regarding our buddies.

Dec. 21<sup>st</sup> - A Buddy morning for all the students with some brand-new games that were purchased for all the homeroom classrooms.

Dec. 21<sup>st</sup> - Our PJ Day and Sing a long - CS Staff sings to the students at the end of the sing a long

Faculty report:

Amy Klossner introduced meeting participants to a new learning tool. Breakout boxes come with all the materials needed for the projects, and with the purchase of one license, teachers can have access to hints and resources needed for hundreds of collaboration-based challenges that can be shared among all the classes in school and modified to be used in any subject. Square One Art funds to purchase a class set of 4 lock boxes to be signed out throughout the building. Kathy Gorman initialized the concept in the building and has been gradually familiarizing students with their use during library class.



District Parent Council report: none

Site Base Team report: none

Treasurer's report:

Treasurer's report file attached - Provided by Denise via email. We did a quick review of the 11/30/18 Budget Summary.

Ongoing Business:

- Holiday Shoppe: With two days of Holiday Shoppe completed we discussed the amazing contributions of Center Street Staff to make the Holiday Shoppe happen! Very few volunteer slots were filled early on, and there was much concern about having enough staff to run the shoppe, as it takes at least 4 shopper's helpers per class, and more for younger classes where students need to be escorted back and forth to their classrooms. We were very lucky to have Trish, CS parent and staff assist us with filling the empty slots – finding volunteers and volunteering herself for nearly ¼ of all the slots!! Thank you to Mrs. Sotero for assisting us in filling other slots, and for her dedication to this program, without her assistance we could not have made this program happen.

- The maker space is an amazing location for Holiday Shoppe, having the space to move around, have multiple students shopping at a time, and to be able to leave inventory in place, not have to pack and unpack daily was a considerable improvement over the 2017 shoppe.
- Having the classroom shopping schedule early would allow PTO to make the volunteer schedule up by class, and the volunteer time slots would be smaller, and may be more enticing to workers. In addition, knowing which classes volunteers will be helping with may encourage more workers to help as well.
- Having a Holiday Shoppe coordinator or team would really improve the program. It would allow for festive decorating of the space, developing a scholarship program, purchasing other quality items to fill gaps in the penguin patch merchandise, and a dedicated group of people all reaching out to classrooms, family and friends would have more success in filling volunteer slots than the email requests, signup forms and begging that we currently do.
- Holiday Baskets: Amy Barr and a group of CS helpers shopped for and created 10 Thanksgiving baskets on November 18<sup>th</sup>. The program was extremely well organized, thank you Amy for your dedication to this project! Christmas holiday baskets will be distributed the last week of school, and Melissa will check with Kelly Bennett on the preferred dates of distribution (Amy is available after 12/17), and how many baskets we should work to make. Amy will touch base with the group regarding whether we need to do a group shop, and when would work best for that shop and basket assembly.
- Book Exchange: Melissa did not know whether there was a Book Exchange chair for 2019, and stressed the need for a person to lead this project – a fun opportunity for students to exchange books they've outgrown for new ones. It is important to note that there are many books in boxes in PTO storage for use during the exchange.

#### Old Business

- CS Variety Show: PTO provided snacks for the show, and Kris Earle made sure there were tables in the high school lobby to distribute the snacks after the performance.

#### New Business

- Santa's visit – December 20<sup>th</sup>: Amy volunteered to be the "picture printer" for Pre-K and K students who each take a picture with Santa, and we have George Labuski set for santaing. Mrs. Sotero will check on the suit location and let us know, and Melissa will purchase candy canes to distribute. We still need to confirm a photographer and a santa's helper.

The meeting adjourned at 7:40 PM.

