

PTO Meeting  
Monday August 5th, 2013  
Conference Room 9 am

Attendees:

President - Holly Busch  
VP, Community Business Partnerships, President – Elect - Whitney Crutchley  
VP, Communications - Tracy Caruso  
VP, In-School Fundraising - Sheryl Thomas  
WebMaster, In-School Fundraising - Eileen Dunigan  
VP, Enrichment - Kristen Neugebauer  
PTO Treasurer - Joe Muth  
School Treasurer - Candice Gimbel  
Secretary - Jen Taulbee  
Hospitality Committee Chair - Christy Burkhard  
Room Parent Coordinator - Shakiera Helenic  
Community Rep/UPC - Marisha Geraghty  
Volunteer Coordinator - Alison Feinberg  
Bookfair, Technology - Amanda Valentine  
Yearbook – Amanda Stefansson  
Grants – Anita Gettleson

1. Welcome - Holly

Everything is coming together for Back to School (BTS) functions. Enough members are in attendance to approve minutes.

2. Approve minutes from May 7 and May 20th meetings.

Motion to approve by Joe, Sheryl second, all aye. Meeting minutes approved.

3. Officer Reports

A. President - Updates

Everyone take a turn to discuss their work over the summer and for BTS. Purple folders will go home with students and contain everything from PTO on one side, with school info on the other side. Final preparations in motion to get it approved, printed, collated and in folders.

Introduction of Marisha:

Stepping in as UPC representative for PTO. Has been involved with UPC and represents gifted education within UPC. Works closely with several district officials and is happy to assist with any questions/concerns. Amanda V: Paragraph to alert parents about what UPC is for new families would be helpful.

Amanda S:

Working on all the BTS papers for PTO. Created standard template in Word that will be used on printed materials; will distribute to committees. Available to help with all PTO documents to maintain consistency. T-shirts ready to go with mid-Aug deadline for purchase. Bottom of school spirit form encourages to round up purchases for tax deductions. Holly noted that all PTO forms will be printed on different color paper to help distinguish them.

Holly:

Worked on new verbiage to eliminate confusion by parents regarding different contributions. New budget form created and entire paragraph for voluntary contribution was deleted; that will come on completely separate form. Waiting on grade-level budget finals before printing; hopefully ready to put in folders by Wednesday. Intent is for all forms to go home in folders on Friday.

Sheryl:

If new voluntary contribution forms are not back from printing office in time for Friday folder distribution, will request family labels from front office and send separately.

Whitney & Alison:

JCC, Affiliated Ped Dentistry & Ortho, Kumon, and one additional are on board for Community Business Partners. Little league, Xtreme, Thirty-One, Boy & Girl Scouts will represent at BTS. Everyone same as last year at this point.

Kristin:

Question on youngest count. Previous brochures distributed through teachers, but now thru folders? Yes, every folder is getting one. People already trying to sign up for enrichment but official date is 7<sup>th</sup>.

Eileen:

Magnets with calendar and dates finished. New lanyards complete and all here. The website is set up and enrichment registration opens on the 7<sup>th</sup>. The t-shirts, school accounts, voluntary donation, etc., are all set up and ready to go. First two weeks of school website will be "spirit store" all promoting school fund items. Like last year, will provide regular reconciliation reports.

Tracy:

Postcards for BTS events went out, hopefully everyone received in mail. Inputting all information/updates for new directory – about half done and working to get kindergarten forms in for additions. Holly suggests reaching out if additional assistance is needed.

Amanda:

End of July checked email, getting organized for the year. Ordering magazines, finding funds for new teachers – hoping for list of wants and will go to warehouse to get books for deeper discounts. Made certificates for all new teachers to purchase items through Scholastic. For specific unit/curriculum books, we will supply the classroom with PTO property stickers. By doing books through PTO, should curriculum change, they will go to library and stay in-house property. Down to about \$10k because of magazine subscriptions and few supplies for fall book fair, but doing very well to start the year.

B. PTO Treasurer - Joe

Updates:

Sign – Installed with slight problem in tech design – district doesn't allow our computers to speak directly to sign; now have dedicated line for sign management. Amanda S. has volunteered to handle the sign information, but still open to volunteers wanting to participate. Have heard talk of some displeasure with sign being installed and the use of funds. A new sign been on the table for years, money was available, voted & agreed upon, committee involved in design, implementation. Design specs on display in lobby last quarter of school year. All done in the spirit of transparency. The sign will make money & pay for itself time and again.

