

PTSO MINUTES

Ardrey Kell High School

April Updates 2020

Please see below for the "Virtual Minutes" necessary due to COVID-19 and the Mecklenburg Co. Stay at Home Order.

Received by PTSO President Chris Bucher from Committee Chairs and to be distributed to

active PTSO members via email distribution and to be posted for all interested parties on the PTSO website.

Minutes

The meeting minutes from March 2020 distributed via email to multiple active PTSO members and they were posted via draft form to the PTSO website. With no objections the minutes will be approved next week. Please communicate any concerns regarding the minutes by May 8th.

President's Report

Report from Chris B:

- Request to fund about \$8,000 for installation of 9 water bottle fountains. This was identified as part of the capital fundraising campaign for the 2019-2020 year previously. Adequate funds are available and some year end funds will no longer be needed (i.e. Springfest) due to the Stay at Home Order. **If no objections by May 8th, it will be deemed to be approved.**
- Request to fund for 2 laptops for office staff to work from home during Stay at Home Order for \$1,259.12. **If no objections by May 8th, it will be deemed to be approved.**
- PTSO provided funding for gifts for Administrative Assistance day and Assistant Principals Day.
- Table (page 2) is the slate of PTSO positions for the 2020-21 year to be approved by June 1st. Considering how to best conduct a virtual vote. Any suggestions would be appreciated.
- Wait for guidance on if and how the PTSO can assist with graduation planning.
- Teacher Appreciation Day is May 5th: Hospitality funds for the rest of the year have been reallocated to purchase (250) x \$20 gift cards for each teacher and staff member for Teacher Appreciation Day since the remaining hospitality events will not take place due to the school closure and safety issues.
- Thank you to all who have and continue to participant in the Ballantyne Families helping Neighbors in Need campaign. For prior food drive details and upcoming needs, please visit: <https://tinyurl.com/ballantynefamilies>

- PTSO positions in need of vote for next year:

Position	Volunteer			
President	Angel Canafax			
President Elect	Suzanne Bereis			
Secretary	Tracy Edmunds			
Treasurer	Tori Collins			
Asst Treasurer	Laura Bowden			
Communications	Jessica Collazo			
Fundraising	Chris Bucher			
Fundraising	Jackie Gyoerkoe			
Harris Teeter	Geri Crouse			
Harris Teeter/Publix	Rachel Brand (AK)			
Harris Teeter/Publix	Kara Dail			
Harris Teeter/Publix	Julie Murphy			
Hospitality	Jennifer Lang			
Hospitality	Kristin Heidkamp			
Monthly Cake	Catherine Andrews			
Monthly Cake	Sophia Shen			
Picture Day	Karla Stovall			
Picture Day	Angela Kennedy			
Scholarships	Tori Collins			
Scholarships	Geri Crouse			
Senior Spirit	Julie Marx	fka Senior Boards		
SLT	Laura Bowden			
Website	Jen Kaplan			
Facebook	Geneva Greene			
Winter/Springfest	Kim Mayfield			
Teacher Recognition	Jackie Gyoerkoe			

Treasurer's Report

Report from Suzanne B:

- March income statement attached. (Page 4)
- Proposed 2020-21 Statement attached to be approved by June 1st. (Page 3)
- Missing receipts. Please advise if you have them:
 - Sam's Club - \$126.84 on 3/3/20
 - Amazon - \$61.52 on 3/7/20
- We were credited the hotel rooms for Mr. Adair's conference that was cancelled (\$293.50 x 3 = \$880.50)
- Credited \$1,210.00 for "Collegeboard Works." Can somebody confirm that this is the theatre group?

Ardrey Kell PTSO 2020-2021 Budget

Starting Balance	\$10,000.00
	2020-2021
REVENUE	<u>Proposed</u>
Capital Campaign	\$ 35,000.00
Harris Teeter Links	\$ 4,000.00
BTS Packet Reimbursement	
Membership	\$ 3,500.00
Sales Tax Refunds	\$ 700.00
Misc Income	
TOTAL REVENUE	<u>\$ 43,200.00</u>
EXPENSES	
Beautification/Grounds	\$ 1,000.00
Benevolences	\$ 500.00
<u>Educational Support</u>	
Traffic Officers	\$ 5,000.00
Misc	\$ 7,000.00
Winterfest/Springfest	\$ 1,500.00
Health Room/Front Office	\$ 300.00
BTS Orientation Events	\$ 1,200.00
BTS Packet Printing Expenses	\$ 300.00
<u>Hospitality:</u>	
Back to School Teacher Luncheon	\$ 2,600.00
Holiday Reception	\$ 3,000.00
End of year Luncheon	\$ 2,250.00
Staff meetings/other	\$ 3,000.00
Staff Birthday Cakes	\$ 800.00
Teacher Appreciation Week	\$ 2,000.00
<u>Principal's Funds:</u>	
Discretionary	\$ 1,000.00
Insurance	\$ 355.00
<u>Office/Operating Expenses</u>	
Shredding	\$ 1,104.00
Annual Domain Name Renewal	\$ 15.00
Stamps	\$ 20.00
Annual eCommerce Renewal	\$ 204.00
Bank Fees	\$ 52.00
Scholarships	\$ 10,000.00
TOTAL EXPENSES	<u>\$ 43,200.00</u>
Ending Balance	\$10,000.00

