

## PTO Meeting (via Zoom) – May 19, 2021

Meeting called to order 6:02pm

Introductions (Meeting attendance: Nicole Humber, Michelle Crosbie, Alysia Murillo, Patrick Eagle, Carrie Staten (Teacher Rep), Cherie Piland, James Griffin, Amanda Gayda, Micaela Martin, Jalyne de Jong, Bre Bush, Brittany Wagner, Karen Kovacevich)

Absent: Sarah Haberthur and Carey Tubbs

### Previous Meeting Minutes

- a. Read by Michelle Crosbie
  - b. Motion to approve the minutes: Patrick Eagle
  - c. Seconded the motion: Carrie Staten
  - d. Motion passes, all in approval, no oppositions or abstentions.
- 2) Treasurer's Report – Nicole Humber on behalf of Carey Tubbs
- a. See attached report from Carey Tubbs
  - b. As of the end of April total cash balance is \$39,941.96
  - c. 2021-2022 Budget – shared by Michelle Crosbie
    - i. Carey Tubbs; outgoing treasurer, Michelle Crosbie, income treasure, Cheri Piland, and Patrick Eagle had a meeting on Monday May 16<sup>th</sup> about the 2021-2022 Budget. We are keeping PE Program, Art Docent, Teacher Grants and Teacher Appreciation. We are uncertain about our fundraiser, but will need to bring back our Fall Fundraiser, maybe EOS or some other program. The 2021-2022 budget can be amended throughout the year.
    - ii. Motion to approve 2021-2022 Budget: Patrick Eagle
    - iii. Seconded the motion: Michelle Crosbie
    - iv. Motion passes, all in approval, no oppositions or abstentions
- 3) Committee Reports
- a. San Miguel Principal Report – Patrick Eagle
    - i. Teacher's appreciation week was a huge success. Joan Seitz, 3<sup>rd</sup> grade and Sue Madura, Office Manager are retiring.
    - ii. Still doing running club, but not many students are participating. He's still sending out the awards as he gets the information.
    - iii. Creative Corner will come back next school year – need parent volunteers.
    - iv. Special Event – tomorrow night is the Zoom Bingo event. Please join if you can.
    - v. Would like to consider an end of school treat on last day of school, popsicles or maybe ice cream?
    - vi. Sports will be back next year; we will start with co-ed volleyball.
    - vii. We are piloting a science curriculum
    - viii. We need an art docent to take over next year. Nicole said Tanya Ralstand was interested, Nicole will reach out and confirm.
  - b. Teacher Representative – Carrie Staten
    - i. All the teachers are very appreciative for all the gifts and acknowledgment during Teacher Appreciation week.

#### 4) New Business

a. Nicole presented the slate for the new executive board for the 2021-2022 school year.

i. President: Cheri Piland

1. Motion to approve Cheri as president: Patrick Eagle
2. Motion seconded by Carrie Staten
3. Motion passes

ii. Vice President: Micaela Martin

1. Motion to approve Micaela as vice president: Patrick Eagle
2. Motion seconded by Michelle Crosbie
3. Motion passes

iii. Secretary: Alysia Murillo

1. Motion to approve Alysia as secretary: Michelle Crosbie
2. Motion seconded by Carrie Staten
3. Motion passes

iv. Treasurer: Michelle Crosbie

1. Motion to approve Michelle as treasurer: Bree Bush
2. Motion seconded by Patrick Eagle
3. Motion passes

v. Parliamentarian: James Griffin

1. Motion to approve James as parliamentarian: Carrie Staten
2. Motion seconded by Michelle Crosbie
3. Motion passes

#### 5) Other Matters:

a. Fall Fundraiser

i. This is a discussion for the new board, but Nicole would like to open the floor for possible ideas:

1. Silent Auction
2. Read-a-thon – maybe not a fundraiser, award challenge for students?
3. EOS Fundraiser – re-vamping the awards
4. Walk-a-thon
5. Fall/Harvest Carnival - something similar used to happen amongst all three schools (15 years ago) - could be a community event, maybe not fundraiser.
6. Color Run as Fundraiser or Award, the dye costs about \$1500
7. Mark West school did a combo walk a thon and online auction and raised about \$8,000 – possible combo idea.

ii. Patrick would like something that allows for everyone to participate. We seem to have the most success with the Fall Fundraiser if we make it the big fundraiser for the year.

b. New School year potluck – Patrick would like to bring this back, the night before school or around when the class lists are posted – opportunity to promote PTO.

