

# CANADOCHLY PTO MONTHLY MEETING MINUTES

DATE: Tuesday, December 4, 2018

Tina Fox, Presiding

## **MEMBERS PRESENT: (21 Attendees)**

Tina Shields	Josh Mellinger	Laurie Hartman	Rebecca Coopersmith
Mesyra Russo	Jen Galvin	Steven Miller	Shanda Morton
Leanne Beaghan	Kara Valore	Laurie Greaves	Amy Dilley
April Fake	Ms. Moczulski	Diane Caldwell	Megan Reigel
Jen Mellinger	Jen Sitrler	Karen Gilbert	Tina Fox
Nicole Seiple			

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Meeting called to order at 6:07 pm in the Gym.

## **SECRETARY'S REPORT:**

Reporting: Jennifer Galvin

- Minutes from the November 6, 2018 meeting were approved.

### Minutes Approved:

Motion to Approve:

Shanda Morton

2nd:

Jen Sitrler

Vote:

All in Favor

## **TREASURER'S REPORT:**

Reporting: Jen Mellinger

- See Appendix A for November 2018 Treasurer's Report

### Treasurer's Report Approved:

Motion to approve:

Diane Caldwell

2<sup>nd</sup>:

Nicole Seiple

Vote:

All in favor

## **PRESIDENT'S REPORT:**

Reporting: Tina Fox

- No Report

## **PRINCIPAL'S REPORT:**

Reporting: Ms. Moczulski

- Announced that the teacher's thoroughly enjoyed the Teacher's Appreciation Dinner and Thanked the PTO for providing the dinner and Jen Sitrler for preparing the dinner.
- Thanked Everyone for being here tonight.

## **VICE PRESIDENT'S REPORT:**

Reporting: Leanne Beaghan

- No Report.

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## **MEMBERSHIP:**

*Reporting: Tina Shields*

- *No Report*

## **BOX TOPS:**

*Reporting: April Fake*

- *See Appendix B*
- *For the December collection, the office and staff are challenging the students.*

## **NEWSLETTER:**

*Reporting: Tina Shields*

- *No Newsletter published in January 2019 since the last issue was for December/January.*

## **MOO MONEY:**

*Reporting: Jen Galvin*

- *Waiting to receive enough Moo Caps to send in the next submission.*

## **HOSPITALITY:**

*Reporting: Jen Sitler*

- *Thanked Everyone that helped with the Teacher's Dinner and for the donated desserts.*  
★ *\$180.00 Total to feed Everyone.*

## **FUNDRAISING:**

*Reporting: Diane Caldwell*

- *\$1951.40 profit for Yankee Candle Fundraiser. Fundraiser is still open for online sales so the profit could be higher once the online sale ends in January 2019.*
- *Laser Alley Fundraiser is scheduled for January 11, 2019 from 6-8 pm. Tickets will be \$12.00 for Unlimited Glow Bowling & Shoe Rental; \$15.00 for Unlimited Glow Bowling, Shoe Rental & Unlimited Laser Tag Games. Flyer will go home on December 12th.*
- *Looking for possible Restaurant Fundraisers since we will not be doing another Buffalo Wild Wings Fundraiser for the month of May again since we only received a total of \$31.25 for the entire month of May 2018. Will discuss further next meeting.*
- *Five Below Fundraiser going on now thru December 24th with 10% being donated to the PTO. Blue Flyer is required at purchase so that we receive the donation.*

## **BOOK FAIR:**

*Reporting: Laurie Hartman*

- *No Report.*

## **SANTA SHOP:**

*Reporting: Tina Fox and Shanda Morton*

- *Setup is tonight and volunteers are all scheduled for Wednesday, Thursday, and Friday this week to help the students shop.*

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## **YEARBOOK:**

*Reporting: Nicole Seiple*

- *1st Sale ends on December 7th.*
- *2nd Sale along with Love Lines will start on January 30, 2019 and will run until February 27th*
- *So far online sales; 26 books were sold for a total of \$456.25.*
- *See Nicole if interested in helping with the Yearbook.*

## **MAYFAIR:**

*Reporting: Karen Gilbert*

- *No Report.*

## **TEACHER REPRESENTATIVES:**

*Reporting:*

- *No Report.*

## **OLD BUSINESS:**

*Reporting: Tina Fox*

- *Will discuss the stencils and Disney Parks Projects further at the January meeting.*

## **NEW BUSINESS:**

- *None*

*Meeting adjourned at 6:22 pm*

Motion to adjourn:

Motion:

Shanda Morton

2<sup>nd</sup>:

Rebecca Coopersmith

Vote:

