

Woods School Parent Teacher Group

Meeting Minutes

Date: October 18, 2011

Woods School Library

Attendance: Ed Brzinski, Brad Coltman, Kristin Larkin, Matt Johnson, Beth Guest, Forrest Florczak, Monica Goebel, Tammi Wrzesinski, Eilena Athans

Call To Order & Introduction: Monica Goebel at 6:05 PM

Approval of Minutes from Last Meeting – Kristin Larkin made a motion to approve the last minutes and the motion carried.

Reports

- Treasurer: Brad Coltman – see attached statements
- Committee Chairperson's Report: Tammi Wrzesinski – updated as follows
 - Pilgrim Dinner – Flyer and sign-up sheet sent out.
 - Art Therapy – Discussed one-on-one service for children recommended by teachers.
 - Picture Person – Rona Coltman
 - Each grade has recommended artists
 - Power point presentations standardized
 - Art project grade level specific (group discussed the opportunity for all grades)
 - Cultural Lunches – Committee in the brain storming process
 - Pizza Night – Eilena Athans
 - Pizza Hut Nov. 7, 2011
 - Suggestions for various other restaurants
 - Box Tops
 - Trophy presented to the second graders
 - Class to decide treat
 - Request to add to the newsletter with a class picture of the winners
- Vice President's Report: Matt Johnson
 - Golf Program Review status – Beth Guest
 - Presented attached quotes for PE class from Hawk's View
 - Anne Bethel will seek quote from Geneva National
 - Discussed the venue for the PE class
 - Golf course for the fundraiser should be the as the PE class
 - Silent Auction – to be held in March
 - Newsletter - Deadline to submit is the 21st of each month

- President's Report: Monica Goebel
 - Directory – great feedback received. Corrections letter to be issued for minor adjustments
 - Entertainment Book Sales, Target, E-Bates – on-going add to newsletter
 - Facebook page set up by Stacy Streen, need to use as a communications tool
 - Dec. 2, 2011 Fundraiser at Driehaus Estate (drawing for winning tickets)
 - Wayne Rowehl
 - Karen Gonzales
 - Kathy Smiley (alternate)
 - Jennifer Klug (alternate)
 - Laura Schanz (alternate)
 - Cyndie DeVries (alternate)
 - School Improvements
 - Classroom Fans – Order from Home Depot through E-Bates
 - Playground Equipment – need a volunteer to help decide what toys are needed and to organize a collection
 - Garden Maintenance – Green Club is investigating.
 - Teacher Requests – see attached
 - Specific dollar requests fall within budget and are approved, except more information needed about musical.
 - Brad Coltman will follow up with teachers.
- Teacher's Report – Forrest Florczak
 - WKCE Testing week of Nov. 1
 - Breakfast sponsored by the student council
 - Parent Volunteers to set up, serve, and clean up
 - Food donations needed
 - WPTG Hospitality Helpers will assist.

Unfinished Business (Requiring Motion/Vote):

None

New Business (Requiring Motion/Vote):

- Professional recordings of School Performances as a fundraiser. Monica Goebel reported that Lisa Wisdom had been seeking quotes (cheapest was \$3000). Ed Brzinski reported that he has been unable to find anyone at the high school willing to take this on as a project.
- At this point the project is not feasible for WPTG, but we will consider additional options if they arise.

Adjournment

Kristin Larkin moved to adjourn the meeting at 7:23 p.m. and the meeting was adjourned.

Woods School
WPTG
Bank Account Transactions

Date	Chk#	Transaction	Description	Debit	Credit	Balance
09/15/11		School Year 2011-12				\$8,796.00
09/19/11		Deposit	Market Day (June), Target		\$175.89 x	\$8,971.89
09/22/11	1620	Barbara Mueller	Teacher Requests	\$71.92	x	\$8,899.97
09/26/11	1622	Jennifer Klug	Afterschool -- Fitness Club	\$26.55	x	\$8,873.42
09/30/11	1632	Laura Schanz	School Imp -- Garden Bulbs	\$29.72	x	\$8,843.70
09/30/11		Deposit	Market Day (Aug)		\$106.66 x	\$8,950.36
10/15/11	1633	US Postmaster	Driehaus, Miscellaneous	\$88.00	x	\$8,862.36
10/17/11		Deposit	Market Day (Jun: Lopez), Concessions		\$96.96 x	\$8,959.32
10/18/11	1634	Jennifer Klug	Afterschool -- Fitness Club	\$37.72	x	\$8,921.60
10/18/11		Deposit	Market Day (Sept: McMahon, Pankonin)		\$118.64 x	\$9,040.24
10/21/11	1635	Badger Press	Directory	\$518.26	x	\$8,521.98
10/21/11	1636	Monica Goebel	School Improvements -- Fans	\$754.33	x	\$7,767.65
10/25/11	1637	Tonya Crowell	Teacher Requests	\$31.00	x	\$7,736.65
10/25/11	1638	Jen Chapman	Directory overpayment refund	\$5.00	x	\$7,731.65
10/25/11		Deposit	New Programs (directory)		\$480.00 x	\$8,211.65
10/26/11		Deposit	Market Day (September)		\$99.47 x	\$8,311.12
11/09/11			Driehaus -- Creative Elements	\$350.00		\$7,961.12
11/11/11		Deposit	New Programs (Directory -- Gibbs, Jaeger)		\$50.00 x	\$8,011.12
						\$8,011.12