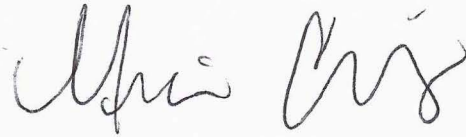
c. Kindergarten meet and greet – already scheduled – PTO can speak to kindergarten parents about PTO

- d. Yearbook – every student will receive a yearbook; Nicole collected donations and then donated the rest of the money in order to buy all of them.
  - e. Michelle Crosbie provided a brief explanation on why we are a Parent Teacher Organization as compared to a Parent Teacher Association. As a PTA you're required to be part of the national PTA program and the membership cost didn't provide much benefit. Riebli and Mark West are still set up as PTA's and San Miguel is the only PTO in the district.
- 6) Announcements:
- a. Patrick Eagle would like to extend a big Thank you to Bree Bush for coordinating Teacher Appreciation week and making it a huge success.
  - b. Patrick Eagle would like to extend a big Thank you to Nicole for her very generous donation and to all of the outgoing board members for their volunteerism the last two years during a Pandemic.
- 7) Meeting Adjourned at 7:01pm

Respectfully Submitted

Michelle Crosbie

PTO Secretary

A handwritten signature in cursive script, appearing to read "Michelle Crosbie", written in dark ink.

## **San Miguel Treasurer- PTO Report**

May 12, 2021

### *Financial Update*

Checking balance at the end of April was \$39,941.96. The drive-in movie brought in \$450.00 in cash and additional money through PayPal. The amount in PayPal will need to be verified by Michelle Crosbie as she has the current credentials to access that account. There were \$275.00 in yearbook donations and various small donations trickling in from United Way, Box Tops, and Escrip.

The disbursements that have not yet cleared are: \$1000.00 for PE prizes and jump ropes, and \$1263.00 for Teacher Appreciation Week. There's also still a pending check for \$150.00 that was written to MWUSD for the fall homeschool teacher distribution.