Amanda S: concern with conflict of interest with birthday books and birthday notice on sign. Requests to work with Kim O'Brien, to work together and not take away from her book program. All agree.

Bricks – Small issue with district regarding verbal approval. Looking to have official approval to begin selling bricks at BTS. Giving additional opportunities for large-scale donations in the form of personalized bricks.

Front office – Holly, Joe, Whitney worked over the summer on front office areas, cleaned, organized. Whitney on point.

Benches – Last year PTO was asked to consider putting in benches for kindergarteners while waiting in car pick-up line, to avoid sitting in dirt. Ready to put the proposal to PTO – approx. \$3k. Researched best options for our climate and looking to do composite benches to reduce heat conduction, backless design.

Swingset – Additional kindergarten sets put in over summer.

Year preview – Looking forward to a great year, but also plan to tighten up spending. Last year, after closed books, we collected \$255,006, and spent \$232,558. Need to be realistic about earnings this year. Apex, Auction, Vol Donations brought in significant amount, but no auction this year. Ready to get new families involved, PTO needs to work together as a unit to promote participation and community. Amanda: keep lines of communication, being open to new families, welcoming. Amanda S: Work personal connections - consider initiating a phone tree to make personal calls to ask for help. SignUpGenius anonymity can be problematic for accountability.

BooHoo Breakfast – Need additional help to round up new families, creating nicer event this year to encourage new participation. Focus is more about participation than money collection. Committee chairs welcome to speak and highlight committees at breakfast. Concerns that Amanda S, will burn out, but she's using it as a working portfolio while contributing. Alison: not all volunteers who offered to help were contacted. We need ways to get families going and get the information out there. Volunteered for Volunteer committee and do things different.

Holly:

Chairs of certain committees can call those who sign up on their committee sheets during BTS & breakfast. Would like all dates on the website as soon as possible to encourage additional participation.

Eileen:

Some confusion last year using multiple calendars. To avoid the problem this year, all events come from school calendar and are auto-populated over to the website.

Financials – Joe:

\$24,135.71 in the account as of this morning.

Outstanding bills:

Pond – summer took its toll, pump went out, algae ridden. Pond people replaced pump for \$700. Former contractor, Paradise Ponds, were being paid monthly but not consistently caring for pond and charging a \$1670 payment plus nearly \$2k in add-ons. New service provider charging \$125/mo including chemicals, significant decrease from previous year. Kristen taking lead. ALL APPROVED. Anita: can old company be sued? Joe: Will pursue reconciliation for possible breach of contract.

Subscriptions - Holly spent over \$5000. Still waiting on EdHelper but most are in place for year.

PILOTS – Require yearly deposit to hold spot for next year. With turnover at end of year, the old front office didn't handle deposit. Amy Smith asking for loan, to be reimbursed, so they can reserve their spot. Will potentially end up doing loan at end of every year, possibly for 5<sup>th</sup> graders Sky camp as well, moving forward. All will be reimbursed once school resumes. ALL APPROVED.

Lanyards & Magnets – Calendar magnets totaled \$281, Lanyards totaled \$185. ALL APPROVED.

Will need to allocate another \$4100 for known upcoming expenses including:

Insurance – approximately \$1700

Teacher start-ups for the school year; meeting on Wednesday to review new guidelines. Each teacher has \$150 to spend but must submit receipts and will be reimbursed via check. Purchases must be something used in classroom.

Sheryl:

Working to be more aggressive, giving more options to encourage participation for voluntary donation. Families now have options for payment plan, employer matching options, etc., making it easier to give.

Joe:

Would like to do picnic again, once if not twice, with more organization and assistance. Whitney: Pancake breakfast has also been mentioned.

Bottom line – Currently have enough to carry through the next few months. Pushing for check requests, and deposits to be formal requests this year, because of letter received at end of year. The school is being audited, as are other schools, hence the tightening up the paper trail. Questioning use of personal credit cards, do we get one as PTO? Maybe spread purchases throughout willing PTO members.

