

Horizon PTO Meeting Minutes
Tuesday, September 10, 2019

In Attendance: Board Members – Christie Steinbock, Nicole Nowinski, Missy Collins, Principal Lindsey Cornwell, Brooke Hakert, Lya Williams, Jessica McGinnis, Alyson Erickson, Meggan Boyle, Lesly Anderson, Miatta Kamara, David Saah

Meeting Start: 7:04 PM

Meeting Adjourned: 8:04 PM

Secretary's Report –Christie Steinbock:

Meeting minutes from May were completed by Claire Mattan; minutes approved as submitted.

Treasure's Report, Missy Collins, missycollins@bestbuddies.org

Treasure's Report 2018-19 school year reviewed:

- Register Balance - \$52,149.13
- Bank Balance - \$60,404.63
- Net Income for 2018-19 - \$4772.27

Financials approved as submitted.

Proposed budget for 2019-20 school year – proposed budget approved.

Treasurer's Report 2019-20:

- Register Balance - \$52,767.60
- Bank Balance - \$51,186.30
- Net Income (Year-to-date) - \$618.47

Financials approved as submitted.

Principal's Report – Lindsay Cornwell:

- The year is off to a great start. The teachers love the whiteboard tables.
- Air conditioners are out in two communities; portable units are working well.
- There is a new 6 day cycle for related arts.
- One School, One Book project book suggestion is [The Wild Robot](#) by Robert Brown

Committee Reports

- Newsletter Editor, Michelle Bryngelson, dutchb33@hotmail.com
 - Send info. for past events (with photos if you have them) and upcoming event by Dec. 31
 - Please include Katie Coen, Yearbook Chair in emails with photos!! katiecoen@gmail.com
- AmazonSmile.com
- School Supply Kits, Brooke Hackert, brookehakert@yahoo.com
 - Brooke's daughter is in 5th grade so we need a new coordinator for next year
 - The numbers this year were similar to last year
- School Supplies, Meggan Boyle, manson02@mac.com
 - 47 supply kits put together for office to hand out; over 30 used so far
 - Donations are still being collected
 - Gender neutral backpacks are needed.

- Character Counts t-shirts, Christie Steinbock, wearehorizonpto@gmail.com
 - Order sent in today
- Summer Reading Splash – September 13, Jacque Feuerhelm, ifeuery@gmail.com
 - Jacque's son is in 5th grade so we need a new coordinator for next year
- Teacher Wish Lists, Alyson Erickson, Erickson.Alyson@principal.com
 - teacherlists.com is all updated with teachers' wishes
- Homeroom Parent Meeting, Lya Williams, lya.s.williams@gmail.com
 - September 17th @ 7pm in Library
 - All classes have a homeroom parent
- Walk-a-thon, Christie Steinbock
 - Walk-a-Thon date set for October 2, 2:30pm, Donation Collection dates 9/6 – 9/20
 - Matching Funds List available; soccer themed activities
 - Date may be moved to October 3 due to a teacher meeting
- Educational Rebates, Kayla Bousum, kayla.bousum@johnston.k12.ia.us
 - Collecting Box Tops but now there is an app used to scan receipt
 - Collection dates Oct. 7-18 (winning class gets a pizza party)
 - There are still box tops on packages but it is being phased out
- Spirit Nights, Ann-Marie Welge, calieann7.amt@gmail.com
 - TBD
- Sock Hop, Missy Collins & Christie Steinbock
 - Friday November 1, 6:30pm – 8:00pm
- Book Drive, Meggan Boyle, manson02@mac.com , Nov-Dec
 - Collecting new or gently used books to build home libraries
- Book Fair, Christie Steinbock & Nicole Nowinski
 - Nov 14-21, hours TBD
 - Reduced daytime hours compared to prior years
- Committee Needs for 2019-20 School Year & Beginning of 2019-2020 School Year
 - Book Fair Coordinators: Help with fall and/or spring book fairs.
 - Yearbook Coordinator: The yearbook has a good size "staff" to help put the pages together.
 - Hospitality Committee: Help with teacher appreciation activities
 - Summer Reading Splash: Collect sheets at beginning of school year and coordinate prizes
 - Bingo Night Coordinator: Bingo night is generally in early March each year
 - Fine Arts Night Coordinator: This event happens in May.
 - Ice Cream Social Coordinator: August during Meet the Teacher
 - School Supply Kit Coordinator: distribute fliers and submit orders in May/June.
 - Garden Committee: Maintain the Learning Garden & Butterfly Garden

Funding Requests:

- iPad keyboards – Tegels – tabled for research such as one set per grade and do we need a special kind.