Income	2017-2018	Actual 2017-2018	2018-2019	Actual Income	
Book Fair	\$ -	\$ (29.02)	\$ -	\$ 18.49	
Coupon Books	\$ 4,500.00	\$ 4,416.73	\$ 4,500.00	\$ 4,201.73	93%
Spirit Wear	\$ 125.00	\$ 97.06	\$ 125.00	\$ 96.78	77%
Box Tops	\$ 1,250.00	\$ 646.00	\$ 1,000.00	\$ -	0%
Gertrude Hawk Sales	\$ 6,000.00	\$ 6,656.60	\$ 6,500.00	\$ -	0%
Square One Art	\$ 1,750.00	\$ 1,517.83	\$ 1,525.00	\$ -	0%
Spring Carnival	\$ 500.00	\$ (239.05)	\$ 275.00	\$ -	0%
Basket Raffle	\$ 750.00	\$ 1,004.00	\$ 1,000.00	\$ 506.55	51%
CS Night Out!	\$ 150.00	-	\$ 250.00	\$ -	0%
	\$ 15,025.00	\$ 14,070.15	\$ 15,175.00	\$ 4,823.55	32%

Expenses	2017-2018 Budg'd Amt	2017-2018 actual exp	2018-2019 Budg'd Amt	Actual Expenses	
Teacher Requests	\$ (1,400.00)	\$ (1,255.88)	\$ (1,300.00)	\$ (447.98)	34%
Sneak Peek	\$ (510.00)	\$ (525.46)	\$ (500.00)	\$ (482.50)	97%
Sunshine Lotto	\$ (100.00)	\$ (93.78)	\$ (100.00)	\$ (102.64)	103%
Spelling Bee	\$ (150.00)	\$ (158.50)	\$ (167.50)	\$ (203.77)	122%
Health Office Clothes	\$ (150.00)	-	\$ (100.00)	\$ (38.22)	38%
Teacher Training	-	-	\$ (2,000.00)	\$ -	0%
Student iPads	\$ (2,000.00)	\$ (2,000.00)	-	\$ -	-
Art Supplies	\$ (1,912.50)	\$ (1,387.16)	\$ (2,043.17)	\$ (159.85)	8%
Educational Assemblies	\$ (2,322.34)	\$ (2,382.10)	\$ (2,739.46)	\$ (908.11)	33%
Insurance /Paper Supplies	\$ (200.00)	\$ (281.63)	\$ (275.00)	\$ (145.00)	53%
Fall Festival	\$ (200.00)	\$ (64.10)	\$ (200.00)	\$ (283.02)	142%
Veteran's Day Event	\$ (250.00)	\$ (304.39)	\$ (250.00)	\$ (237.11)	95%
Talent Show	\$ (100.00)	\$ (35.94)	\$ (50.00)	\$ -	0%
Holiday Baskets	\$ (525.00)	\$ (464.41)	\$ (500.00)	\$ (223.94)	45%
Holiday Shoppe	\$ (100.00)	\$ 272.63	\$ (50.00)	\$ -	0%
Santa's Visit	\$ (25.00)	\$ (38.21)	\$ (50.00)	\$ -	0%
Staff Luncheon/Appreciat	\$ (825.00)	\$ (860.53)	\$ (850.00)	\$ -	0%
Other Expenses	\$ (2,000.00)	\$ (2,537.36)	\$ (2,000.00)	\$ (247.11)	12%
Zeke - payments	\$ (490.25)	\$ (490.25)	-	\$ -	-
Testing Snacks	\$ (250.00)	\$ (265.43)	\$ (250.00)	\$ (55.86)	22%
4th Grade Picnic	\$ (700.00)	\$ (830.26)	\$ (725.00)	\$ -	0%
Ice Cream Truck	\$ (675.00)	\$ (385.00)	\$ (400.00)	\$ -	0%
Fun Run	\$ (550.00)	\$ (255.26)	\$ (275.00)	\$ -	0%
Hamilton Scholarship	\$ (250.00)	\$ (250.00)	\$ (300.00)	\$ 300.00	-100%
Memorial Fund	\$ (40.00)	-	\$ (40.00)	\$ -	0%
4th Grade Fundraiser	\$ (813.00)	\$ (684.31)	-	\$ -	
Kohls	\$ 6,334.46	\$ 670.05	\$ 670.05	\$ 174.64	
	\$ (15,725.09)	\$ (14,593.02)	\$ (15,165.13)	\$ (3,235.11)	