**Ardrey Kell PTSO
Comparative Income Statement
For Month Ending 3/31/2020**

Ending balance 2/29/20 per Bank Statement			42,072.20	
Less Student Council carryover as of 2/29/20			11,098.20	
Beginning balance 3/1/2020			30,974.00	
	2019-2020	20-Mar	2019-2020	
Source of Funds:	Approved	Income/Expenses	3/31/2020	Notes
Capital Campaign	27,500.00	\$1,168.95	\$32,158.70	
Directory				
Harris Teeter LinkPublix Links	6,000.00		\$2,270.66	
BTS Packet Reimbursement				
Membership	4,000.00			
Sales Tax Refunds	700.00			
Carry over from 2018-2019			\$34,115.33	Does not include Student Council funds
Other Income			\$34.37	\$34.36/Feb - Amazon Smile income
Total Source of Funds:	38,200.00	\$1,168.95	\$68,579.06	
Total Funds Available	38,200.00	\$1,168.95	\$68,579.06	
Allocation of Funds:				
Beautification/Grounds	1,000.00			
Benevolences	500.00			
Educational Support				
Traffic Officers	2500.00	\$980.00	\$5,714.00	\$230/Jul - 6/19 traffic officers, \$49+\$196/Sept - 8/19 traffic officers; \$49.00/Oct - 9/19 traffic officer; \$931/Nov -9/19 traffic officer; \$147+\$833/Nov - 10/19 traffic officers, \$45/Dec - 11/19 traffic officer \$735+784/Jan 11/19 and 12/19 traffic officer; \$49+\$686/Feb - 12/19 and \$1,287/Aug - LED Marquee sign repair, \$5,000/Sept - Contribution for gym sound system, \$39.64/Sept - Teacher tailgate for 1st football game; \$249.99/Oct - EEG headband for Dr. Marder -School Psychologist; \$275/Nov - Gift cards for teachers assisting with drop; \$825/Dec - gas cards for teachers assistants; \$250/Jan - Gift cards for teachers assisting with drop off; \$200/Jan - Gift cards for Teacher of the Year and Finalists; \$200/Jan - Gift cards for teacher appreciation\$275/Feb - Gift cards for teachers
Misc	4652.00	-\$812.72	\$8,019.41	\$96.70/Feb - Winterfest supplies
Winterfest/Springfest	1,500.00		\$96.70	
Health Room/Front Office	300.00			
BTS Orientation Events	1,200.00		\$1,144.27	\$996.76+147.51/Jul - Pizza/Supplies/Snacks for
Hospitality				
Back to School Teacher Luncheon	2400.00		\$2,588.75	\$2054.53+\$100.01/Aug - Pot Belly luncheon, \$305.27/Aug - Split Chik-Fil lunch w/ school;
Holiday Reception	2,800.00		\$3,018.98	#3,018.98/Dec - Holiday luncheon from Burtons
End of year Luncheon	2,000.00			\$307.94/Sept - Drinks & snacks for 9/19 staff mtg; \$136.49/Sept - Supplies/snacks for 10/19 staff mtg; \$82.98/Sept - sSupplies from Party City; \$89.92/Dec - Paper goods for Staffgiving luncheon; \$18.99/Dec - Aprons; \$12.29/Dec - Tablecloth for PTSS events; (\$82.98)/Dec - Returned supplies to Party City and amount debited to our account; \$47.84/Dec - Nov staff mtg food; \$75/Dec - Gift card for Tori Collins &
Staff Meetings/Other	2,000.00	\$188.36	\$2,509.66	
Teacher Appreciation Week	2,000.00			
Staff Birthday Cakes	800.00	\$61.10	\$132.59	\$71.49/Dec - 10/19 birthday cakes; \$61.10/Mar -
Principal's Funds:				
Discretionary	1,500.00		\$2,100.00	\$1,500/Dec - Three \$500 scholarships for CPCC students from 2018-2019 school year, \$600/Dec -
Insurance	355.00		\$355.00	\$355/Sept - AIM Annual Insurance Policy
Teacher Recognition	1,000.00			
BTS Packet Printing Expenses	300.00		\$107.25	\$107.25/Aug - Office Depot printing
Office/Operating Expenses				
Supplies	0.00		\$70.19	\$39.67/Aug - Purchased Square from Best Buy, \$0.01/Aug - Test charge for Square, \$12.94/Sept - Storage bin for Treasurer; \$17.57/Feb -
Shredding	1,104.00		\$718.00	\$341.13/Aug - 6/19 shredding, \$136.13/Sept - 8/19 shredding; \$91.13/Oct - 9/19 shredding;
Annual Domain Name Renewal	15.00		\$14.95	\$50.28+\$99.33/Feb - 12/19 and 1/20 shredding
Stamps	20.00		\$19.60	9/13/19-9/13/20 Annual Domain Name Renewal
Annual eCommerce Renewal	204.00		\$204.00	\$11/Aug - Stamps; \$8.60/Nov - postage to mail
Bank Fees	50.00	\$4.00	\$43.50	9/13/19-9/13/20 Annual eCommerce Renewal
Scholarships	10,000.00		\$10,000.00	Acct Software fees and Service Charges
Expenses With No Receipt				\$5,000/Jul \$5,000/Aug - 10 scholarships paid which were carried over from 2018-2019 school
Total Allocation of Funds	38,200.00	\$420.74	\$36,856.85	Awaiting receipts for these expenses to code
2019-20 YTD				
Student Council			\$11,098.20	
Total		\$420.74	\$42,820.41	
Outstanding Balance as of 3/31/2020 per bank statement			\$42,820.41	
Less outstanding checks			\$1,705.86	
Add Outstanding Deposits			\$0.00	
Carryover			\$41,114.55	

