

PTO Meeting Minutes

April 1, 2014

7:45 am, Sky Lab

1. Welcome - Holly Busch

Introduction of Claudia Ballard, who is running Art Walk, to current PTO members.

2. Minutes - Approve meeting minutes from March 4, 2014

Motion to approve. 2nd. All aye. Minutes approved.

3. Principal's Report - Mr. Dawson

- Thank Holly for all of her time spent running the PTO. Many other schools have trouble finding a group for PTO and I'm thankful for all that our PTO does.
- Staffing situation update – Same at this point. Numbers may still change. Will explain this information in the Navigator. Not sure who they are; positions not yet posted but will be soon. Hiring for 2nd and 6th grade positions. Hopefully Navigator will address this as it was a problem last year. Adding 6th grade self-contained class.
- Safety issues regarding crossing 75th street after school. What bothers me is when children step out in front of cars and busses and parents beckoning children across street without looking. Whatever we can do to curb that would be great. We discussed having more police presence next year.
- Parents in classrooms before 8:55. Some parents lie or sneak through to get back into the classrooms. Sometimes teachers get ambushed in the morning and it hampers their prep time. If we let back one person we have to let everyone back. It needs to be an all or nothing approach.
- Each school charged with having a 100 year event for PVUSD Centennial. As I school I decided we would raise 100 backpacks for children at schools who need additional assistance. Sending out a sheet on Friday explaining the 8 things that people can bring. Going to stick to that list of basics. Hopefully, we'll have enough to send off to the schools. Will be a good opportunity for us to do a community service project.

4. Teacher Representatives -

A. Mrs. Spiekerman – Welcome back from Spring Break. Looking forward to a great 4th quarter.

B. Mrs. Malouf – Color printer is up and running. A few people using it; expect heavier use at beginning of next year.

C. Mrs. Salisz – Nothing to share.

D. Mrs. Arn – Nothing to share.

5. Officers Reports

A. President - Holly Busch

- Election results – 10 ballots completed. Patricia Logan called this morning regarding School Spirit & Events is looking for a co-chair. *Whitney* – We know someone who will be here next year and is interested in helping. Christie Maroulis taking Community Business Partners. Megan taking Enrichment. Amanda S taking marketing. Doris Frey met with Whitney and working on some

pieces of fundraising. Jen taking over the room parent coordinator. Pretty much set up for next year.

- End of Year Committee Reports – If you can fill it out and share about existing job it would be helpful.
- So in awe of Kristen. Everyone works hard, so don't want to just pick out one person but you are amazing. The outdoor classroom has been more work than anyone ever thought; she has gotten so much donated. It's coming together slow because of so many pieces but it is wonderful.

B. PTO and School Support Account Treasurer, Joe Muth

- Whitney, Holly, Joe met regarding next school year budget.
- Balances –

General - \$40,226.01. Many expenditures over the last month. Paying off outdoor classroom - tables ordered and paid for – seat 8 kids; 10 convertible benches. Contacting everyone regarding submittal of year-end expenses and finish that up. Will try and go as far as we can with balance.

School support - \$24,642.77. Updated Quicken but it is new and I need assistance with it; accountant is busy with taxes but will follow up soon.