**Nov '18 Transactions Record**

Date	Check #	Type	Debit	Credit	Balance	Payee	Cleared
					\$ 25,668.15	<b>Balance Forward</b>	-
9/29/2018	<a href="#">2134</a>	CHECK	\$ 50.00		\$ 25,618.15	A. Fuksman - classroom supplies (17-18 expense reissue)	21-Nov
9/19/2018	<a href="#">2130</a>	CHECK	\$ 55.86		\$ 25,562.29	M. Yearick - testing snacks	13-Nov
11/4/2018	<a href="#">2144</a>	CHECK	\$ 39.92		\$ 25,522.37	D. Trondsen - Veteran's Day donuts	28-Nov
11/4/2018	<a href="#">2145</a>	CHECK	\$ 286.11		\$ 25,236.26	HHDS District - Oct Field Trips	6-Nov
11/4/2018	<a href="#">2146</a>	CHECK	\$ 141.21		\$ 25,095.05	J. Dull - Fall Festival Fun House	26-Nov
11/4/2018	<a href="#">2148</a>	CHECK	\$ 4,132.50		\$ 20,962.55	Enjoy the City North - Coupon book invoice	13-Nov
11/6/2018	<a href="#">2149</a>	CHECK	\$ 574.26		\$ 20,388.29	(reissued) M. Yearick - Fall Festival & Basket Raffle	9-Nov
11/6/2018	<a href="#">2150</a>	CHECK	\$ 82.19		\$ 20,306.10	M. Yearick - Make A Diff Day/Veterans Day	13-Nov
11/18/2018	<a href="#">2151</a>	CHECK	\$ 34.02		\$ 20,272.08	T. Ciccirelli - Thanksgiving Baskets	26-Nov
11/18/2018	<a href="#">2154</a>	CHECK	\$ 35.78		\$ 20,236.30	D. Trondsen - Thanksgiving Baskets	28-Nov
11/18/2018	<a href="#">2155</a>	CHECK	\$ 91.95		\$ 20,144.35	A. Barr - Thanksgiving Baskets	28-Nov
11/29/2018		Credit Card	\$ 61.98		\$ 20,082.37	Talent Show snacks	-
11/30/2018		Deposit		\$ 75.00	\$ 20,157.37	Coupon book deposit	-

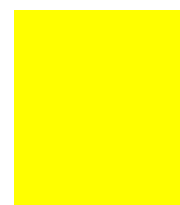
\$ 20,157.37 Ending Balance as of 11/4/18  
**\$ 5,585.78    \$ 75.00    Transaction Summary**

**Outstanding transactions**

Date Written	ChkRef	Type	Debit	Credit	Description
11/18/2018	<a href="#">2152</a>	CHECK	\$ 27.40		M. Yearick - Thanksgiving Baskets
11/18/2018	<a href="#">2153</a>	CHECK	\$ 34.79		R. Bradley - Thanksgiving Baskets
11/27/2018	<a href="#">2156</a>	CHECK	\$ 50.00		K. Balliet - class supplies
11/27/2018	<a href="#">2157</a>	CHECK	\$ 47.98		H. Hamilton - class supplies
11/27/2018	<a href="#">2158</a>	CHECK	\$ 1,406.08		Unique Solutions - Spirit Wear

