



Mize  
Elementary

# PTO MINUTES

April 3, 2022

7301 Mize Road | Shawnee, KS 66227 | 913.441.0880 | www.mizepto.com

Attendees: Jessica Simecka, Lisa Julian, Alana Avery, Amanda Philhour, Melinda Shenault, Deanne Engstrom, Jennifer Mitchell, Jenny McCord, Kim Schieber, Emily Seaton

1) **WELCOME!**

2) President's Report: Jessica Simecka

- The *Swing Fore Education* golf tournament, June 1<sup>st</sup>.
  - The cost for a team of four is \$538.38.
  - Staff members willing to participate - Colby Sullivan, Brian Tadlock, Darla Johnson, Lisa Julian, and Laine Graham.
  - Vote will be taken in the May meeting.

3) Treasurer's Report: Deanne Engstrom (see attached reports)

4) Committee Updates

- Corp. Fundraising: Monica Toepfer/Jill Reynolds
  - Parent's Night @ Tall Trellis, Apr. 27<sup>th</sup> @ 6pm
- Family Events: Kimberly Rosel/Mary Cloud
  - Game Night, April 20<sup>th</sup> 6-8pm
  - Volunteer Sign-up
  - Shirts are on sale now for \$15. Orders are due by April 7th and should deliver to the school by or before April 19th.
  - There will be a Live DJ, Minsky's Pizza meal deal, Photographer with keepsake photo strips, Games & Dodgeball (schedule broken out by grade)
- Mizeapalooza – Lauren Cunningham
  - Friday, Apr. 28<sup>th</sup> 9am-3pm
  - Volunteer Sign-up – FULL!
- Philanthropy: Jennifer Mitchell
  - A food drive for the De Soto Food Pantry will take place in April.
  - The Kindness Pantry has been restocked. The Girl Scout troop plans to organize the pantry with bins and labels and will be turning it over to the PTO to manage in August.
  - 2023-2024 Initiatives to include: Kindness Pantry, All Abilities School Spirit Week and more
- School Supplies: Becky Henry
  - Ordering is live – a portion of each kit sold benefits Mize PTO
  - All school promotions will ramp up towards the end of April. They will include fliers, HEV article, PTO social media posts, PTO website, car loop signs, school entry banner, etc.
- Staff Appreciation: Amanda Philhour/Emily Seaton/Brigid Driscoll

- Teacher Appreciation Week, May 1<sup>st</sup>-5<sup>th</sup>
  - McDonald's is donating breakfast and a catered lunch is planned.
  - Additional treats and gifts will be provided throughout the week.
  - A post will be made next week on Facebook to ask parents for monetary donations via PayPal and Venmo for the catered lunch.
- Last Day of School, May 25<sup>th</sup>

## 2023-2024 Planning

- 2023-2024 Committee
  - Volunteers/Nominations/Resignations
    - Plenty of volunteer opportunities are available for the 23-24 school year.
    - We'll be recruiting in a variety of different ways including Back to School night, on our website and Facebook, and potentially during a summer time meet & greet.
    - Please reach out if you're interested in joining the fun – mizepto@gmail.com.
    - Outside of our traditional roles, a Garden/Greenhouse Committee was proposed to assist Gerri and staff with this big initiative.
  - Field Trip budget increase –
    - Currently paying \$7 (\$2 for bus and \$5 for admission for each child.)
    - Will budget \$10 per student + bussing to be voted on in May.
  - Family Events – open to ideas for changes and new events. Possible additions proposed:
    - Committed to keeping the Someone Special Dance & Game Night
    - Coffee & Kleenex – first day of school for kinder parents
    - Parents Night Out Fundraiser
    - Considering all-school family night
    - Movie Night (couple with back-to-school night)
    - Bingo Night - Broken up by Grades due to capacity constraints
    - Budget to be proposed in May
  - Fundraising
    - Hawk Walk will continue to be our biggest fundraiser of the year. Working with Gerri to determine if there is a big initiative we can focus on next year.
    - Due to low participation this year, we may consider a different approach to Birthday recognition next year.
    - Gift Cards – will be online/app offer only (vs. paper forms)
    - Exploring Pogo Pass offers a fundraising option
    - Spirit Wear - Considering new/different approaches to sales
  - Exploring cost to gift a spirit shirt to each student when school starts in August.
  - School Supplies - reassess to ensure 2023 issues have been resolved
  - Staff Appreciation
    - Budget for the same events/gifts as this year but anticipate approximately +10 more staff members