Woods School
WPTG Financial Statement
School Year 2011-12

	<u>Actual</u>	<u>Budget</u>	<u>Difference</u>
Revenue			
Box Tops for Education	\$0.00	\$300.00	(\$300.00)
Concessions	\$50.00	\$300.00	(\$250.00)
Domino's Pizza	\$0.00	\$50.00	(\$50.00)
Driehaus	\$0.00	\$7,000.00	(\$7,000.00)
Market Day	\$397.09	\$2,500.00	(\$2,102.91)
Silent Auction	\$0.00	\$10,000.00	(\$10,000.00)
Target	\$150.53	\$100.00	\$50.53
New Programs	\$525.00	\$0.00	\$525.00
Total Revenue	\$1,122.62	\$20,250.00	
Expenses			
After School Clubs	\$64.27	\$300.00	(\$235.73)
Concessions	\$0.00	\$150.00	(\$150.00)
Cultural Events & Assemblies	\$0.00	\$2,000.00	(\$2,000.00)
Driehaus	\$429.20	\$1,000.00	(\$570.80)
Field Day	\$0.00	\$1,000.00	(\$1,000.00)
Golf Program	\$0.00	\$2,500.00	(\$2,500.00)
Miscellaneous (hospitality, photos, supplies)	\$8.80	\$500.00	(\$491.20)
Pilgrim Dinner	\$0.00	\$1,000.00	(\$1,000.00)
Retirements (sunshine)	\$0.00	\$250.00	(\$250.00)
School Improvements	\$784.05	\$1,500.00	(\$715.95)
Silent Auction	\$0.00	\$1,500.00	(\$1,500.00)
Ski Program	\$0.00	\$4,000.00	(\$4,000.00)
Teacher Appreciation	\$0.00	\$500.00	(\$500.00)
Teacher Requests	\$102.92	\$1,500.00	(\$1,397.08)
Woods School 8th Grade	\$0.00	\$1,000.00	(\$1,000.00)
Yearbook Ad	\$0.00	\$45.00	(\$45.00)
New Programs	\$518.26	\$0.00	\$518.26
Total Expenses	\$1,907.50	\$18,745.00	
Net Cash	(\$784.88)	\$1,505.00	
Beginning Cash	\$8,796.00	\$8,796.00	
Ending Cash	\$8,011.12	\$10,301.00	

Woods School
WPTG Funds Reconciliation
School Year 2011-12

Market Day

June -- Julia Rowehl	\$111.39	\$111.39
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Directory

Strawberry Fields	\$25.00	
Sugar Mamas	\$50.00	
Chemtool	\$100.00	
Pesches	\$50.00	
		<hr/> \$225.00

Total Receivables

\$336.39

Directory Payments

Master Services -- Matt Johnson	\$50.00
Strawberry Fields -- Shari Straube, \$25 outstanding	\$25.00
High Prairie Landscape Supply	\$25.00
Terri Whitehead	\$100.00
Sheila Keefe	\$100.00
Gordys	\$100.00
Cyndie Devries	\$50.00
Jen Chapman	\$25.00
Gibbs	\$25.00
Jaeger	\$25.00
	<hr/> \$525.00

Woods School
WPTG
Designated Account Transactions

Date	Chk#	Description	Debit	Credit	Balance
08/30/11					\$460.28
08/31/11	1002	Student School Supplies	\$19.03		\$441.25
10/17/11		Donations		\$200.00	\$641.25
					\$641.25

Teacher Requests or anticipated needs as of October 18, 2011

Mueller	\$70	Grade K Crayons and supplies (WPTG paid)
Crowell	\$31	Grade 2-3 Field Trip to Apple Orchard (cider and apples)
	\$150	Materials for Craft Project with 2 nd Grade (surprise for parents)
Smerchek	\$70	Grade 3-5 Pizza the night of the play
	\$200	Project materials (not yet specified)
Johnson	\$100	Volleyball pizza party
	\$500	Musical Support, props, costumes, staging
	\$300	Christmas Parade Float
Green	\$300	Cinderella! Cinderella! Live performance
Lofy	\$24	Ice for Track meets
	\$200	Grades 5-8 bus ride to gymnastics center
	\$100	Extra ribbons for track meets
Teske	\$150	Materials for Craft Project with 3 rd Grade (surprise for parents)
	\$__	no specific amount for Field Trip to Library and apple orchard
Florczak	\$__	no specific amount for Field Trip to Chicago

School Improvement Proposal

Classroom Fans (needed for 13 classrooms – could also be moved to the gym on occasion)

Lasko Fan \$55.00

Total (includes shipping & tax) **\$755.00**

- 42 inch Oscillating Tower Fan with Fresh Air Ionizer
- Remote Control
- 710 CFM air circulation
- Sold by Home Depot Online

Honeywell Fan \$59.84

Total (Includes shipping, not tax) **\$872.00**

- 41 inch Oscillating Tower Fan
- Remote Control
- CFM not available
- Sold by Allergybegone.com

Hammacher Shlemmer Fan \$79.95

Total (includes shipping, not tax) **\$1086.30**

- 48 inch Oscillating Tower Fan
- Remote Control
- 522 feet-per-minute air circulation
- Sold by Hammacher.com

Recommendation: Purchase the Lasko Fans from Home Depot