



Mize  
Elementary

# PTO MINUTES

December 12, 2022

7301 Mize Road | Shawnee, KS 66227 | 913.441.0880 | [www.mizepto.com](http://www.mizepto.com)

Attendees: Jessica Simecka, Deanne Engstrom, Liz Houghton, Gerri Balthazor, Jennifer Mitchell, Amanda Philhour, Julie Suttles, Lauren Cunningham, Melinda Shinault, Emily Seaton

1) President's Report: Jessica Simecka

- Grant request - An additional teacher grant request for \$345 was approved for Invention Convention supplies.
- 2023-2024 Planning meeting will happen in April. A list of topics to discuss is already in development.

2) Treasurer's Report: Deanne Engstrom (see attached)

3) Committee Updates

- Philanthropy: Jennifer Mitchell
  - December: Toy Drive
    - KVC received donations Dec. 10<sup>th</sup>
    - Over 313 toys donated to KVC programs (30 more than last year)
  - January: Kindness Pantry
    - A pantry will be stocked in the school to allow teachers to confidentially provide snacks at no cost for students in need.
    - A pilot will be run in January-February.
    - Girl Scout Troop #2175 will own the pantry and will present a proposal for PTO support in the February meeting.
  - April: All Abilities School Spirit Week - NEW
    - To begin the spirit week, an all-school assembly will be held to educate students on the organizations/causes.
    - Students will have the option to make a donation to participate in dress-up days, which will benefit the various causes.
- Birthday Board: Kimberly Rosel
  - Ongoing efforts to promote student and staff birthdays.
- Corporate Fundraising: Monica Toepfer/Jill Reynolds
  - Sombrero's, Nov. 16<sup>th</sup> - \$500 raised
  - Chipotle, Jan. 17<sup>th</sup>
  - Skate City, Jan. 27<sup>th</sup>
  - A Casey's General Store grant application was submitted.
- Family Events: Kimberly Rosel/Mary Cloud/Lyndsey Blunt
  - Someone Special Winter Wonderland Dance – Feb. 2<sup>nd</sup>, 6:00-8:00 PM at Mize Elementary
  - Son + One and Fun – Apr. 20<sup>th</sup>, 6:00-8:00 PM at Mize Elementary
  - Minsky's Pizza truck will be at both events.

- Gift Cards: Hailee Schmidt
    - \$220 raised
  - Graphic Design: Amanda Philhour
    - Working on graphics for Family Events.
    - If anyone is interested in helping the PTO with Graphic Design now or next year, please contact us!
  - Mizeapalooza – Lauren Cunningham
    - To take place Apr. 28th during school hours.
    - Securing Fun Services, this month, to lock in pricing for carnival games.
  - School Supplies: Becky Henry
    - Still working with the current vendor to get paid. Exploring options for a smoother 2023.
  - Spirit Wear: Julie Suttles
    - More than \$1,350 raised.
    - Julie was also able to help provide prizes for the staff Christmas Spirit contests.
  - Staff Appreciation: Amanda Philhour/Dana Ford
    - Pies distributed to teachers for Thanksgiving. Positive feedback received.
    - Holiday gifts to be distributed on Dec. 20<sup>th</sup>.
- 4) Principal's Report: Gerri Balthazor
- Building Update
    - Construction for the building expansion is on track to begin in early January.
    - The expansion planning impacted our timeline for the Greenhouse/Garden, so we're excited that it's starting so we can move forward with next steps.
  - Garden/Greenhouse
    - Quotes obtained from Worldwide Steel Buildings - approved a 16' X 15' greenhouse with a 50-year truss warranty and lifetime steel warranty.
    - Partnering with the district facilities manager to scope the project. Additional considerations include concrete, electrical, Shawnee building permit, installation, vent system to maintain temperature, etc..
    - Soil for the garden beds to be delivered on Jan. 10th. Planting will take place in Spring.
- 5) Teacher Liaison: Alana Avery
- A request was made to increase funds field trip support for 2023; this topic has been added to next year's planning discussion.

*Next Meeting on January 9th*



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## Treasurer's Report

December 12, 2022

Nov 9th - Dec 10th

### Fundraising:

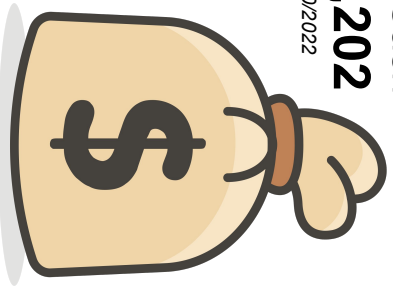
\$4,977	Gift Cards
\$500	Sombrero's
\$130	Birthday Board
\$62	Spirit Wear

Fundraising - \$41,419

Expenses - (\$24,798)

**Net Income - \$16,621**

Total Cash  
**\$82,202**  
as of 12/10/2022



*Year to Date*

# 2022

### Expenses:

\$211	TheFishGuy
\$4,757	Gift Cards <b>(Made: +\$220!)</b>
\$303	Insurance
\$814	Teacher Gifts
\$56	QuickBooks