- Suggested budget for next year. It is not an absolute and things can change. One of the reasons we made changes is that we took a look at where our money has been going, tried to gather the information and come up with where we can move money – increase and decrease. Right now we have been setting aside about \$6k every year that we put into gifts & donations. That money is given to the district from the PTO and goes into an account for SSES. This is used for monthly professional development – allows teachers to come out of the classroom to work on professional development and articulation while substitutes are in classroom. Talking with Mr. Dawson and teachers they would like to do more of that. We would like to recommend that we increase that amount up to \$4,000 which goes directly to teachers for professional development and articulation/collaboration. In order to do that we had to cut down through Hospitality as it has the largest budget. Reducing Hospitality budget to \$5000 - gifts & bereavement is \$1000 which is flexible depending on circumstances; \$3000 monthly appreciation; Teacher Appreciation is \$1000. Increased taxes - the more money you make the more it costs. Website management increased to \$1000 – we are driving more traffic to our websites which will incur more cost. Insurance has increased as well. This year we added a back to school budget for t-shirts at \$700 that will continue to carry over. Pond and pond maintenance increased to \$2000 as it will be utilized more. Contracted with Pond Nome at \$120/mo to maintain. Will Clipman is \$8600/year. Tom Lewis, who works with 3rd grade, hasn't increased his price. Everything else is pretty much the same except for yesterday's late development. We don't know what will happen next year and we have to play with numbers. Need to make sure we have enough to finish this year and start next year; close to \$12,000 is spent at the beginning of the year. One thing different this year going into next year is that we have an administration that is really working with us. Mr. Dawson and Heather looking at what we pay for to see what they can take on.
- Looking at both accounts we've raised and spent \$202,000.
- *Holly* – We met with Mr. Dawson and Heather and they are looking at what they can do for teachers; maybe District will pay for Study Island next year which would help a lot. If we have some extra money we can put it back into hospitality. We don't want to take away from Hospitality at all but felt that pro development is more important at this point. *Mrs. Salisz* – We were shocked at the budget and everything that you do. We know many things are donated and we start to assume it is all parent contribution but we aren't as aware of the other costs. I think

teachers would be in agreement that the money is better spent on pro dev. It was really an eye opener to hear about the extent of the money spent.

C. Secretary - Jen Taulbee

- Copycats pretty full; not sure where the responsibility falls. General discussion regarding options for next year including formal program or additional small copier. *Mr. Dawson* – Our school actually has more than most schools do but copiers are expensive to maintain.

D. UPC Rep - Marisha Geraghty – Not in attendance.

E. Fundraising - Sheryl Thomas

- New program at Amazon where parents can donate to the school through website so I'm looking into that. Also looking into additional fundraising things for next year.

F. Communications - Tracy Caruso

- Everything is going well. Talking about some things for directory. Nothing else to report.

G. Spirit & Events - Christie Maroulis/Patrice Metzler – not in attendance.

- *Crissy* – Mark got the dunk tank and can pick it up on Friday but will be out of town so we need to figure logistics to keep it safe.
- Patrice needs volunteers to assist with raffle. So if you have an hour or so to assist, please let us know. *Holly* – if you know of anyone willing to donate items for the raffle? We won't make money if we don't have anything to give.
- *Joe* – Yesterday in our meeting, Heather came in with a pile of money for wristbands. Who is coordinating? *Holly* – Will get with Christie & Patrice to coordinate.

H. Enrichment - Kristen Neugebauer

- Enrichment is winding down; some classes have ended. Doing a survey for every teacher to hand out to students asking if classes meet expectations, suggestions, etc. I'm very happy that Megan will be taking over although I'll be helping out.
- Outdoor classroom – Naming contest occurring soon. Teachers asked to vote with their class then opening up from there. Looking for teacher leads – 1 per grade level – to let us know what they want to plant, scheduling days outside, etc. Have a template questionnaire regarding how to utilize that area as a grade level. Phase I should be done by end of month. Teaching area with pavers done by Pavestone - 40x30 area, 5 tables. Pavestone may continue to donate as we continue to develop. We are thinking about a banner to thank all of the people who have donated to the outdoor classroom but haven't determined how involved we want to get. *Amanda* – We can do it how you want and also include how APEX has funded a lot of this. We can add logos to the banner as we go. A banner may compel others to donate. Thinking about having something out for Science night to start showing all this information. *Kristen* – During science night please come by. We will have some activities out there to promote the area. *Holly* – make sure we have some type of notice to go out to the classroom. Get PILOTS involved.

