

MINUTES

Park Terrace PTA Minutes

September 8, 2011

The meeting was called to order by Andrea Eckman at 6:33 p.m.

In attendance

Andrea Eckman-President; Jen Kruse-Vice President; Melissa Wilcox-Treasurer; Julie Booth-Secretary

Kim Fehringer-Principal; Colleen Vranish-School Board Representative; Kelly Kelzenberg; Nicole Whited; Dave Ocel; Marsh Ocel; Julia Johnston; Niki Marthe; Brenda Weller; Michelle Verwers; Melissa Ritzema; Debra Miller; Stacey Torborg; Dana Davis; Bridget Herman; Shaun Johnson; Kelly Burt; Gerald Burt; Rita Hutton

Introductions were made by all in attendance

Julie Booth stated the mission statement of the Park Terrace PTA as "Making every child's potential a reality." The PTA purpose and what it is and its importance was discussed

What to expect at a PTA meeting:

- Lots of information about Park Terrace
- Principal, teacher representative, and school board representative reports
- Guest speakers and relevant topics
- Free child care with snack
- Timely start and end times for meetings
- Forum for questions/comments/issues
- Need everyone's help to make it successful

Secretary Report-Julie Booth

Minutes were read from May 26, 2011 meeting including PTA board election results for the 2011/12 school year.

- Andrea Eckman President
- Jen Kruse Vice President
- Melissa Wilcox Treasurer
- Julie Booth Secretary

Motion was made to approve the minutes from Becky Miller and seconded by Kelley Kellzenberg. Motion passed unanimously.

Treasurer's Report- 2010/11 Year- end report from Marsha Ocel

- Marsha presented the year-end budget and recommendations for the new board. Both are attached.

2010-2011 Park Terrace PTA Budget Detail
 Wednesday, August 31, 2011 (Account Balance \$10613.18)

<u>Income</u>	<u>Budget Amount</u>	<u>Income</u>	<u>Expenses</u>	<u>Total</u>
2009-2010 Carryover	\$6,438.19			\$6,438.19
PTA Membership	\$50.00	\$275.00	\$115.00	\$160.00
Fall Fundraiser	\$10,000.00	\$24,605.35	\$13,568.90	\$11,036.45
Spring Fundraiser	\$5,000.00	\$5,015.70	\$210.47	\$4,805.23
Food Perspectives	\$600.00	\$490.00		\$490.00
T-Shirts	\$500.00	\$837.00	\$1,135.00	\$(300.00)
Donations				
Interest		\$23.52		\$23.52
Carnival	\$5,000.00	\$6,084.53	\$2,490.23	\$3,594.40
Total Estimated Income	\$27,588.19	\$37,328.04	\$17,549.80	\$19,778.44
Break Even Programs				
Holiday Shoppe	\$1,513.35	\$2,484.28	\$2,559.13	\$1,538.45
Book Fair	\$1,733.01	\$1,741.44	\$1989.90	\$1,484.55
Expenses				
<u>PTA Activities / Services</u>		<u>Income</u>	<u>Expenses</u>	<u>Total</u>
Open House	\$1,200.00		\$708.08	\$291.92
Family Fun Night/Bingo	\$900.00	\$1,111.38	\$837.71	\$1,373.67
Track & Field-3rd gr.t-shirts	\$300.00		\$300.00	\$0.00
Rollerblading	\$800.00		\$888.00	\$(88.00)
Movie Night (2)	\$500.00	\$516.80	\$253.00	\$763.80
Watchdogs	\$500.00		\$350.00	\$150.00
Total:	\$4,000.00	\$1,628.18	\$3,116.79	\$2,511.39
School Assistance				
Field Trips - Buses	\$6,000.00		\$2938.86	\$2063.14
School Assistance	\$1,200.00		\$1200.00	\$0.00
Playground Maintenance	\$500.00		\$500.00	\$0.00
Die Cuts	\$350.00		\$138.00	\$212.00
Classroom Party Assistance	\$2,200.00		\$2,050.00	\$150.00
Homework Folders	\$750.00			\$750.00
New Teacher Start Up	\$300.00		\$150	\$150.00
3rd Grade MCA Testing Treats	\$200.00		\$212.51	\$(12.51)
Cookie Election	\$100.00			\$100.00
Total:	\$10,600.00		\$7187.37	\$3412.63
Goodwill				
Conference Meal (Fall)	\$350.00		\$288.66	\$61.34
Conference Meal (Spring)	\$350.00		\$348.54	\$1.46
Volunteer Appreciation	\$150.00		\$141.27	\$8.73
Staff Appreciation Week	\$950.00		\$384.63	\$565.37
Goodwill (flowers, cards, staff)	\$150.00			\$150.00
Info Cards	\$300.00		\$180.00	\$140.00
Scholarships	\$800.00		\$600.00	\$0.00
SLP All-Night Party	\$250.00		\$250.00	\$0.00
Total:	\$3,100.00		\$1,921.11	\$1,178.89
Administrative				
PTA Insurance	\$500.00		\$450.00	\$50.00
PTA Meetings - Refreshments	\$300.00		\$327.88	\$(27.88)
PTA Meetings - Childcare	\$850.00		\$760.00	\$90.00
Tax Filing	\$50.00			\$50.00
Office Supplies	\$100.00		\$201.52	\$(101.52)
PTA Conference	\$300.00		\$225.00	\$75.00
Sam's Club	\$35.00		\$35.00	\$0.00
Check Fees & Adjustments	\$200.00		\$44.50	\$155.50
Printing (to Park Terrace)	\$1,200.00		\$1000.00	\$0.00
Printing Outside of School	\$100.00			\$100.00
Misc	\$-			\$-
Total:	\$3,435.00		\$3043.90	\$391.10
Total Estimated Expenses	\$21,135.00			
Total Estimated Reserve for 2011-2012				\$3,500.00