All in favor

**Respectfully submitted,  
Jennifer Galvin, Secretary**

# CANADOCHLY PTO DECEMBER 2018 MEETING MINUTES

APPENDIX A

## Budget 2018-2019: Projected vs. Actual, Cash In/Out

Transactions for 2018-19, to date 12.1.18

Cash In:		Projected	Actual	Difference	
	<b>Fundraising</b>				
	Glow Run/Walk	\$2,000.00	★ 1,633.25		
	Food Sale #1 (R&K)	\$4,000.00	3,400.18	599.82	final
	Yankee Candle	\$2,000.00	★ 5,349.71		
	Bowling	\$1,000.00			
	Food Sale #2 (R&K)	\$4,000.00			
	Box Tops	\$2,000.00			
	Restaurant Fundraiser	\$375.00			
	Moo Money	\$150.00			
	Amazon Smile	\$75.00	15.92	59.08	
	Membership	\$200.00	143.00	57.00	
	Interest	\$40.00	★ 6.21	33.79	
	Raffles	\$2,000.00			
	Opt-Out Program	\$500.00	★ 493.00	\$7.00	
<b>Total Fundraising</b>		<b>\$18,340.00</b>	<b>11,041.27</b>		
	<b>Cash Out:</b>	<b>Projected</b>	<b>Actual</b>	<b>Difference</b>	
	<b>Educational</b>				
	Field Trips	\$9,045.00			
	Magazines	Scholastic Dollars:	-39.20	-39.20	final
	Time for Kids	\$845.00	-823.02	21.98	final
	Teacher Reimbursement	\$750.00	-91.36	658.64	
	Eckert Scholarship	\$750.00			
	Awards	\$100.00			
	Principal	\$100.00			
	<b>Programs</b>				
	Yearbook	\$1,500.00			
	Assembly	\$1,500.00			
	Santa Shop	Break Even	★ -1,400.59		
	Book Fair	Break Even	0.00	0.00	
	May Fair	Break Even			
	5th Grade Farewell	\$800.00			
	<b>School Activities</b>				
	Movie License	Prepaid until 9/2019 (then \$1500)			
	License - Small Game of Chance	\$125.00	-125.00	0.00	final
	Field Day	\$100.00			
	Track Meet	\$600.00			
	Skating	\$350.00	-150.00	200.00	
	Hospitality	\$600.00	★ -97.51	502.49	
	Nurse	\$50.00			
	Holiday Baskets	\$300.00	★ -300.00		
	Taxes	\$375.00			
	Office / Office Supplies	\$200.00	-127.25	72.75	
	Volunteer/Teacher appreciation	\$150.00			
	Miscellaneous (Bank Fees)	\$100.00	★ -104.98	-4.98	
<b>Total Expenses</b>		<b>\$18,340.00</b>	<b>-3,258.91</b>		
<b>Total</b>		<b>0.00</b>	<b>7,782.36</b>		
	Temporary Item - Spiritwear		★★ 2,119.50		

# CANADOCHLY PTO DECEMBER 2018 MEETING MINUTES

APPENDIX A

12/04/2018

## Cash Flow 11/01/2018 through 12/01/2018

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Category	11/01/2018- 12/01/2018
<b>INFLOWS</b>	
Uncategorized	54.00
Fundraising Income	
Catalog Sale Income	5,370.21
Opt-Out Program	83.00
<b>TOTAL Fundraising Income</b>	<b>5,453.21</b>
Interest Income	0.35
Spiritwear Income	2,120.00
<b>TOTAL INFLOWS</b>	<b>7,627.56</b>
<b>OUTFLOWS</b>	
Bad Debt Expense	80.00
Fundraising Expense	
Catalog Sale Expense	20.50
<b>TOTAL Fundraising Expense</b>	<b>20.50</b>
Glow Run	-1,633.25
Holiday Basket Expense	300.00
Hospitality Expense	97.51
Santa Shop Expense	1,400.59

Balance as of 12.4.18:      **\$52,356.98**

CD balance as of 12.4.18:   **\$5,124.01**

# CANADOCHLY PTO DECEMBER 2018 MEETING MINUTES

## APPENDIX B

### Box Tops:

The winning class for November was Mr. Renfo's 5<sup>th</sup> grade class with \$30.40. Mrs. Tilley's 4<sup>th</sup> grade class came in 2<sup>nd</sup> with \$19.70 and Mrs. DiChristfaro's 5<sup>th</sup> grade class came in 3<sup>rd</sup> with \$12.90.

Total earned in November: \$114.30

Total earned for year so far: \$506.40

Next Collection is on December 18<sup>th</sup>.

### Top 5 Classes:

1. Mr. Renfro: \$59.20
2. Mrs. Tilley: \$49.10
3. Miss Roby: \$47.40
4. Mrs. DiChristfaro: \$37.80
5. Mrs. Graham: \$35.80