

PTO Meeting Minutes
Feb 4, 2014
7:45 am, Sky Lab

Attendees:

President - Holly Busch
Principal – Rob Dawson
Vice Principal – Michelle Pavlik
VP, Community Business Partnerships, President – Elect - Whitney Crutchley
VP, Communications - Tracy Caruso
VP, In-School Fundraising - Sheryl Thomas
VP, Enrichment - Kristen Neugebauer
PTO / School Treasurer - Joe Muth
Secretary - Jen Taulbee
Hospitality Committee Chairs - Anita Elton
Volunteer Coordinator - Alison Feinberg
Bookfair – Kat Carlson, Bianca Cords
Dad’s Club – Jesse Stryko
Yearbook – Amanda Stefansson
Grants – Anita Gettleson
Grants, Lost & Found – Megan Starr-Becker
PTO Teacher Representatives – Debbie Arn, Crissy Malouf, Dolores Salisz, Erin Spiekerman
Kim Green

1. Welcome - Holly Busch

2. Minutes - Approve meeting minutes from Jan 7, 2014. Motion, 2nd, all aye. Minutes approved.

3. Principal's Report - Mr. Dawson

- Results back from surveys – District and school-specific. 6 rated scale questions. 111 people responded. A few points for PTO will disseminate to Holly for her to discuss as she sees fit. Will comment in March Navigator so people know that thoughts do not go unnoticed and plan to take action where possible.
- Kinder round-up – Approx. 75 parents in attendance. Mrs. Spiekerman did well.
- February and March are busy but we are ready.

4. Teacher Representatives -

A. Mrs. Spiekerman – Thank you for conference week dinners. Anita is great about reminding teachers that snacks and drinks are in the lounge. Everything provided is great, nice selection.

B. Mrs. Malouf - Technology committee met in January and got color printer set up in my room. It did show color ink low when first plugged in. When copies were made, the color wasn't bright. Not sure if we put that grant back up on table; Costco has one on sale. Donated one is an all-inclusive unit, doesn't seem equipped for our use; small business use more appropriate. *Joe* – Who will maintain and

purchase ink? Watch for the rest of the year and come back so we can work on plan for next year. *Crissy* - Beginning of the year is probably high use time. *Whitney* – monitor and either consider funds through support account or other PTO funds. Motion to approve new printer from Costco, 2nd, all aye. Purchased approved.

C. Mrs. Salisz – Copy at tables of a proposal for Will Clipman. After January meeting, we sat down and chatted about concerns with travel costs; discussed consolidating some of the travel. Mr. Clipman feels that it's unsatisfactory - wants to give each residency it's all, stay with fulfillment of standards. Is willing to cut back on travel costs, despite never increasing cost over time he's worked with us. Enjoys the relationship with our school and wants to continue. Sky Camp was offered as a reduction. As his notoriety increases, it is getting harder to make it to camp, plus other external scheduling conflicts. These adjustments are significant savings. I think we should go with it if everyone is still happy with his services. *Holly* – Ok with him not being at Sky Camp? *Dolores* – It would be fine, it doesn't impact what we do. It is a science camp so it would be replaced with another science class; we pay for those rotations. It still works out in our best interest and it is something he can do here. *Holly* – Do we need to talk to 3rd grade staff before making decision? *Dolores* – It's mandatory for us to get dates to him, we need to get proposal to teachers and then move forward.

D. Mrs. Arn – As mentioned at the pond mtg., Student Council is selling candy grams to purchase something for pond. Once we know our budget, it will be 2013-2014 Student Council's gift.

5. Officers Reports

A. President, Holly Busch

- Costco – PV store does paper drive sale. March 8, 8 - 9:30. Every \$50 spent earns a ream of paper for the school. Please get the word out.
- Art Walk – Claudia Ballard & Jane Sutton offered to run it this year. Had meeting and will meet again to plan for April 28th event.

B. PTO and School Support Account Treasurer, Joe Muth

- General – \$70,665.63 as of last week.
- Classroom acct – \$28,150.03. Do have a few check requests to process.