August 31, 2011

To: Park Terrace PTA Members
From: Marsha Ocel, 2010-2011 Treasurer
Subject: 2010-2011 Annual Treasurer's Report

Park Terrace PTA Total Current Assets:
US Bank Checking Account: \$10,513.18

Minnesota Sales Tax Paid: Not Applicable

Tasks completed this fiscal year include:

1. Helped develop the budget for FY 2010-2011.
2. Kept a detailed financial statement for all transactions of funds received, bills paid and transfers of funds.
3. Sent in Park Terrace PTA dues to Mn State PTA and Sam's Club.
4. Received checks and cash from the various PT PTA activities, including Holiday Shoppe, Book Fair, Fall and Spring Fundraisers, Fund Perspectives, Carnival.
5. Paid PT PTA Insurance and PT PTA Conference Costs in a timely manner.
6. Created monthly Budget Statements for PT PTA meetings.
7. Completed taxes for 2010-2011 school year and mailed them in to the IRS.

Summary: I believe our PTA to be in good financial standing. At one point in the year, we thought we might not have enough money to cover our budgeted expenses. However, the income was made and we ended up with several thousand more than expected. The teachers did express to us many times to spend money on the children and not on them. This year we had the carnival which went well, the raffle did not fare as well - we did make over \$3500.00 with the combined effort.

Recommendations:

1. In order to keep an accurate financial statement, we should cancel the check card used by the President.
2. Limit funds used on teachers - conference meals and staff appreciation.
3. Continue to mail in taxes, no need to pay for e-filing.

Respectfully submitted,

Marsha Ocel, PT PTA Treasurer 2010-2011

Treasurer's Report-2011/12 Proposed Budget-Melissa Wilcox

- Proposed budget was presented and discussed line item by line item. Proposed budget is attached

PARK TERRACE P.T.A. BUDGET 2011-12
(account balance as of August 31, 2011 is 11,513.18)