### *Budget Notes*

Total estimated receipts equal \$26,200

Actual receipts to date \$5806.93

Total estimated disbursements equal \$35,147.00

Actual disbursements to date \$29,014.34



**SAN MIGUEL SITE PTO Monthly Detail Budget to Actual**

Fiscal Year 2020/21

	Budgeted	2020						2021						Actual	under/over
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
<b>BALANCE ON HAND from previous year</b>	\$61,069.18 [1]														
<b>RECEIPTS</b>															
Amazon Smile	50	-	35.23	-	-	21.66	-	-	36.08	-	-	-	-	\$0.00	\$ -
Donations (misc)	0	-	-	-	1400	847.7 [2]	-	-	-	-	-	275 [3]	-	\$2,522.70	\$ 2,522.70
E-Scrip	500	93.64 [4]	8.06 [5]	9.78	10.88	9.19	6.05 [6]	8.46 [7]	13.67 [8]	9.49 [9]	-	-	-	\$169.22	\$ (330.78)
Ed Foundation Gift	200	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (200.00)
Elves Workshop	1,850	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (1,850.00)
EOS 2019	1,000	-	-	-	41.65	65.33	-	-	-	-	31.72	23.83	-	\$162.53	\$ (837.47)
Family Bingo Night	2,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (2,000.00)
Family Night	100	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (100.00)
Fall Fundraiser EOS	20,000	-	-	-	-	-	2356.01 [10]	-	-	-	470 [11]	33.5 [12]	-	\$2,859.51	\$ (17,140.49)
Grants	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ -
Spirit Wear	500	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (500.00)
<b>TOTAL RECEIPTS:</b>	<b>\$26,200</b>	<b>93.64</b>	<b>43.29</b>	<b>9.78</b>	<b>1452.53</b>	<b>943.88</b>	<b>2362.06</b>	<b>8.46</b>	<b>49.75</b>	<b>9.49</b>	<b>501.72</b>	<b>332.33</b>	<b>0.00</b>	<b>\$5,806.93</b>	<b>\$ (20,393.07)</b>
<b>TOTAL RECEIPTS &amp; BALANCE ON HAND:</b>	<b>\$87,269.18</b>	<b>b</b>	<b>b</b>	<b>b</b>											
<b>DISBURSEMENTS</b>															
<i>Operating Expenses</i>															
Bank Charges	50	-	-	-	-	357.7 [13]	-	-	-	-	-	-	-	\$357.70	\$ 307.70
Copier Fee's	300	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (300.00)
Corporate Filing Fees	100	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (100.00)
General Supplies	200	-	-	-	232.87 [14]	-	-	-	-	-	-	-	-	\$232.87	\$ 32.87
Insurance	700	-	-	-	624	-	-	-	-	-	-	-	-	\$624.00	\$ (76.00)
Tax Preparation	250	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (250.00)
Website - Domain Name	180	-	-	-	170.95	-	-	-	-	-	-	-	-	\$170.95	\$ (9.05)
<i>Program Expenses</i>															
2018/19 Reimbursements	500	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (500.00)
6th Grade Promotion/and keysight 6th grade fund	250	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (250.00)
After School Sports programs	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ -
<b>Art Docent Program</b>															
Lessons	6,000	5199.94 [15]	-	-	-	-	-	-	-	-	-	-	-	\$5,199.94	\$ (800.06)
Supplies	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ -
District Wide Science Fair	300	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (300.00)
Elves Workshop	1,850	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (1,850.00)
Family Bingo Night	1,800	-	-	30 [16]	-	-	-	-	-	-	-	-	-	\$30.00	\$ (1,770.00)
Family Night	600	-	-	-	-	-	-	-	150.00 [17]	-	-	-	-	\$150.00	\$ (450.00)
Fundraisers	1,000	-	-	-	-	-	-	-	544.36 [18]	-	-	-	-	\$544.36	\$ (455.64)
Library Enrichment	500	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (500.00)
<b>Physical Education (PE)</b>															
Lessons	4,167	10645.61 [19]	-	-	-	-	-	-	-	-	-	-	-	\$10,645.61	\$ 6,478.61
Prizes	1,300	-	-	-	-	550	-	-	-	-	-	1000	-	\$1,550.00	\$ 250.00
Principal Discretion Fund	0	-	-	-	-	97.39 [20]	-	-	-	-	-	-	-	\$97.39	\$ 97.39
Recess Programs	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ -
School Assemblies	2,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (2,000.00)
School Security	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ -
Site Improvement	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ -
Spirit Wear	3,800	-	-	-	-	2185	-	-	-	-	-	-	-	\$2,185.00	\$ (1,615.00)

**SAN MIGUEL SITE PTO Monthly Detail Budget to Actual**

Fiscal Year 2020/21

	Budgeted	2020						2021						Actual	under/over
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
<b>BALANCE ON HAND from previous year</b>	\$61,069.18 [1]														
Spring Event (Fun Run Party)	1,800	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (1,800.00)
STEM Garden	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ -
Teacher Distributions															
Fall Distribution	3,000	-	-	-	2832	-	-	150 [21]	-	-	-	-	-	\$2,982.00	\$ (18.00)
Spring Distribution	3,000	-	-	-	-	-	-	-	-	2982	-	-	-	\$2,982.00	\$ (18.00)
Teacher/Staff Appreciation Week	1,500	-	-	-	-	-	-	-	-	-	-	1263	-	\$1,262.52	\$ (237.48)
<b>TOTAL DISBURSEMENTS:</b>	<b>\$35,147</b>	<b>15845.55</b>	<b>0</b>	<b>30</b>	<b>3859.82</b>	<b>3190.09</b>	<b>0</b>	<b>150</b>	<b>694.36</b>	<b>2982</b>	<b>0</b>	<b>2262.52</b>	<b>0</b>	<b>\$29,014.34</b>	<b>\$ (6,132.66)</b>
<b>RESERVE:</b>	<b>\$ 52,122.18</b>	b	b	b											
														<b>Balance on Hand:</b>	<b>\$37,861.77</b>

