

Santa Fe Trail Attendance Center PTO  
 Regular Meeting  
 September 6th, 2017 -6:30pm  
 Overbrook Attendance Center  
 Library

1. Call to Order/Greetings & Introductions/Ordering and Approval of Minutes - **A suggestion to add the financial report the meeting minutes was requested by Julie Smith - once added the May 2017 minutes are approved by the group as written.**
2. Welcome/last year's contributions - In attendance - **Emily Ramsdell, Ashley Michaelis, Ashley Fawl, Jessica Barnes, Bekah Roney, Debbie Gloss, Julie Smith, Lorle Bolt, Amy Huizenga, Riley Suddarth (child care).**
3. Financial and Bills Payable Report - Jessica Barnes - **To be added, print out not available during the meeting**
  - 2.1 Deposits and checks made this month

Register Name	Deposits	Withdraws	Balance
<b>Starting Balance as of 8/1/17</b>			<b>\$20,852.30</b>
<b>Check # 1035 CNA Surety - Insurance</b>		<b>\$187.00</b>	
<b>Deposit Schwans</b>	<b>192.62</b>		
<b>Ending Balance</b>			<b>\$20,859.69</b>

- 2.2 Cash balance
- 2.3 Outstanding Bills

4. Funding request - 6th grade, Brenda Dahl -Ancient Civilization is 6th grade curriculum and the Mummy Exhibit will be an exciting way for the students to learn. Cost is \$10 per student and we will have 64 students. We will need to take 2 buses. Have not set date yet, but the exhibit closes at the end of the calendar year so we are thinking sometime in November. **After discussion regarding the by-laws a motion was made to approve \$5 per student plus all busing costs related to the trip (approximately \$400). 1st approval, Ashley Michaelis; seconded by Julie Smith.**

Funding Request - Kindergarten, Lorle Bolt - I currently have a donors choose out that I would like PTO to cover remaining costs that don't get covered by the public. I am requesting 20 quality headphones for my classroom iPads. The total cost is 546 after shipping, tax, donor choose fee, etc. I currently need 221 dollars. However, if I finish my funding by Sept. 8th I would only need 110.50 as donors choose will match donations up to 50. I could pay out of pocket for three transactions and PTO could reimburse me personally. If this is not the route chosen I would like to ask PTO to finish funding whatever is left of the project by Sept. 29th. This will

date would allow for them to be shipped and utilized beginning the second quarter. **Approved as requested.** Lorle Bolt will purchase the remaining balance and the PTO will reimburse her. 1st approval, Summer Taylor; seconded by Ashley Fawl.

## 5. Fundraisers/Activities

5.1 Summer Fundraiser - Schwan's - \$ raised - **Over \$200 earned, still collecting 5% of purchased through September**

5.2 Back to school Root Beer Social - 500+ served! **Carbondale ran out at 6pm; Overbrook perfect amount, Scranton unknown.**

5.3 Four Corners Restaurant Night - September 13th - 50/50 raffle - **Event is from 5pm - 9pm - requesting volunteers for hour long slots to help bus tables, fill water glasses and sell 50/50 raffle tickets. Emily will post on Facebook to recruit volunteers. Emily Ramsdell and Ashley Michaelis will cover 5-7pm, Jessica Barnes will cover 6-7pm, and Julie Smith will cover 8-9pm.**

5.4 Fall Fundraiser - Mixed Bags - **decided to begin the fundraiser on 10/9 and place order by 11/21.**

5.5 Family Science Night and Pizza Fundraiser - November 1st - **Planning to have the same menu as last year (pizza, salad, cookie, beverage) for \$3.00 to keep it economical for families. \$1 for an extra slice. Emily Ramsdell will get pricing for pizza from several pizza shops. Consider only doing bottled beverages to speed up the line and reduce spills.**

6. Volunteer Tracking - **discussed the possibility of tracking volunteer hours for all members throughout the year. Decided that meetings can be counted in the hours volunteered. Secretary will be responsible for keeping track of this information. We will use sign-up genius to assist with this effort.**

Next Regular PTO Meeting – October 3rd - 6:30pm @ Carbondale Attendance Center