- School is closed the week of Thanksgiving so we will not do Thanksgiving pies.
- Christmas gift wrapping for teachers proposed.
- Budget to be proposed in May
- Misc.
  - Interest in a Summer PTO Meet & Greet – come learn about and meet committee members
  - The consensus is to keep monthly meetings next year. Open to suggestions for days/times that work. Currently meeting the 2<sup>nd</sup> Monday @6:00.
  - Operating supplies: add budget for more copy paper and other miscellaneous expenses

### PTO Activities Calendar - TEMPLATE

1st Quarter		2nd Quarter	
<b>August</b>	<ul style="list-style-type: none"> <li>• School Supplies</li> <li>• Back to School Night</li> <li>• Spirit Wear</li> </ul>	<b>January</b>	<ul style="list-style-type: none"> <li>• Dine Out</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Teacher Grants</li> <li>• Q1 Conferences</li> <li>• Directory</li> <li>• Dine Out</li> </ul>	<b>February</b>	<ul style="list-style-type: none"> <li>• Q2 Conferences</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Hawk Walk</li> </ul>	<b>March</b>	<ul style="list-style-type: none"> <li>• Dine Out</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Family Activity #1</li> <li>• Appreciation Pies</li> <li>• Gift Cards</li> <li>• Dine Out</li> </ul>	<b>April</b>	<ul style="list-style-type: none"> <li>• Family Activity #2</li> <li>• Mizeapalooza</li> <li>• Gift Cards</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Holiday Gifts</li> </ul>	<b>May</b>	<ul style="list-style-type: none"> <li>• Teacher Appreciation Week</li> <li>• Last Day</li> <li>• Dine Out</li> <li>• School Supplies</li> </ul>