C. Secretary - Jen Taulbee – Nothing to report.

D. UPC Rep - Marisha Geraghty (not in attendance)

E. Fundraising - Sheryl Thomas

- *Anita G* – I have taken over Box Tops. Elephant Bar cards – EB is a competition set up by Eileen where teachers get rewarded for collecting the most tops; winners get EB card. The amount of tops coming in to be cut is astronomical. It has been 1 pt per box top, but if cut on lines, teachers get 2 pts. I keep a running total and highest gets card to EB. EB was concerned they were causing more work. It was relayed that it was well-received at school. Discussion on the details of the program. *Amanda* – Maybe since no one seems to be aware of the program, repackage it.

F. Communications - Tracy Caruso – Nothing to report.

G. Spirit & Events - Christie Maroulis

- *Amanda* - Vendor can do turnkey carnival 75/25. Scheduled for April 12th – 11am to 3:30pm, if approved. Limited to what we can do – no animals or wet rides. Flat rate but can pay for additional rides. Cannot do additional vendors, they do it all. We do marketing, presales, gate management to collect/count money, sit at raffle tent, dunkees, monitoring food tables. He brings games but he gets cut of prize. I suggest using PTO funds to purchase 10 large prizes for raffle. Mrs. Malouf asked to check on dunk tank. Will still need volunteers, but not to monitor rides/games. Approval from Mr. Dawson to proceed. Thought is \$10 for wristbands, tickets for food. Carnival is not fundraiser, raffle is fundraiser. Discussed adding cake-walk, but vendor would get a cut of the revenue. *Anita E* – Are we going back and asking to pay for activity from families? *Christie* – Last year was different because it was the first year with APEX, plus Taste, so it was a thank you for all your work/contributions. Now going back to half/half – fun but also small fundraiser. *Joe* – Whole idea is either we do this and write him a check and do whatever we want, unless we want to bring in more etc. His rule is no outside vendors. *Amanda* - If we do separate cake walk we need additional fund collection station. Simplicity of this vendor makes it a possibility. Small budget request for marketing materials. Motion to go forward with a carnival, details to be determined. 2nd, all aye, Approved.

H. Enrichment - Kristen Neugebauer

- Enrichment going well; classed resuming after a few weeks off.
- Change in policy when teachers are sick. Previously, I would call and move those children who could not be picked up, to another class. Now, substitute teachers will cover the enrichment class so they no longer need to be cancelled.
- Outdoor Classroom – Tentative layout with three phases. Great meeting with teachers with good feedback. Phase I – purchase benches & tables upon approval from district re: plumbing, irrigation. Phase II – garden bed plots, grade level plus primary & intermediate self-contained. Phase III – natural stone amphitheater style seating. Before moving forward, see how it is being used, etc., then work on logistics regarding layout. *Sheryl* – AZ Game & Fish has extended their grant regarding outdoor classrooms; should check into it. *Joe* – The upper grades will utilize an outdoor area. Lower grades will utilize garden more. We need to designate the space. Yesterday’s meeting Mr. Dawson said that this is a PTO project with school support designated as an outdoor classroom with gardens. Also, Mr. Dawson looking to use some capital money for permanent tables.

I. Hospitality - Anita Elton

- Very successful conference night courtesy of Chick-fil-a. We have been stocking the staff lounge with snacks, drinks, etc. Doing well on budget thanks to amazing committee, more than half left. Vicki just sent out SUG for next week – Valentine’s treats. Email Vicki if interested. Thank you for the PTO money to take care of teachers – feedback is excellent – teachers are appreciated.
- Trying to figure out how snacks are leaving so quickly – evening staff, children perhaps? Taking concern to Mr. Dawson. *Holly* – Put out signs stating for teachers/staff only.
- Ana’s rags are old. Also, district buys powder but needs liquid. Can we take on as hospitality? Yes.
- Teacher parent passed away unexpectedly – gift card for dinner.

J. Book Fair - Kat Carlson, Bianca Cords

- Met with library staff. Put in \$1800 book order, in addition to \$3000 Scholastic Dollars (SD) for book stands. SD does not offer a large-scale display; these are tabletop stands to display books.

