

PTO Meeting Minutes

Dec. 3, 2013

7:45 a.m., Sky Lab

Attendees:

President - Holly Busch

Principal – Rob Dawson

VP, Community Business Partnerships, President – Elect - Whitney Crutchley

VP, Enrichment - Kristen Neugebauer

PTO / School Treasurer - Joe Muth

Secretary - Jen Taulbee

Hospitality Committee Chairs - Anita Elton, Vicki Klann

Community Rep/UPC - Marisha Geraghty

Volunteer Coordinator - Alison Feinberg

Bookfair – Kat Carlson

Yearbook – Amanda Stefansson

Grants – Anita Gettleson

Grants, Lost & Found – Megan Starr-Becker

Secret Garden – Wendy Hayes

PTO Teacher Representatives – Debbie Arn, Crissy Malouf, Dolores Salisz, Erin Spiekerman

1. Welcome - Holly Busch

2. Minutes - Approve meeting minutes from Nov 5, 2013. Motion, 2nd, all aye. Minutes approved.

3. Principal's Report - Mr. Dawson

- Fencing in back is complete. People very excited to see changes.
- Science lab is up and running – tables, equipment, etc.
- Technology refresh order - \$8,500 from district to spend. iPad minis arrived before break.

4. Teacher Representatives -

A. Mrs. Spiekerman – Kindergarten garden is in, a few more things to do; excited about it. Yesterday, we had a garden expert out to help us plan for season. Boutique looked like a huge success; thank you.

B. Mrs. Malouf – Great time at the boutique. Many teachers already signed up to use the science lab; great news.

C. Mrs. Salisz – Boutique was wonderful, got some shopping done. It was nice to see many people there and the 6th graders were very excited to help.

5. Officers Reports

A. President, Holly Busch

- Mr. Dawson & I met and discussed science lab and outdoor classroom. Happy it's coming together so quickly. Benches coming for kindergarten, fences up for outdoor classroom.
- Looking for input from teachers on outdoor classroom. Want to make sure everyone has a voice on how to proceed. Plots per level, stadium seating, benches, tables? Should we set up a

meeting for whoever is interested to help the committee helping to put it all together?
Suggestion made to perhaps send out a survey to teachers for input.

B. PTO and School Support Account Treasurer, Joe Muth

- Fence – We don't have locks on gates. Purchase them and preference on type? Mr. Dawson will look to see if we have locks around the school. If you do a keyed lock, please let PTO have a key for after-hours work.
- Reimbursements – Teachers are not filling out proper paperwork for reimbursement. Classroom account is white sheet and all grade level teachers must sign off before submitting. Everything else goes on green sheet. Completed forms go into Holly's box. I always try to pay bills quickly. However, classroom account reimbursements coming in with small amounts and would like to do those weekly, not instantly. Large reimbursements will be turned around quicker. Was stated minimally 2 times that start up receipts had to be in by November 1. Need to start following guidelines.
- APEX bonus money is supposed to be used in the classroom. Will try to keep running balance; have until end of school year to spend – it does not carryover; does not need to be consumable. The reason it has to be used this year is because the money was raised by this year's students. *Mrs. Arn* – can it be used on previous purchases this year? *Joe* - Yes. Letter was sent that it needed to be spent this year and remain in school. Do we want guidelines on spending – for instance grant requests? *Amanda* – case by case basis perhaps.
- Classroom account – Amanda has not updated since last Tuesday; quite a bit of additional monies to count today. Has been an ordeal to keep the account up to date – constantly receiving funds. *Amanda* – Dropbox account perhaps? So teachers have access to numbers at any given time. *Joe* – Problem last week - parent checking for amount for teacher using outdated sheet. Dropbox would add additional steps to my job. *Crissy* – Suzy would send out updated amounts each month to grade level rep. Teachers understand that amount was valid as of that date. *Joe* – That could work to solve problem.
- School account – \$67,281 in account. Apex raised \$68,737.00. Our take minus \$30, 595. Netted approx. \$38,000. Teachers share is \$8,200. PTO portion spent thus far – \$14,480.45 - represents science lab (approx. 11k), half of fence. Science lab came in under budget. Lab still needs basic frost free refrigerator/freezer and someone with a truck to assist, or free delivery.
- Mr. Clipman. Bulk of the cost for services is travel to/from Tucson. Maybe consider consolidating for next year?

C. Secretary - Jen Taulbee

D. UPC Rep - Marisha Geraghty

- December 11 UPC mtg is cabinet coffee – specific questions can be presented as you get time with District officials.
- Chartering total dollar coming back to schools – about \$6 million. Money is in bank account; however, legislator is suing so money can't be touched. PVUSD able to maintain our "special program" despite budget cuts hence the charter designation. Charter schools are now looking at M&O monies. Dr. Lee presented 3 variables impacting funding – M&O, sales tax inflation, chartering and access to monies. Chartering money will come back to SSES; district is currently funding. If the money comes through, district will be debt free. District leadership is working hard to keep our district high value.