# Mize Elementary PTO

## Profit and Loss

July 1, 2022 - April 1, 2023

	TOTAL
Income	
4010 Income-Box Tops/Labels	109.20
4013 Family Activities-Deposits	2,322.12
4020 Income-Fundraising	
01 Book Fair	5,924.08
03 Gift Cards	4,999.79
04 Spirit Wear	1,411.52
05 School Supply Boxes	458.00
06 Restaurant Promos	3,557.15
09 Birthday Board	1,137.30
20 Hawk Walk	26,532.43
<b>Total 4020 Income-Fundraising</b>	<b>44,020.27</b>
4050 Income-Donations	395.47
25 Passthrough Income	1,161.61
<b>Total 4050 Income-Donations</b>	<b>1,557.08</b>
<b>Total Income</b>	<b>\$48,008.67</b>
GROSS PROFIT	<b>\$48,008.67</b>
Expenses	
5010 Aquarium Expense	1,634.40
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>
5045 Carnival	514.38
5070 Family Activities	3,047.46
5090 Field Trips	2,409.00
5092 Grants	6,694.49
5093 Greenhouse Project	2,253.46
5095 Insurance	303.00
5180 Academic Support	2,243.24
5190 Supplies-Business	630.97
5400 Misc Mize Exp	
26 Passthrough Expense	1,143.00
<b>Total 5400 Misc Mize Exp</b>	<b>1,143.00</b>
5500 Website Expenses	439.22
<b>Total Expenses</b>	<b>\$33,737.83</b>
NET OPERATING INCOME	<b>\$14,270.84</b>
NET INCOME	<b>\$14,270.84</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	109.20	100.00	9.20	109.20 %
4013 Family Activities-Deposits	2,322.12	1,000.00	1,322.12	232.21 %
4020 Income-Fundraising		2,500.00	-2,500.00	
01 Book Fair	5,924.08		5,924.08	
03 Gift Cards	4,999.79	400.00	4,599.79	1,249.95 %
04 Spirit Wear	1,411.52	1,500.00	-88.48	94.10 %
05 School Supply Boxes	458.00	300.00	158.00	152.67 %
06 Restaurant Promos	3,557.15	3,555.00	2.15	100.06 %
09 Birthday Board	1,137.30	2,000.00	-862.70	56.87 %
20 Hawk Walk	26,532.43	17,450.00	9,082.43	152.05 %
<b>Total 4020 Income-Fundraising</b>	<b>44,020.27</b>	<b>27,705.00</b>	<b>16,315.27</b>	<b>158.89 %</b>
4050 Income-Donations	395.47	50.00	345.47	790.94 %
25 Passthrough Income	1,161.61		1,161.61	
<b>Total 4050 Income-Donations</b>	<b>1,557.08</b>	<b>50.00</b>	<b>1,507.08</b>	<b>3,114.16 %</b>
<b>Total Income</b>	<b>\$48,008.67</b>	<b>\$28,855.00</b>	<b>\$19,153.67</b>	<b>166.38 %</b>
<b>GROSS PROFIT</b>	<b>\$48,008.67</b>	<b>\$28,855.00</b>	<b>\$19,153.67</b>	<b>166.38 %</b>
<b>Expenses</b>				
5010 Aquarium Expense	1,634.40	3,200.00	-1,565.60	51.08 %
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	514.38	2,550.00	-2,035.62	20.17 %
5061 Camp Learned Alot		1,000.00	-1,000.00	
5070 Family Activities	3,047.46	3,500.00	-452.54	87.07 %
5090 Field Trips	2,409.00	3,255.00	-846.00	74.01 %
5092 Grants	6,694.49	8,000.00	-1,305.51	83.68 %
5093 Greehouse Project	2,253.46		2,253.46	
5095 Insurance	303.00	303.00	0.00	100.00 %
5180 Academic Support	2,243.24	4,000.00	-1,756.76	56.08 %
5190 Supplies-Business	630.97	672.00	-41.03	93.89 %
5200 Teacher Reimbursements		500.00	-500.00	
5400 Misc Mize Exp				
26 Passthrough Expense	1,143.00		1,143.00	
<b>Total 5400 Misc Mize Exp</b>	<b>1,143.00</b>		<b>1,143.00</b>	
5500 Website Expenses	439.22	350.00	89.22	125.49 %
<b>Total Expenses</b>	<b>\$33,737.83</b>	<b>\$28,855.00</b>	<b>\$4,882.83</b>	<b>116.92 %</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>\$14,270.84</b>	<b>\$0.00</b>	<b>\$14,270.84</b>	<b>0.00%</b>
NET INCOME	<b>\$14,270.84</b>	<b>\$0.00</b>	<b>\$14,270.84</b>	<b>0.00%</b>

Mize  
Elementary



# Treasurer's Report

April 3, 2023

March 3rd - March 31st

Fundraising - \$48,009

Expenses - (\$33,738)

**Net Income - \$14,271**

### Fundraising:

\$300 The Other Place  
\$46 Birthday Board

### Expenses:

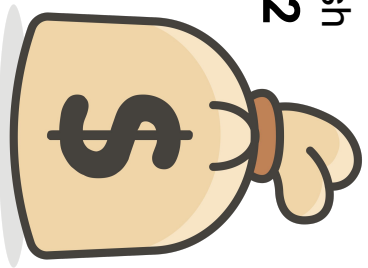
\$581 2nd Grade Field Trip

### Special Passthrough Event:

Marcie Colleen Book Sales



Total Cash  
**\$79,862**  
as of 03/31/2023



### Attachments:

- ★ Budget vs Actuals
- ★ YTD Profit & Loss

**Need a Tax Receipt?**

Email Deanne Engstrom at [deannem28@gmail.com](mailto:deannem28@gmail.com)