### Attachments:

- ★ Budget vs Actuals
- ★ YTD Profit & Loss



Filed 990 Tax Return

Renewed Insurance

# Mize Elementary PTO

## Profit and Loss

July 1 - December 11, 2022

	TOTAL
Income	
4020 Income-Fundraising	
01 Book Fair	5,924.08
03 Gift Cards	4,976.94
04 Spirit Wear	61.52
06 Restaurant Promos	2,193.92
09 Birthday Board	829.38
20 Hawk Walk	26,532.43
<b>Total 4020 Income-Fundraising</b>	<b>40,518.27</b>
4050 Income-Donations	280.81
25 Passthrough Income	620.00
<b>Total 4050 Income-Donations</b>	<b>900.81</b>
<b>Total Income</b>	<b>\$41,419.08</b>
GROSS PROFIT	<b>\$41,419.08</b>
Expenses	
5010 Aquarium Expense	1,001.40
5020 Back-to-school	25.00
5040 Expenses - Fundraising	
01-Book Fair	5,924.08
03-Gift Cards	4,757.15
21 Hawk Walk	1,718.98
<b>Total 5040 Expenses - Fundraising</b>	<b>12,400.21</b>
5090 Field Trips	410.00
5092 Grants	5,379.99
5093 Greehouse Project	1,812.46
5095 Insurance	303.00
5180 Academic Support	2,058.24
5190 Supplies-Business	378.62
5400 Misc Mize Exp	
26 Passthrough Expense	590.00
<b>Total 5400 Misc Mize Exp</b>	<b>590.00</b>
5500 Website Expenses	439.22
<b>Total Expenses</b>	<b>\$24,798.14</b>
NET OPERATING INCOME	<b>\$16,620.94</b>
NET INCOME	<b>\$16,620.94</b>

# Mize Elementary PTO

Budget vs. Actuals: 2022 - 2023 Mize PTO Budget - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4010 Income-Box Tops/Labels		100.00	-100.00	
4013 Family Activities-Deposits		1,000.00	-1,000.00	
4020 Income-Fundraising		2,500.00	-2,500.00	
01 Book Fair	5,924.08		5,924.08	
03 Gift Cards	4,976.94	400.00	4,576.94	1,244.24 %
04 Spirit Wear	61.52	1,500.00	-1,438.48	4.10 %
05 School Supply Boxes		300.00	-300.00	
06 Restaurant Promos	2,193.92	3,555.00	-1,361.08	61.71 %
09 Birthday Board	829.38	2,000.00	-1,170.62	41.47 %
20 Hawk Walk	26,532.43	17,450.00	9,082.43	152.05 %
<b>Total 4020 Income-Fundraising</b>	<b>40,518.27</b>	<b>27,705.00</b>	<b>12,813.27</b>	<b>146.25 %</b>
4050 Income-Donations	280.81	50.00	230.81	561.62 %
25 Passthrough Income	620.00		620.00	
<b>Total 4050 Income-Donations</b>	<b>900.81</b>	<b>50.00</b>	<b>850.81</b>	<b>1,801.62 %</b>
<b>Total Income</b>	<b>\$41,419.08</b>	<b>\$28,855.00</b>	<b>\$12,564.08</b>	<b>143.54 %</b>
<b>GROSS PROFIT</b>	<b>\$41,419.08</b>	<b>\$28,855.00</b>	<b>\$12,564.08</b>	<b>143.54 %</b>
<b>Expenses</b>				
5010 Aquarium Expense	1,001.40	3,200.00	-2,198.60	31.29 %
5020 Back-to-school	25.00		25.00	
5030 Bank Charge		25.00	-25.00	
5040 Expenses - Fundraising				
01-Book Fair	5,924.08		5,924.08	
03-Gift Cards	4,757.15		4,757.15	
21 Hawk Walk	1,718.98	1,500.00	218.98	114.60 %
<b>Total 5040 Expenses - Fundraising</b>	<b>12,400.21</b>	<b>1,500.00</b>	<b>10,900.21</b>	<b>826.68 %</b>
5045 Carnival		2,550.00	-2,550.00	
5061 Camp Learned Alot		1,000.00	-1,000.00	
5070 Family Activities		3,500.00	-3,500.00	
5090 Field Trips	410.00	3,255.00	-2,845.00	12.60 %
5092 Grants	5,379.99	8,000.00	-2,620.01	67.25 %
5093 Greenhouse Project	1,812.46		1,812.46	
5095 Insurance	303.00	303.00	0.00	100.00 %
5180 Academic Support	2,058.24	4,000.00	-1,941.76	51.46 %
5190 Supplies-Business	378.62	672.00	-293.38	56.34 %
5200 Teacher Reimbursements		500.00	-500.00	
5400 Misc Mize Exp				
26 Passthrough Expense	590.00		590.00	
<b>Total 5400 Misc Mize Exp</b>	<b>590.00</b>		<b>590.00</b>	
5500 Website Expenses	439.22	350.00	89.22	125.49 %
<b>Total Expenses</b>	<b>\$24,798.14</b>	<b>\$28,855.00</b>	<b>\$ -4,056.86</b>	<b>85.94 %</b>

# Mize Elementary PTO

Budget vs. Actuals: 2022 - 2023 Mize PTO Budget - FY23 P&L

July 2022 - June 2023

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING INCOME	<b>\$16,620.94</b>	<b>\$0.00</b>	<b>\$16,620.94</b>	<b>0.00%</b>
NET INCOME	<b>\$16,620.94</b>	<b>\$0.00</b>	<b>\$16,620.94</b>	<b>0.00%</b>