I. Hospitality - Anita Elton, Vicki Klann

- We do have a large budget and still have quite a bit left. We were talking with Mr. Dawson about updating the teachers' lounge. Instead of more food, etc., we'd like to update what's inside such as microwaves, fridge, furniture. It's come to our attention that it's been quite some

time since it has been updated. Want to give you a more utilized room. If there is something else you'd rather have please let us know. We give hand and dishwasher soap that should be supplied but it isn't. We do have a lot donated but not always available.

- Presentation of Holly's thank you basket. *Holly* – Thank you and I will definitely miss it and couldn't have done it without everyone else.

J. Book Fair - Kat Carlson, Bianca Cords

- Book Fair starts April 28th. First night is ArtWalk which is historically the biggest day of the year. Will be setting up for that and take over the computer lab again – got great feedback about using it. Getting volunteer schedules ready and hope for a smooth run.
- Scholastic asks to assist with a fundraiser. Have heard from Heather that it's the same week as the PV change maker fundraiser so considering a Penny War and split the donations. Penny Wars was very successful at Sandpiper. Penny Wars – each classroom team gets a jar and they are responsible for adding pennies to any jar in the school. Pennies are plus, silver coins are minus; coins maintain value. Looking into the logistics for the contest. Probably somewhere in the library to keep it somewhat contained. CoinStar – bring in 503c and there's no charge to count the change.
- Teacher Preview on Friday afternoon instead of Monday morning in hopes of getting more in to preview. Theme is fiesta so thinking about Mexican food. *Mr. Dawson* – Friday afternoon would be great to plan an event. Keep it open on Monday also without the event.

K. CBP, Whitney Crutchley

- Alison – CPK waiting for confirmation and dates; possibly on 4/29. We did okay on Oregon's - \$236. *Anita* – We'd like to pass lunch for the grade levels to the room parents next year, or pair up with you and coordinate lunches with dine-outs.
- Whitney – Will do a big push before the end of the year with CBP who do summer programs to make sure they get their information out to families. Need to get Amanda updated list to get into yearbook.

L. Volunteer Coordinator, Alison Feinberg

- Nothing additional to add beyond CPK.

M. Grants, Anita Gettleson

- Kindergarten Beekeeper grant. Discussion that funds should come from the classroom support account. Motion to deny grant request. 2nd. All aye, grant denied.

N. Dad's Club - Jesse Stryko – Not in attendance.

O. Yearbook - Amanda Stefansson (Update on Science Fair)

- Deadline to printer is April 15th. Hardline to order is April 15th. Will have a few extra but not many. \$30 to purchase. Will be delivered last Friday before school, with 4 days of comments. Flagpole sales last day of school in morning \$40. Thunderbird cover art is from a student, Kinko's cut a deal. Will have proofs on Monday April 11th. Sending to teachers to approve photos and spell check names. One spot remaining for 6th grade dedication. Otherwise, it will be a PTO dedication or something similar.
- Science Fair applications are somewhat quiet.

- One more t-shirt push at end of year. Idea to do colors per grade level that continues with them as they go through school. They say Class of 20??.
- Website still in conceptual stage. Not doing a push until next year. Drive everyone to buy online instead of writing checks.
- Working on back to school forms, bids for polo shirts for next year.
- Field trip to the printer to actually see the yearbooks being made on April 22nd.

P. Secret Garden, Wendy – No books ready yet for Secret Garden.

- Making a book is part of the curriculum but it's very slow to get in. Maybe enlist room parents to get help typing them up. I'm okay with parents typing but I won't send originals home for fear of loss. Each child pays \$5 theoretically but doesn't quite cover the cost.

6. New/Unfinished Business

- PTO money can no longer be touched by teachers; District mandated and strictly enforced next year. Every morning PTO will need to pick up money for first several weeks of school.
- Will be sitting down on a one-on-one basis with teachers after AIMS to discuss how/what/where for next year. Classroom support account, supplies, etc. Possibly change what we collected with much left over at this point.
- Mary Grace – at the request of the Student Council reps, I was asked to be the PTO representative. Working on philanthropy ideas, within district guidelines, attending meeting on Friday. Any ideas you have would be great.

7. Adjournment – 9:53 a.m.