

# SONORAN SKY

Sonoran Sky Elementary PTO

## Board Meeting Minutes

August 2, 2016

9:07 a.m.

### Attendees

President – Bianca Cords

Principal – Rob Dawson

Treasurer - Michelle Jaleeli

Secretary - Jen Taulbee

VPs, Fundraising – Whitney Crutchley, Alison Feinberg

VP, Marketing – Amanda Stefansson

Chair, PTO Enrichment – Megan Starr

Chairs, Hospitality – Anita Elton, Jen Burns

Chair, Wonderland – Kim Tuite

Chair, Volunteers; Student Council – Mary Grace Wargo

UPC Representative – Marisha Geraghty

PTO Teacher Representatives – Rachael Wyatt

Committee Chairs - Kat Carlson, Becca Norton, Alison Plotnik, Dean Farnam, Ash Troester, Faydra Huntingford,

Michelle Kass, Julie Burr, Nikkia Coburn

Julie Anderson, Lisa Merendino, Erica & Brent Burton, Dora Warren, Kelley Crandall, Emily Brown, Candice Gimbel,

Nicole Beckmann

### Welcome - Bianca Cords

- I believe that everyone here knows one another. We have a few business items to address as we get the year rolling. Mrs. Day will once again be watching the children during meetings.
- After the meeting, if you can stay, we could use help with stuffing our back to school folders. Michelle and Julie will talk later about SSOS and how the kids can help.

### Standing Presentation Items

#### A. Principal's Report - Rob Dawson

- Welcome back. Thank you for being here today; I appreciate all the work you do to support us. I hope you feel informed about the events of the first few days of school. We've worked hard to eliminate any confusion, etc. Does anyone have a questions?
- Excited about the new year – my 4<sup>th</sup> year here. We are looking forward to trying some new things. Coffee Talk is August 18<sup>th</sup> at 9 a.m.
- Very much appreciate our teachers and staff - they are working hard to get ready.
- We do have a half-time Assistant Principal who will be here a couple of days a week.

#### B. Teachers' Report – Rachael Wyatt

- We are still working on determining our Teacher Reps. The teachers are looking forward to the school year.

#### C. Financial Report - Michelle Jaleeli

- We know many of you saw a lot of numbers in our email last week. We're working to be sure to answer questions as we go through the year.
- Quickbooks is up and running, cutting checks, etc.
- Fiscal year end \$70,000 with both accounts. Variances were on forecasting and projection of funds. We continue to receive funds from sources.
- Check Request forms have been updated for the new year with a few changes. They will be on colored paper and in the workroom.
- Will track CSF for teachers once again, and continue to provide monthly balance reports to keep teachers informed.

- General discussion regarding leftover CSF and new school year spending, and the difference between CSF and voluntary donations.

#### **Voting Items - Bianca Cords**

- A. Minutes from May PTO board meeting
- Michelle K. moves to approve, seconded, all aye. Minutes approved.
- B. Board nomination of Faydra Huntingford to fill Enrichment chair vacancy
- With our new bylaws, the Exec Board unanimously approved. Megan moves to approve the EB decision to appoint Faydra, seconded, all aye. Appointment approved.
- C. Motion to increase 2016-17 budget for PTO insurance by \$2200
- We did an audit of our insurance over the summer. Over the past few years, the scope of our work has really expanded and we haven't visited our coverage in detail. As a result of the audit, we do need to increase coverage to protect our organization. General discussion regarding the additions to the policy - D&O, property, liability, auto, internet.
  - Motion to approve budget will not exceed \$2200 by Amanda, seconded, all aye. Approved.