	<u>Budgeted income</u>	<u>Budgeted expense</u>	<u>Actual income</u>	<u>Actual expense</u>	<u>Total</u>
<u>Income</u>					
2010-11 carryover	11,513				
PTA membership	0				
Chip Shoppe Fundraiser	10,000				
Snow March	4,000				
Food Perspectives	500				
T-shirt sales	200				
Donations	0				
Interest	20				
Total	26,233				
<u>Break even programs</u>					
Holiday shoppe		3,000			
Book Fair		300			
<u>Expenses</u>					
Reserve for 2012-13		4,000			
Open house		1,100			
Family Fun night/Bingo		1,000			
Track and field T-shirts		500			
Rotterblading Assistance		1,000			
Movie Night		300			
Watchdogs		500			
Total		8,300			
<u>School Assistance</u>					
Field Trip Busing		5,000			
School Assistance		1,200			
Playground Maintenance		500			
Die cuts		300			
Classroom Party/Room assistance		3,200			
Homework Folders		750			
New Teacher start up		300			
3 rd grade MCA testing treats		250			
Cooke Election		150			
Total		11,650			
<u>Goodwill</u>					
Conference meals(fall)		400			
Conference meals(spring)		400			
Volunteer Appreciation		150			
Staff Appreciation		700			
Goodwill		300			
Info Cards		300			
Scholarships		600			
SLP All-night party		250			
Total		3,050			
<u>Administrative</u>					
PTA insurance		500			
PTA Meetings		300			
PTA childcare		850			
Tax Filing		10			
Office supplies		200			
PTA conference		300			
Sams club dues		35			
Check fees		100			
Printing		1,000			
Printing Outside		100			
Total		3,395			
Total estimated expenses		26,395			

- Kim Fehringer expressed concern from teachers that money is spent on them and they'd rather the money go to the students
- Marsh Ocel expressed concern over \$ amount budgeted for the teacher conference meals (fall and spring), the PTA membership dues, and the student take home folders. Board took concerns under advisement

- Lori Higgins questioned the scholarship money given to the high school. It was explained that the money is given and the high school decides the recipients of the scholarships awarded. She suggested we direct the scholarship money to a graduate of Park Terrace. She is going to look into this and report back.
- Motion was made to approve the proposed budget by Nicole Whited and seconded by Debra Miller. The 2011/12 budget was approved with one nay vote.

Food Perspectives- Becky Miller

- Taste testing for kids and adults. Try new products, share your opinions, and raise money for ParkTerrace. Every time you participate in a taste test, you get paid, plus Park Terrace PTA receives \$10.
- Sign up by going to www.fpitesters.com or call 763-354-2776
- First time participants will get Park Terrace PTA an extra \$10 if participate in a taste test before 3/31/2012
- 75 minutes is usually the longest amount of time it takes to complete a test
- Could be a contest within our school???

Principal Report- Kim Fehringer

- New staff for 2011/12
 - Jessica Towle - office
 - Betsy Vielgut - kindergarten
 - Diane Hill – ASD paraprofessional
 - Nicole Schroeder - ASD paraprofessional
 - Brittany Perry – ELL teacher
 - Jason Kurtz - psychologist
 - Susan Cedar-Minnesota Reading Core-reading intervention support
 - Deb Nordby - Positive behavior support paraprofessional for non special education
 - Julie Booth - student teacher
 - Michelle Bensen - student teacher
- Shannon Zobitz had her baby and will return early October
- No “new” changes with staff or focus on the students; staff to continue to provide personalization; intervention; and behavioral support to every student
- 2011/12 focus is on peace
- Park Terrace = Peace Together
 - Derived from peaceful playground headed up by Ron Jay the responsive classroom coach
 - Recess paraprofessional’s are considered recess coaches and are responsible for teaching students how to play games and how to solve problems when at recess
 - We want Park Terrace to become an International Peace site.
 - Initiative headed up by Kate Fandrey; Ron Jay, and Lynnette Tewalt
- Students will be eating lunch before recess instead of after recess
 - Last lunch is now 35 minutes earlier than last year
- Dean Downs needs help from PTA
 - Paint the blacktop on the playground to bring more color and fun to our school. Need a handful of parents to help paint on a Saturday before the end of October. Anyone willing to help form a task force?
 - Needs sound buffers in gym.

