

Highland Lakes School PTSO  
General Meeting Agenda  
Friday, January 13, 2017 @ 9:00 a.m.

- I. Call Meeting to Order
- II. Introductions
- III. Review December Meeting Minutes--Approve
- IV. Budget
  - A. Review Current Budget
  - B. Any budget revisions?
- V. Old Business
  - A. Assess Telescope Night
    - 1. Is 7-9 too late?
    - 2. Need to check with admin
    - 3. Is it worth the price?
  - B. Bearathon
    - 1. Funding--still waiting for teacher submissions-Due 1/20/17
    - 2. Lip Sync Battle set for Friday, January 20th
- VI. New Business
  - \*Maintenance issues-Kate:)\*
  - A. Talent Show--Originally scheduled for February 3rd--possibly need new date!
    - 1. Elisa Herndon may chair
    - 2. Mindy Cook can help
    - 3. Need Date
    - 4. Need audition dates
    - 5. Need structure
  - B. Book Fair- Need volunteers February 13th-17th
    - 1.) Set up Thursday the 12th
    - 2.) Break down the 17th of February
    - \* looking for weekly volunteers to help in the Library
  - C. Art Fair--scheduled for Tuesday, March 28th
    - 1. Need volunteer to help coordinate art contest
      - a) Work with Mrs. Mastroddi to collect art
      - b) Mount art on blue display boards
      - c) Tally scores and determine winners
      - d) Order prizes (ribbons, certificates)
    - 2. Need 8-10 volunteers the day of the art fair
  - C. Spring Fling--scheduled for Friday, April 7th
    - 1. Volunteers needed: Basket Raffle Coordinator, Games Coordinator
    - 2. Need to contact ride company to establish contract
    - 3. Need to determine which food vendors to invite. Last year had:
      - a) White Eyes Fry Bread
      - b) Claudine's Middle Eastern Food

- c) Hot Dog Vendor--can't remember name
- d) Sold cotton candy and popcorn (need to figure out how to streamline this because lines were LONG!)
- e) Did not have dessert truck because of cupcake walk
- 4. Need to contact Mrs. Mastroddi to see if she wants to do face painting--Anndi will send email \* she confirmed she will not be able to help.
- 5. Need to contact Ms. Johnsen to see if she wants to do cake walk--shall we give her first dibs or open up to others?
- 6. Ask any other organizations if they want to be responsible for events and then receive profits or too confusing?
- 7. Anndi will contact Mrs. Snyder and Student Council regarding games. If they do them, can they keep proceeds
  - a. Additional New Business?
  - b. Adjourn

	2016-17 Budget	Actual though 1/10/17
<b>Income</b>		
<b>Fundraising Activities</b>		
Amazon Smile	\$ 25	\$ 44
Art Fair	\$ -	\$ -
Bearathon	\$ 25,000	\$ 14,085
Box Tops	\$ 2,000	\$ -
Classroom Donations	\$ -	\$ -
Concessions	\$ 3,000	\$ 2,806
Electronic Scrip Rebate	\$ -	\$ 1
Food Truck	\$ -	\$ 277
Frys Food Store	\$ 1,000	\$ 908
Fundraiser Buy-out	\$ -	\$ 250
General Donations	\$ -	\$ 655
Harkins	\$ -	\$ 1,994
Holiday Shop	\$ 500	\$ 7,578
Other Income	\$ -	\$ 203
Prior Year	\$ -	\$ -
Spirit Night	\$ 500	\$ 1,152
Spirit Wear	\$ 500	\$ 834
Spring Fling	\$ 2,500	\$ -
Variety Show	\$ 450	\$ -
<b>Total Income</b>	<b>\$ 35,475</b>	<b>\$ 30,786</b>
<b>Expenses</b>		
<b>Administrative Expenses</b>		
Filing Fees	\$ (10)	\$ (10)
Liability Insurance	\$ (500)	\$ (490)
Other Administrative Expenses	\$ (200)	\$ (113)
<b>Bearathon</b>		
Grants to Teachers/HLS	\$ (10,000)	\$ -
Misc Expenses	\$ (100)	\$ (1,214)
Printing	\$ (475)	\$ (437)
Prizes	\$ (1,800)	\$ (2,660)
T-Shirts	\$ (2,200)	\$ (2,813)
<b>Classroom Expenditures</b>		
Mini Grants	\$ (7,000)	\$ (7,145)
Other Classroom Expenditures	\$ -	\$ -
Teacher Reimbursements	\$ (2,000)	\$ (406)
Teacher-Parent Communicator Folders	\$ (550)	\$ -
<b>Concessions</b>		
Product	\$ (1,000)	\$ (1,198)
Profit Payout	\$ (2,000)	\$ (40)
<b>Events</b>		
6th Grade Promotion	\$ (200)	\$ -
8th Grade Promotion	\$ (200)	\$ -
Art Fair	\$ (250)	\$ -
Character Cart	\$ (2,400)	\$ (1,191)
Family Dance Night	\$ (100)	\$ -
Other Events	\$ -	\$ -
Science Fair	\$ (250)	\$ -
Spring Fling		\$ -
Variety Show	\$ (450)	\$ -
<b>HLS Request to Pay</b>		\$ -
<b>Other Expenditures</b>		
Petty Cash	\$ (100)	\$ (150)
Prior Year	\$ -	\$ -
Supplies & Small Equipment	\$ -	\$ (45)
<b>Teacher-Staff Appreciation</b>		
Administrative Professional's Day	\$ (100)	\$ -
Monthly Appreciation	\$ (600)	\$ (197)
Nurse's Day	\$ (20)	\$ -
Principal's Day	\$ (50)	\$ -
Teacher Appreciation Week	\$ (2,000)	\$ -
Teacher Birthday (Card & Candy)	\$ (200)	\$ (53)
Teacher Dinner - Fall (Pot Luck)	\$ (50)	\$ -
Teacher Dinner - Spring (Pot Luck)	\$ (50)	\$ -
Teacher Appreciation Misc	\$ (100)	\$ (488)
<b>Total Expenses</b>	<b>\$ (34,955)</b>	<b>\$ (18,649)</b>
<b>Net</b>	<b>\$ 520</b>	<b>\$ 12,138</b>
<b>Current Financials as of</b>	<b>6/1/16</b>	<b>1/10/17</b>
PTSO Checking	\$ 7,247	\$ 8,176
PTSO Saving	\$ 7,000	\$ 7,000
Designated Funds	\$ (4,219)	\$ (5,206)
<b>Total</b>	<b>\$ 10,027</b>	<b>\$ 9,971</b>