- Softened the SD resistance. Talked about more beautification in the library. *Holly* – We started taking SD because we get more money but may want to consider trading money and SD each fair. *Kat* – SD does offer library binding on all books, 10% up to \$100 so the more you order, the better deal the more you purchase. *Joe* – Knowing that SD offers more of what we need, could change perception of how we go forward.

K. CBP, Whitney Crutchley

- *Kim Green* – Whitney and I went to Sequoia Used Book Fair. They do it every year. Collect books week before, have presale for kids, then open to community. Thought it would be a neat thing to try at this school. Don't want to take anything away from Book Fair but full profit. Open it to the librarian/teachers prior to opening up the sale. Logistics/timing would need to be looked at. Donate leftover books to sister school. (Discussion regarding timing. Bingo night? Clean out books over summer or end of year?) *Kim* volunteers to run it. Will shoot for August/September. Send out end of year notification – read & save over the summer.

L. Volunteer Coordinator, Alison Feinberg

- *Oregano's* dine out tonight. Flyer required.

M. Grants, Anita Gettleson

External grants –

- Seeds received through grant. Putting in grant for Mr. Dawson's rototiller.

Internal grants –

- Library - In the past, high interest paperbacks were displayed, also World Book Encyclopedia online – not avail in SD. Staff requesting World Book approx. \$600 yearly, and \$1800 book display, very nice and in the same style of the furniture in the library. *Whitney* – Find out if displays ordered from SD meet desire to display books for now. (Discussion on encyclopedia - Will it be used? Can we use book fair money to pay in the future? How many computers available? Codes? Only library? Access?). *Joe* – They also have funds from specials, approx. \$684. Motion to defer both until we have more research. 2nd, all aye. Tabled.
- Dibels for 2nd grade – Request for substitutes during dibels testing. Substitute account is quite active, can be used but account may need to be subsidized at year end. \$400 total. *Salisz* – Feel that it should be taken care of district because it is mandated. Philosophical issue. Should be covered. *Joe* – PTO always gives money for substitutes. We may not even have to pay account back, unless necessary. *Holly* – This can be covered from gifts & donations, will come back with fund request at later date if necessary. Approved
- Mrs Arn – Barbara Gowan spoke with all 4th grade classes last week regarding the alphabet book and the writing process. Asking that she come to my class. Other teachers feel that about 1/3 of each of their students getting exposure so they agree that self-contained can do this. \$250 for two sessions. Motion to approve, 2nd, all aye. Approved.

N. Dad's Club - Jesse Stryko

- Meeting with Mr. Dawson to go over his ideas for dad's club. Teachers notified me that they have dads willing to help but not as official Dad's Club members. Meeting tonight.

O. Yearbook - Amanda Stefansson -

- Sent out 6th grade dedication flyers. Sending out last call for photographs. Looking into having students whose artwork goes in, visit factory; working on logistical issues. Cover artwork ready. New company – O'Neill is local. Extras not purchased as was handed down to me from predecessor; mistakes, flagpole sales, digital copy.
- Science Night – flyer, logo ready to go. Open House concept. April 22nd to show off science lab & outdoor classroom. Some classes ready to go, teachers have option to do something, open call to students to contribute if they wish; participation ribbons. Next year, open it up and create larger, official Science Fair.
- Paper cutter – 1.5in stack of paper 1/36in cuts. Beneficial for Secret Garden books. Machine was \$200 from ebay, \$50 for maintenance. Encourage the use of half sheets for large distribution.

6. New/Unfinished Business

- Concern about positions in particular – Enrichment, Room Parent Coordinator. Details going out in eblast, folders.
- Update on Bricks/beautification for front. *Whitney* - Calling those who have purchased bricks to see what they want their bricks to say. Soliciting this week for additional purchases; limiting options to keep it simple & easy. Once people see the bricks, hoping purchases will pick up.
- *Alison* - Pencil sharpeners, electric stapler needed in workroom. *Joe* – Look to purchase items from Costco.
- *Whitney* - SSES 20 Year Anniversary this fall. Brainstorm ideas for a celebration.

7. Adjourned – 9:43 a.m.