Amanda V:

Do you want to know what I'm spending? Joe: Yes, make it transparent. Amanda: Now take earnings in form of Scholastic account, instead of cash, because of benefits offered with account. Working to use the account in as many ways as possible. Looking at using Grolier's online encyclopedia that is accessible all year at home and school; cost is approx \$3,000. Will try temporary subscription.

Doceri – useful? Wasted? Joe: Intended to be cheaper than smart board and used as alternative. Doceri wasn't compatible with many current systems; no longer using and/or supporting. Amanda to take lead and get it running again. Explore Google's new program similar to AppleTV.

Looking to show teachers apps for iPads to use them more for school - make it easier to incorporate tech into classroom. Want to keep moving forward with tech.

#### 4. Preparations for back to school

A. Folder to include PTO as well as school info – finalizing and plans to send home with students on Friday.

B. Meet the teacher - Wed, Aug 7th 2-4:30. Please help set up at 12.

Changes this year to BTS events: Working to put Community Business Partners inside the cafeteria.

Putting together a few raffle items for kids to offset not having food. Need people to hand out tickets

and call winners. Going to be talking about what everything is inside cafeteria during BTS with new sheet with all purchase options listed on one form versus pay at tables. Whitney/Joe outside to take one-time payment for everything offered inside, with exception of enrichment.

Amanda S: Give brag list to show what we've purchased, used funds for, show families what PTO does.

C. Please sign up on SignUpGenius to help with traffic the first 3-4 days of school/health screenings, etc. Please put any upcoming events on sskypto website on SignUpGenius!

D. Boo Hoo Brunch - Amanda V. to coordinate - helpers are Eileen, Christie, Amanda S, Holly. Food being purchased from Costco: wrap trays, fruit, veggies. Need assistance for set up after drop off until approx. 11. Families need to be entertained from 11:15-12:45 and not to go back to classrooms.

E. Parent Orientation nights Aug 12 & 13, from 5:30-8. Need volunteers around 5 to set up & man tables in walkway.

F. Volunteer Workshop/Room Parent mtg on Aug 21<sup>st</sup>, at 9am. Need any committee chairs to talk about what is involved in participation. Event is in media center with room parent meeting coinciding in SkyLab. Spread the word about opportunities to help.

#### 5. Unfinished/ New Business

A. Grant request from Katie Corkle for tubs/easel with Scholastic money. Holly: Amanda, can you get these things for her with Scholastic money? One kinder room has been eliminated, so check with Corkle on need to proceed. Ms. Muehling would probably be in need of additional money.

B. Dryer for Anna. \$376 from Spencer's was the best deal, included delivery & haul of broken machine. Whitney motions, Amanda V. 2nds, all aye.

C. Officially changed PTO meeting from Sept 3 to Sept 10 due to shortened week of Sept 2<sup>nd</sup>. 7:45 am meetings in morning for the duration of the school year.

D. iPads for Dr. Parent and SLT that were requested last year? Holly: Amanda, are there any extra iPads for teachers? Do we have any extra iPads for Parent? Amanda: Yes, we have 3. Still property of SSES but can take out of building to use, until she is no longer serving SSES. Ensure contract signed. Theory of greater good for all involved. Amanda wants iPad film & case to reduce wear and tear, shatter-proof going forward. Joe: As teachers are personally responsible, don't want to provide them with any extras. Amanda: Not going back to existing devices but for moving forward; will propose and discuss at later date.

E. PTO GOALS for this year with fundraising money.

Holly: Meeting with teachers on Wednesday to talk about ideas.

Sheryl: Goals are on the forms and website, including benches, beautification, technology.

Holly: Mr. Dawson wants more children's artwork throughout school. Working out a plan to conduct rotating collection of art from all grade levels.

Marisha: What has to happen to get uniforms in motion for next year? Holly: discuss with Mr. Dawson.

Anita: What happened to discussion of merging account? Joe: Trying to streamline financial accounts but needs to be official change through the channels. Can discuss it for the future, working to make small improvements as we go.

Amanda S: Looked over summer for new yearbook vendor. Current vendor is difficult to use because of inconvenient deadlines, so going with local company, O'neill Printing. We won't pay shipping, but costs will end up similar so staying with same standards as previous year. Books can be observed during production – good idea for field trip.

6. Adjournment at 11:30.