- Marketing taskforce – Setting a new brand & logo for entire district that will trickle down to school over the next several months. SSES website will now be part of district framework – more standardized. It will not affect PTO but intermingling will potentially cause some issues. District will perform usability tests prior to roll out.
- Annual Speak Up Survey – Now available for anyone interested.
- Feb 4 – LINC. January 24th deadline for companies who want to be represented.
- Gifted seminar – Feb 4 evening seminar with Dr. Dan Peters (outside speaker). Parenting gifted children is the topic.

Joe – Question to propose to council -- would like to know where do monies raised go. What is it spent on? Donating parents have a right to breakdown of spending? Does it roll over or put in general fund? Push for tax credit coming up and parents asking where the money goes. Office is working to see what we have, where it goes. Would like to do tax credit campaign but need a marketable answer about where the money goes.

E. Fundraising - Eileen Dunigan/Sheryl Thomas (not in attendance)

F. Communications - Tracy Caruso (not in attendance)

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

H. Enrichment - Kristen Neugebauer

- New enrichment catalogs out. Registration started and going well.
- Garden – working on both kinder and enrich gardens. Made a great contact from UofA, Don Sutton. Providing educational materials for kinder and anyone else interested. He has speakers that will come to classroom to present. Many resources to tap into to further the garden. Singh Farms will be donating materials for garden.

I. Hospitality - Anita Elton, Vicki Klann

- Chili cook-off next Monday, all welcome. Request for a few additional items – filled.

J. Book Fair - Kat Carlson

- Wildly successful. \$17,761 worth of product sold; profit of approx. \$10k, at least \$4k above previous sales. Spent \$4000 on teachers and library.
- Additional funds to spend, next book fair around corner. Would like to spend approx. \$100/teacher, \$1k on library. Save \$4k for next fair incidentals. Would like to offer teachers to spend right now. Remainder \$3000 for slush to possibly upgrade library, magazine subscriptions, etc. Motion to spend the money as described. (Discussion regarding teacher books, library disbursement/displays, scholastic resource catalog and dollars). Motion, 2nd, all aye. Motion approved.

K. CBP, Whitney Crutchley

- Boutique – Went very well. Not huge money maker but huge community builder. Vendors were impressed with PILOTS support unloading. Less expenses approx. \$1600 raised, hope to be near \$2000 when all said & done. Bake sale turned out to be biggest money maker. Would like to do again, perhaps incorporate baskets and expand raffle aspect. Total expenses were \$225.

(Discussion about Taste and willingness of someone to run it.) Wanted to take a year off from tapping into families and businesses for donations.

L. Volunteer Coordinator, Alison Feinberg

- Next Tuesday – 4:30 - 8 dine out at Potbelly's. No flyer necessary – school benefits from anyone who eats there. 25% of sales during the time.

M. Grants, Anita Gettleson –

- Diane Knudsen - Requests version of MSWord (2011) that includes math text so she can print out sheets for kiddos at school instead of home. (Discussion regarding District, ConnectEd, number of licenses). Motion to approve up to two sets, 2nd, all aye. Motion approved.
- Staff color printer - Many things aligning with new standards are in color. Teachers would like access to color printer on site. Grant request was for Epson workforce pro printer. Ink not sold at Costco – refill is \$10/11 per cartridge. \$250 request and resupplying would be made through additional grant requests. However, Crutchley family donated a wifi color printer with cadre of refill cartridges. Motion to accept donated printer and \$100 for ink for remainder of year as long as it meets the needs of the staff. 2nd, all aye. Motion approved.

External grants –

- Annies organic \$1500; written to expand garden plots, composting.
- 2014 Youth Garden Grant - \$2500 to create sustainable garden.
- \$5000 Earthfest grant available but need teachers to submit commitment to incorporate in curriculum – deadline is mid-December. Approached 1 teacher who created questions to survey teachers about doing something in the garden.
- Any existing program planned by teachers can be fit into some of these grants. *Megan* – I can get previews of all the grants and submit to teachers for review. If interested, contact for discussion. *Anita* - External grants can replace some internal grant requests. Grant fund account held at the district specifically for SSES and Mr. Dawson draws on it. These grants do not come through PTO and, therefore, no responsibility held by PTO. Anita & Megan to present grants at staff meeting on Thursday.

N. Dad's Club - Jesse Stryko (not in attendance)

O. Yearbook - Amanda Stefansson

- New Year's Brick drive? Will put together flyer to go home. Science fair progress?

7. New/Unfinished Business

General discussion regarding a few curriculum concerns and the possible options and/or direction to proceed. Whitney discussed happenings at site council meetings.

8. Adjournment 10:05.