\$ 1,566.25    \$ -    Sum of outstanding items

**\$ 18,591.12 Balance After Outstanding Transactions**  
 \$ 24,585.45



**Transactions by Project 2018-2019 - working**

Book Fair Income	Coupon Books	Spirit Wear	Box Tops	Gertrude Hawk	Square 1 Art	Spring Carnival	Basket Raffle	
\$ (200.00) petty cash	\$ (30.77) labels	\$ 1,502.86					\$ (44.45) basket exp	
\$ 2,380.07 9/18 deposit	\$ 225.00 9/18 deposit	\$ (1,406.08)					\$ 551.00 10/16 Dep	
\$ (2,161.58) invoice	\$ 7,590.00 Deposit							
	\$ (325.00) Returned checks							
	\$ 275.00 10/12 Deposit							
	\$ 200.00 10/16 Deposit							
	\$ 325.00 10/31 Dep							
	\$ (4,132.50) Invoice							
	\$ 75.00 11/30 Deposit							
\$ 18.49	\$ 4,201.73	\$ 96.78	\$ -	\$ -	\$ -	\$ -	\$ 506.55	
\$ -	\$ 4,500.00	\$ 125.00	\$ 1,000.00	\$ 6,500.00	\$ 1,525.00	\$ 275.00	\$ 1,000.00	
CS Night Out!	Teacher Requests	Sneak Peek	Sunshine Lotto	Spelling Bee	Clothes Health Office	Student iPads	Art Supplies	4th Grade Fundraiser (split 3 ways @ ea.)
	\$ (100.00) Ham & Gorman	\$ (482.50) books	\$ (35.64) cards	\$ (167.50) 7/23 payment	\$ (38.22) Oct exp		\$ (159.85) School Specialty	
	\$ (100.00) Williams & Potter		\$ (67.00) lotto tickets	\$ (36.27) plaques				
	\$ (100.00) French & Beach							
	\$ (50.00) L'Amereaux							
	\$ (97.98) Hamilton & Balliet							
\$ -	\$ (447.98)	\$ (482.50)	\$ (102.64)	\$ (203.77)	\$ (38.22)	\$ -	\$ (159.85)	\$ -
\$ 250.00	\$ (1,300.00)	\$ (500.00)	\$ (100.00)	\$ (167.50)	\$ (100.00)	\$ (2,000.00)	\$ (2,043.17)	
Ed Assemblies/ Field Trips	Paper Supplies/ Insurance	Fall Festival	Veteran's Day Event	Talent Show	Holiday Baskets	Holiday Shoppe	Santa's Visit	Connor Hamilton Scholarship
\$ (622.00) Sept assembl	\$ (145.00) payment	\$ (13.16) Sams Club	\$ (70.04) Sams		\$ (34.02) Ciccarelli			\$ 150.00 6/25 deposit
\$ (286.11) Oct Trips		\$ (300.00) Petty Cash	\$ 14.72 Sams return		\$ (27.40) Yearick			\$ 150.00 PTO matching
		\$ (83.84) Donuts/ice	\$ (37.53) Walmart		\$ (34.79) Bradley			
		\$ (529.81) Yearick exp	\$ (35.24) Sams		\$ (35.78) Trondsen			
		\$ 785.00 10/16 Dep	\$ (39.92) Donuts		\$ (91.95) Barr			
		\$ (141.21) J. Dull	\$ (69.10) Pizza					
\$ (908.11)	\$ (145.00)	\$ (283.02)	\$ (237.11)	\$ -	\$ (223.94)	\$ -	\$ -	\$ 300.00
\$ (2,739.46)	\$ (275.00)	\$ (200.00)	\$ (250.00)	\$ (50.00)	\$ (500.00)	\$ (50.00)	\$ (50.00)	\$ (300.00)
Staff Appreciation & Luncheon	Other Expenses	Testing Snacks	4th Grade Picnic	Ice Cream Truck	Kohls	Memorial Fund	Fun Run	
	\$ (150.00) hamilton Scholarship	\$ (55.86) Yearick (Sams club)			\$ 670.05 starting balance			
	\$ (10.00) stamps				\$ 485.50 7/23 deposit			
	\$ 12.33 Amazon Smile deposit				\$ (45.00) Scibek			
	\$ (66.39) Balloons				\$ (306.05) Sotero			
	\$ (19.96) Donuts - Difference Day				\$ (89.98) Sotero			
	\$ (13.09) Yearick - Difference Day				\$ (124.64) Sotero			
					\$ (30.00) Scibek			
					\$ (213.51) Sotero			
					\$ (124.20) Sotero - chairs			
					\$ (47.53) T. Butler			
\$ -	\$ (247.11)	\$ -	\$ (55.86)	\$ -	\$ 174.64	\$ -	\$ -	
\$ (850.00)	\$ 2,000.00	-	\$ (275.00)	\$ (750.00)	\$ (400.00)	\$ (40.00)	\$ (275.00)	