[1] Balance including art and Pe from last year. Checks did not clear before June 30. Actual balance is 45,223.63

[2] benevity 347.70 -item returned

PE fundraiser \$500

[3] Yearbook donations

[4] 92.93 SM  
.71 MWC

[5] SM

[6] escript SM PTO

[7] Escript SM PTO

[8] escript SM PTO

[9] SM PTO escript

[10] 1650.00+56.01+650.00

[11] \$20.00Sarah Thompson Turkey Trot

450.00 Drive in Movie Night

[12] box tops

[13] Benevity check for 347.70 returned bank fee of \$10.00

[14] Halloween Candy

[15] 2019/20 Carryover

[16] 20/19: Atomic Casino Parties

[17] Disney Kahoot family game night

[18] Turkey Trot Bibs

[19] 2019/20 Carryover

[20] Fitness Finders

[21] Home School fall



# SAN MIGUEL SITE PTO Monthly Detail Budget to Actual

Fiscal Year 2021/22

	Budgeted	2021						2022						Actual		under/over
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
<b>BALANCE ON HAND from previous year</b>	\$38,011.77 [1]															
<b>RECEIPTS</b>																
Amazon Smile	50	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	-
Donations (misc)	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(50.00)
E-Scrip	500	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(500.00)
Ed Foundation Gift	200	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(200.00)
Elves Workshop	1,850	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(1,850.00)
Previous year fundraisers	1,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(1,000.00)
Family Bingo Night	2,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(2,000.00)
Family Night	100	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(100.00)
Fall Fundraiser	20,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(20,000.00)
Grants	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	-
Spirit Wear	500	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(500.00)
<b>TOTAL RECEIPTS:</b>	<b>\$26,200</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$</b>	<b>(26,200.00)</b>
<b>TOTAL RECEIPTS &amp; BALANCE ON HAND:</b>	<b>\$64,211.77</b>	<b>b</b>	<b>b</b>	<b>b</b>												
<b>DISBURSEMENTS</b>																
<i>Operating Expenses</i>																
Bank Charges	50	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(50.00)
Copier Fee's	300	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(300.00)
Corporate Filing Fees	100	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(100.00)
General Supplies	200	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(200.00)
Insurance	700	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(700.00)
Tax Preparation	250	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(250.00)
Website - Domain Name	180	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(180.00)
<i>Program Expenses</i>																
2019/2020 Reimbursements	100	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(100.00)
6th Grade Promotion/and keysight 6th grade fund	250	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(250.00)
After School Sports programs	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	-
<i>Art Docent Program</i>																
Lessons	3,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(3,000.00)
Supplies	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	-
District Wide Science Fair	300	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(300.00)
Elves Workshop	1,850	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(1,850.00)
Family Bingo Night	1,800	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(1,800.00)
Family Night	600	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(600.00)
Fundraisers	500	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(500.00)
Library Enrichment	500	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(500.00)
<i>Physical Education (PE)</i>																
Lessons	12,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(12,000.00)
Principal Discretion Fund	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	-
Recess Programs	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	-
School Assemblies	2,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(2,000.00)
School Security	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	-
Site Improvement	1,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(1,000.00)
Spirit Wear	500	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(500.00)
Spring Event (Fun Run Party)	1,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$	(1,000.00)

**SAN MIGUEL SITE PTO Monthly Detail Budget to Actual**

Fiscal Year 2021/22

	Budgeted	2021						2022						Actual	under/over
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
<b>BALANCE ON HAND from previous year</b>	\$38,011.77 [1]														
STEM Garden	0	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ -
Teacher Distributions															
Fall Distribution	3,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (3,000.00)
Spring Distribution	3,000	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (3,000.00)
Teacher/Staff Appreciation Week	1,500	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00	\$ (1,500.00)
<b>TOTAL DISBURSEMENTS:</b>	<b>\$34,680</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$ (34,680.00)</b>
<b>RESERVE:</b>	<b>\$ 29,531.77</b>	<b>b</b>	<b>b</b>	<b>b</b>											
														<b>Balance on Hand:</b>	<b>\$38,011.77</b>

[1] Balance including Fall homeschool teacher distribution. Check has not cleared for 150.00. actual on hand is 37861.77