#### **Additional Presentation Items - Bianca Cords**

- A. UPC Award Recognition of PTO members
- We had two parent volunteers who were nominated for district awards. Kristen Neugebauer, who was instrumental in Wonderland; and Amanda Stefansson, for the enormous amount of work she does for our school.
- B. PTO Volunteer of Month Parking Spot Raffle
- We have the parking spot in the kinder lot. The Higby family purchased it at the spring auction and would like to give it to a deserving volunteer. We've discussed a lot of ways to do this that makes it fair for everyone. Our thought is whenever someone comes to volunteer to work at school, they can put their name on a raffle ticket, once per day. Every month at the PTO meeting, a ticket will be drawn and they will have the spot for the month, only once per year. There are rules for use that will be discussed with the winner.
- C. PTO Survey Results
- This was also a part of the email that we sent out. Thank you for participating, we were looking for feedback on how we are doing as a PTO. We are using that feedback to help guide us this year. Transparency and communication will be a focus for us. Additionally, inclusiveness was mentioned, and as every parent at this school is a member of the PTO, we would love to have many more people involved. Agendas and minutes are published on the website. We will also do more informal social activities.
- D. Plan for Joe Muth Memorial
- A very good friend of ours and the school passed away last month. We are planning on a memorial, we are working to get it rolling. His family would love to see a bench or the like in Wonderland. We are also considering something out front of the school as he worked hard on the front as well. Details to follow.
- E. Kudos and Thank Yous
- Whitney did this and it was fun, and I'd like to continue the tradition. Amanda nominates Michelle, Megan, Jen for website patience. Michelle nominates Amanda for her tireless efforts. Bianca nominates Faydra for stepping up for leadership. Kat wants to do kudos for all new families that attended the meeting today. Emily won.

#### **Discussion Items**

- A. Upcoming Events
1. SSOS Backpack Donation - Michelle Kass / Julie Burr
    - SSOS is our service entity that was the brainchild of Joe and other members of the PTO. Purpose is for all SSKY parents to give back to our community.
    - Working with our two sister schools to provide them with backpacks and school supplies. Want SSKY children to help us pack the backpacks so they can be distributed to our fellow kids in need.

- We will also be doing our giving tree and food drive again this year.
2. Back to School Event (8/8) - Bianca Cords
    - Meet the Teacher is from 1:30-2:30 where you can go into the classroom. From 1-3 we will be in the cafeteria with PTO info, and our Community Business Partners showcasing their services. Spirit Shop will sell shirts, etc. Please come and join us.
  3. Woo Hoo Lunch (8/9) - Kat Carlson
    - After Boo Hoo for the kinder families, we are having a Woo Hoo lunch right after BH. This year, OHSO Distillery, is providing us a buffet: \$26 for non-drinkers, \$38 for mostly open bar. Everyone is welcome. Purely social event for our families.
  4. Vol Donation Rollout at Orientation (8/10 & 8/11) - Whitney Crutchley / Alison Feinberg
    - Last year we made a concerted effort to diminish the confusion between Classroom Support Funds (CSF) and Voluntary Donation (VD). Again, we are looking for parents to briefly discuss VD in the classrooms at orientation. \$50 suggested per student.
    - Donations are now tiered and include swag. Car magnets, cup, sunshade, Wonderland item, and highest level is lunch with Mr. Dawson. Swag is incremental. This is our final year of bricks.
  5. Volunteer Orientation (8/16) - Mary Grace Wargo / Nikki Coburn
    - Meetings coming up this fall. Online survey is greatly appreciated as it replaces existing clipboard sign-up – hoping to eliminate spelling errors, and identify true interest from families.
    - We encourage anyone who volunteers at school to attend. We're working on having a notary attend the meeting as well.
  6. Ambassador Dance Party (8/19) - Megan Becker
    - 6:30-8:30 event at school as part of our outreach program. Ambassadors are paired with new, incoming families and isn't limited to kindergarten. Runs throughout the school year.
  7. Room Parent Meeting (8/25) - Mary Grace Wargo / Nikki Coburn
- B. Other Chair / Committee Reports (as needed)
1. Fundraising - Whitney Crutchley / Alison Feinberg
    - Dine Around scheduled – 8/30 at Chipotle.
  2. Wonderland - Kim Tuite
    - Dirt Day is October 1<sup>st</sup>.

Adjourn – 10:13 a.m.