

PTO General Meeting Minutes
Tuesday, November 19, 2013 6:30-8 PM

1. 1. Welcome and Co-Chairs Report - Angie and Melissa
 - Volunteer Positions still open include Secretary, eScrip coordinator, Esprit de Corps co-chair, OBOB coordinator and office volunteers. Jennifer Frei volunteered to coordinate OBOB and Amy Samson agreed to help her. Alyssa Wagner agreed to serve as Secretary. Mme. Morley emphasized that Heather could really use help in the office. PTO chairs will include this announcement in the PTO eNews.
 - The directory will be ready soon and distributed electronically in pdf format. Print copies will be made available upon request.

2. Site Council Report – Shannon Tom
 - Site council discussed spending PTO funds that were not used for 2013-14 staffing. Site Council recommends saving at least 50% of the unspent funds to next year. Site Council will consider proposals to spend PTO funds and is working on a proposal process. More details coming soon.
 - Connie Van Flandern presented information about an arts program called Meet the Masters. This program has been successfully adopted at Adams and Edison. The program allows schools to purchase curriculum tracks for various artists. Cost is \$325 per artist and there are supply costs of \$60-\$120 for each classroom (per artist). Mme. Morley and Connie are proposing that Charlemagne consider adopting the modules relating to French artists and other artists who have connections to France. These tracks would supplement the curriculum on French history and culture. Mme. Morley submitted an EEF grant application for funding for this project and a request may also be made for PTO funds. Please stay tuned for more discussion.

3. Principal's Report – Morley Hegstrom
 - Amity Exchange Teacher Program – Mme. Morley would like Charlemagne to apply to participate in this program for 2014-15. The program involves having exchange teachers from France serve as education assistants at Charlemagne. The exchange teachers are required to have 4 year degrees and would live with Charlemagne host families during their stay. Buena Vista has had great success with this program. Mme. Morley surveyed parents at the meeting to see if there would be sufficient interest in hosting an exchange teacher. The response to the program was very positive and Mme. Morley will move forward with the application process, which begins in January.
 - Principals of 4j language immersion schools met with Superintendent Shelley Berman. The goal of the meeting was to reinstate pride in immersion education.
 - Robin Chappell was the teacher representative at the meeting. He said the year is going well and his transition to co-teaching with Mme. Kim has been very smooth.

4. Treasurer's Report – Sabrina Parsons
 - Sabrina provided updated financial statements for PTO. The financial report is attached to minutes. The surplus from 2012-13 is approximately \$57,000. Site Council recommends holding at least 50% of this amount (\$28,500) for the future.

5. Committee Reports

- Silent Auction – Lori Stenshoel and Nicole Gillson: This year’s auction is set for Friday, April 25. Last year more than \$30,000 was raised for Charlemagne. The committee is planning to put more focus on live auction items this year and will be asking the PTO reps to coordinate 2 auction items from each classroom. The auction items should be one experience and one art project. Lori and Nicole will send more detailed guidelines to classroom reps.
- Poinsettias & Wreaths- Alice Webb: Pick-up will be on Thursday, December 5 from 1:30-4:15. Total sales this year were \$5,303 and Charlemagne will receive \$2,070.
- Book Fair- JoAnn Hoffman: Book fair was very successful. Sales increased by more than 5% this year, so Charlemagne received a bonus of 5%. This means we received a total of 60% of our sales for scholastic books. Mme. Quena picked out 147 books for our library.
- Holiday Fair - Stephanie Hand: Holiday fair will be held on Thursday, Dec. 5. Forms to sign up for a table are available in the office. Mme. Morley will send out an e-mail reminding families about this event.
- Spring Creek Holiday Trees – Larisa Lilles: Fundraiser starts on Friday, Nov. 29. Spring Creek will donate 50% of all sales to Charlemagne. It is not necessary to bring a voucher for the school to receive credit, just let them know you would like to support Charlemagne.
- Kendall Drive for Education program – Mme. Morley is waiting to hear more details.
- Esprit de Corps - Gina Thompson: Donations are still being collected for Thanksgiving fundraiser. Gift cards will be purchased for Charlemagne families who need assistance during the holidays. Winter warmth drive will begin on December 2. Bring in anything warm – coats, blankets, scarves, gloves. Donations will be accepted until December 17 and then items will be delivered to a local organization (probably First Family Center near South Eugene High School). Items do not need to be new.
- Canoe Island – 4th grade parent reps: PTO reps held meeting with 4th grade parents and have formed a committee to work on next year’s Canoe Island trip. The trip will be extended by one day this year and will take place September 2-6.

Next PTO meeting Tuesday, December 17, 2013

Charlemagne PTO
Created: 2013-11-19

account	balance	Net revenue
Revenue		
Investments – Interest from Bank account	\$ 14.36	
EEF	\$ 4,726.44	
Innisbrook Fundraiser	\$ 14,922.00	\$ 8,859.83
Book Fair	\$ 3,002.15	\$ 996.97
Johnson Brothers	\$ 5,291.00	\$ 2,058.00
eScrip	\$ 355.32	
Total Revenue	\$ 29,811.27	

Cost of Goods Sold (COGS)	
Johnson Brothers Nursery	\$ 3,233.00
Book Fair	\$ 2,005.18
Innisbrook	\$ 7,562.17
Total Cost of Goods Sold (COGS)	\$ 12,800.35

GROSS PROFIT \$ 17,010.92

Operating Expenses	
Bank Service Charges	\$ 11.50
Mckenzie Mist	\$ 80.50
Babysitting-, Curriculum night, PTO meeti	\$ 120.00
Esprit de Corps	\$ 87.33
Contract Services- Alergy Assembly	\$ 575.00
Taxes – Corporate Tax	\$ 850.00
Total Operating Expenses	\$ 1,724.33

NET PROFIT 2013-2014 (Total Raised So Far) \$ 15,286.59

		2012-2013 fundraising*
Checking Account	\$ 95,641.27	\$ 72,319.21
PayPal Account	\$ 8,667.96	\$ 8,667.96
4J Investment Account	\$ 26,037.48	\$ 26,037.48
EEF District GL	\$ 59,484.89	\$ 59,484.89
EEF Not Yet Deposited	\$ 17,498.97	\$ 11,495.28
total raised 2012-2013	\$	\$ 178,004.82
anticipated fee for staffing surplus	\$	\$ 120,771.00
	\$	\$ 57,233.82

* includes 10% fee