Adjournment- Thank you so much for coming!!

Next Meeting October 8, 2019 @ 7:00pm, Horizon Library

Minutes taken by Nicole Nowinski, submitted by Claire R. Mattan

HORIZON ELEMENTARY SCHOOL PTO

2018-2019

Register Report

July 1, 2018 to June 30, 2019

				Balance	Cleared Bank
Register Balance 7/1/2018				53,654.59	
			Deposits Description	Amount	
Date	Item				
9/7/19	Deposit - Bank	School Supply Kits		348.21	✓ Sept
9/7/19	Deposit - Bank	Yearbook		180.00	✓ Sept
9/7/19	Deposit - Bank	Yearbook - Lifetouch		3,542.07	✓ Sept
9/18/19	Deposit - Bank	PayPal - Walkathon 2018		2,581.56	✓ Sept
Total Deposits (Year-to-Date)				61,268.85	
			Payments Description	Amount	
Date	Ck#	Paid to			
9/9/19	2899	Horizon Elementary	5th Grade Field Trip - Buses	380.52	✓ Sept
Total Payments (Year-to-Date)				60,192.75	
Register Balance 6/30/19				54,730.69	
Bank Balance 6/30/19				60,404.63	

HORIZON ELEMENTARY SCHOOL PTO
Income Statement
July 1, 2018 to June 30, 2019

2018-2019

Income	Year-to-Date Amounts	Annual Budget	
Fundraisers			
Walk-A-Thon	18,660.88	16,000.00	Net income after expenses
Learning Garden	2,079.33	500.00	Net income after expenses
Spirit Nights	1,382.61	1,000.00	Net income after expenses
Skate Parties	0.00	300.00	
Bingo	838.75	900.00	
School Supply Kits	448.21	400.00	
Total Fundraisers	23,409.78	19,100.00	
Services			
Character Counts T-Shirts	536.20	0.00	T-shirts funded by PTO not thru student funds
Original Works	0.00	0.00	Proceeds given to Art Department
Spirit Wear	710.62	200.00	
Yearbook	393.73	500.00	
Total Services	1,640.55	700.00	
Donations / Gifts			
Educational Rebates	889.47	800.00	Box tops
Friends of Horizon	4,655.40	2,500.00	Donations, employer matching
Amazon Smile	258.52	200.00	
Purple Party	0.00	0.00	Proceeds from annual event
Total Donations / Gifts	5,803.39	3,500.00	
Other Income			
Bank Interest	740.87	200.00	Charter Bank interest
PTO Dues	1,168.12	300.00	\$5 annual dues from Horizon families
Total Other Income	1,908.99	500.00	
Total Income	32,762.71	23,800.00	
Expenses			
Grants			
Budgeted Amount to Allocate	(12,689.78)	(11,210.00)	* Includes Books/classroom materials
Books / Classroom Materials	(2,427.80)	0.00	*
Biztown	(257.97)	(250.00)	
Reflex Math	(2,965.50)	(3,295.00)	
Equipment	(696.92)	(1,000.00)	Office equipment, laminating film, appliances
Student Events	(1,901.58)	(3,000.00)	Dunk tank, lunchroom prizes, field day, bounce houses, sock hop, Milk & Cr
Hospitality	(1,903.79)	(2,000.00)	Teacher / staff appreciation, conference dinners
5th Grade Graduation & field trip	(1,222.85)	(1,550.00)	Supplies, food, memory books, field trip, etc
Garden - Maintenance	(146.21)	(300.00)	Learning Garden & Butterfly Garden maintenance
Total Grants	(24,212.40)	(22,605.00)	
Operations			
Professional Services	(895.00)	(895.00)	Form 990 preparation by LWBJ & insurance coverage
Supplies / Postage	(301.48)	(300.00)	Stamps, envelopes, Volunteer spot, website, etc.
NSF Checks	0.00	0.00	Checks returned from bank due to insufficient funds & associated bank fee
Total Operations	(1,196.48)	(1,195.00)	
Grants approved, funds not spent	0.00	-	5th grade memory book
Total Expenses	(25,408.88)	(23,800.00)	
Net Income / (Loss)	7,353.83	0.00	

Funds That Carry Over From Year to Year

Book Fair - Allocated to Library

Amount Carried Over From Last Year	Amount Earned This Year	Amount Spent	Amount Left to Spend
5,621.61	2,669.29	(8,251.04)	39.86

2017-18 Accounts Payable

2017-2018 5th Grade Memory Books	Amount Spent	Amount Left to Spend
525.00	0.00	525.00
2017-2018 School Supply Kits	Amount Spent	Amount Left to Spend
695.98	(695.98)	0.00