- 5 principles of Peace Together:
 - Seek peace within yourself and with others
 - Be a responsible citizen of the world
 - Promote intercultural understanding and celebrate diversity
 - Reach out in service
 - Protect the environment

Julie Booth shared the excited and commitment felt by the Park Terrace staff

- Teacher Representative will be known soon
- School take-home folders were changed this year for cost benefits

School Board Representative Report - Collen Vranish

- 5100 students enrolled in the district; final numbers will be announced soon
- 2 things on the election ballot (November)
 - Renewal on existing levy
 - New levy to support technology-cost about \$6 extra a month for average cost home
 - Kids First advocacy group to talk at next Park Terrace PTA meeting (October)
- District conducting a study to examine new potential elementary boarders for the 2012/13 school year

New PTA membership form-Please consider joining and helping out our students

Upcoming events that need volunteers

Julia Johnston has agreed to chair the meals for Teachers during evening conferences

Panther Foundation 1st annual 5K run is October 1, 2011 from 1-5pm. Activities held at the Spring Lake Park High School football field

Motion was made to adjourn by Jen Kruse and seconded by Debra Miller. Meeting adjourned at 7:45 pm by Andrea Eckman

Open House

Thursday, Sept 22, 5:30-7pm

Open House is sponsored by Park Terrace Elementary School. The first half of the evening is a hot-dog dinner cooked and served by our very own teachers and staff! The PTA provides the food, drinks, plates, cups, etc. After dinner, the classrooms are open for students and families to explore what the students have been working on so far this school year! PTA will be available with an information booth in the front lobby. Stop by for your thank you gift for your PTA Membership!

Fall Fundraiser Kick-Off

Thursday, Sept 22

Chair: Jen Kruse

The PTA sponsors one "main" fundraiser in the fall of each year. We expect to raise over \$10,000! This year the Chip Shoppe is our fundraising company. They offer a variety/gift catalog along with many delicious frozen food items. The kick-off takes place during the school day for the kids to learn more. Our Chip Shoppe representative will be available for parents at the Open House to answer any questions and also provide samples!

Scholastic Bookfair

During Fall Conferences

Chair: Andrea ?

The Scholastic Bookfair will be available during the evening conferences in Oct. Shop before or after your child's conference. Be sure to check out your teacher's "wish-list" too! Proceeds from the bookfair will go back into the library for new books!

Meals for Teachers during Evening Conferences

FALL

Chair: ? _____

Our teachers and staff go right from the classroom with our students into meeting the parents at evening conferences. The PTA coordinates their evening meals so they have one less thing to worry about! One meal has traditionally been catered-NOW in and the other a pot-luck provided by parent volunteers - A teacher favorite!!

Family Fun Night - Family Bingo Night

Thursday, Nov 11

Chair:

Family Fun Night is a PTA sponsored event planned to bring students, families and staff together for a fun evening of activities at Park Terrace. The event has traditionally been planned around a "theme" and offers a variety of activities that may include: music, dancing, bingo, crafts, food and more! This year's theme is a Sock Hop! The event is offered free of charge or may have nominal charges for food and/or activities. This event is not a fundraiser; it actually costs the PTA money.

Family Movie Night

Chair: Brenda Weller ??

An inexpensive family movie night sponsored by PTA. Snacks & treats available.

Holiday Shoppe

Saturday, Dec 3rd, 9am-Noon

Chair: Brigit Herman

The Holiday Shoppe is sponsored by the PTA and has a long history here at Park Terrace. The Holiday Shoppe is for all holidays that are celebrated during December. Gifts are appropriate for all celebrations. With the help of a volunteer "elf," students come to "secretly" shop for gifts for their parents, guardians, grandparents, siblings, teachers and friends! Before students shop, parents fill out a form of who the kids are to shop for and how much they are allowed to spend. Gift prices range from \$1.00 to \$6.00 All gifts are "wrapped" (usually in a decorated bag) before the kids leave. Santa is also on site this day; pictures are offered for a nominal cost or bring your camera!! Continental type breakfast is available as well. Other activities offered may include bingo and crafts. The budget for this event is designed to break-even; all proceeds from the Holiday Shoppe go back into the program to cover expenses and buy gifts for the next year. Volunteer shoppers "hit" the after holiday sales!!