Principal's Report

Ms. Ritch reviewed committee updates, no additions at this time.

Committee Reports

Communications

- **Completed**

- Added references to Social/Emotional Support on the Navigation Guide; updated Navigational Guide on PTSO Web site

- Submitted Harris Teeter Together in Education Contest entry (for chance to win \$150 for school)

- **In Progress**

- Gathering pricing/details to possibly promote a place for parents to order signs/banners/flags to recognize AK seniors

- Increasing transparency for communicating around PTSO fundraising (Jen K. working on possible webpage template; could also result in a reformatted Treasurer's Report)

- **Brainstorming Ideas for 2020 Activities**

- Create a summary document (bullet style) from the tips/advice in the Senior Scholarships; could be a helpful resource for underclassmen (falls in category of students helping students) we keep on PTSO webpage or maybe even the Counselor's webpage

- What can we do to recognize AK seniors and help them celebrate graduating? Can we ask what Student Council and/or other groups at AK planning to do? Do they need our help? How can we all partner on this? This may need to be an on-going topic as CMS releases more communications. Any possibility to do a drive-by graduation at AK itself? Fireworks at AK (everyone could see in the sky from their homes?), virtual senior week activities? Biggest thing I hear from students is that they miss seeing people that may not be their best friends (who they keeping in touch with), but miss seeing the friendly faces of acquaintances - wonder if there's anything we can do to help around this? Host a virtual senior dance with DJ? I wonder if we could organize a parade of cars of seniors - driving through Ballantyne, really encouraging the community to stand on sidewalks and cheer/clap (Hawk Ridge teachers did a drive by like this with police escort :) Would really love to know what AK Administration is thinking/talking about so PTSO can partner and "build on" to the ideas

- Alternative PROM ideas??

- **On Hold**

(Due to pandemic; TBD)

- Ordering PTSO stationary (to use for teacher recognition notes); recommendation is for front to include AK Logo and say: *Kudos from the AK PTSO*; back to say: *Thanks for mAKing a difference!* (with AK in bold and using AK font style)
- Reviewing the AK school survey results to determine possible ways PTSO could help; i.e. communicate/reinforce what's going well-celebrate this! How can PTSO help areas for improvement?
- Creating a survey for parents to prioritize tasks for PTSO to tackle next; choices we discussed were: SAT Prep classes, increasing 9th Grade parent support, College process parent-to-parent session
- Crafting language to add to PTSO web page to educate parents on how to get involved/who to communicate with, with concerns about building new high school; discussed sharing contact info for elected officials
- College Tips: Parents Point of View - I created these in anticipation of PTSO hosting a "parent college night" - maybe if we get the "go ahead" to publish the tips from the Senior Scholarships, we could add these tips to that? The intention is the same - to share knowledge.

Hospitality

- No activity due to Stay at Home Order

Website

- Have not upgraded the Weebly as agreed in the March meeting. Considering whether should use the Wix account instead of Weebly for PTSO website next year.

Fundraising

- Sent out an email to all that donated and designated a company match reminding them to process their company match if they have not done so already
- Believe that not all company matching funds have been processed/received
- Sent out acknowledgment letters for all capital campaign contributors through 3/31/2020

Harris Teeter/Publix

- Quarterly check from Harris Teeter for \$1,088.30 received
- HT not in session during June and July 2020 so no contributions will be made
- Publix up to \$215.11 but not distributed as under their threshold. Need to determine how to input and update Publix participants to increase participation
- Updated and linked a number of families' accounts for HT Vic cards (thanks Ms. Brand)

SLT

- No activity due to Stay at Home Order

Springfest

- No activity due to Stay at Home Order

PTSO Scholarships

- 17 applicants to scholarships. All on track for selection.
- Waiting for guidance on how awards night/communication to be handled.

Monthly Cakes

- No activity due to Stay at Home Order

Monthly PTSO Teacher Recognition

- No activity due to Stay at Home Order (see President's report for related future activity)

Next Meeting

TBD