

PTO meeting minutes

February 7, 2012

In attendance: Sarah Chiccarello; Jennifer Minor, Principal; Linda Gallie; Whitney Crutchley, VP Community Business Partnerships; Deanna Labella; Suzy Collins, School Treasurer; Stephanie Cunningham, Hospitality Committee Chair; Chelly Maniuszko, VP Communications; Joe Muth, PTO Treasurer; ; Holly Busch and Sandy Meris, Co-VP School Spirit and Events; Tracy Caruso, Secretary; Amanda Valentine, Co-Chair Bookfair; Sheryl Thomas, VP In-School Fundraising; Heather Fuentes, Co-Chair Bookfair and Volunteer Coordinator; Karen Odden, President; Crissy Malouf; Carrie Cunningham; Monica Guinta

Welcome, Karen

Karen: Good morning. Let's think about next year's board. There are a few openings, if you know anyone. We still need a UPC representative who will need to attend monthly meetings and report back to the PTO. Also, there are openings for Communications and Marketing.

Chelly: I will rewrite what is communications and what is a volunteer coordinator.

Karen: Candy Couch said she will take over the navigator. Is Eileen good for the PTO website?

Chelly: Yes, probably for quite a few years to come.

Other Business

Chelly: We are going to be selling the Harkins Summer Movie program tickets. They are \$7 for 10 movies. The parents can choose their own theater and even buy concessions. We need a minimum of 50 orders. If we sell, 50-99 tickets, we get back 20%. If we sell 100-149 tickets, we get back 30%. If it's more than 150 tickets, we will get 40% back in return. We will put in the Friday folders on February 24 and sell until March 9. On March 9, we will tally and order them. It will only take a few man hours and the program should be successful.

Karen: We attended the district meeting on flyers. It is broken down into two categories: put out message of value or commercial. There are new policies in place now.

Whitney: I liked the community business partners having their own folders, which is a valuable commodity.

Karen: We thought of their own folder, in lieu of the calendar; it will go home year-round so provides good value to CBPs. I think we can take all the information on the calendar and disperse it across the

SSKY and the SSKYPTO websites so we can still get the same information out regarding Enrichment, PILOTS, music program, etc. We need to figure it out. Also, should we go digital on the calendar?

Whitney: What did we make on the calendar?

Chelly: We lost.

Joe: Calendar cost \$4,911 and we only made \$1,132, but we raised money for the community business partners.

Whitney: We haven't done many flyers for the community business partners?

Karen: Do we want to do a CD?

Chelly: I don't think we can. I think they want more information. One year a realtor went through the information. Now room moms are doing rosters and handing them out to students. People are not doing handwritten invitations either; they are doing Evites. By the way, it would be Tracy redoing the report.

Amanda: I wouldn't like an all digital calendar.

Chelly: We input K and trickle out the sixth graders.

Whitney: We didn't sell a lot?

Heather: If you have your class and grade, I don't think you need the rest of it.

Chelly: Hard part would be printing it out on time, maybe the ice cream social. Currently, it's 80 cents to print the directory. Office Max was \$3.40.

Karen: Any chance a local printer could print it? And maybe be a community business partner?

Amanda: The website could be great, too.

Karen: Maybe we go away from print and move it to the PTO and school website.

Whitney: Redo the navigator to be embedded instead of a PDF.

Heather: I couldn't click the links from the PDF/email.

Chelly: She said she'd email a good one with clickable links.

Amanda: Yes, an html website email.

Chelly: It's very time consuming but something is available; maybe pay website/server.

Crissy: You should start a blog and just use it as your website. So many people have told me to do it personally and it's so much easier.

Whitney: Not many people are tech savvy.

Remarks: Jennifer Minor

Jennifer: Great open enrollment so far for next year. There are 95 kindergarteners for next year. We are looking at staffing right now. Kindergarten round up is March 6. Whitney, Holly and possibly Joe will be there.

Jennifer: We just started planning our Technology evening. We are shooting for March 8. The flyer will be coming out shortly. Also, our leadership meeting is on Thursday. Bring your own technology initiative, user agreement, piloting a couple classrooms and concerned about wireless program so we can support devices are a few items to discuss.

Jennifer: We have a new washing machine now. Also, Sheryl, thanks so much for School Cents. Today we are having our school lunch and having salads today. We are also continuing on student engagement and how to get our students thinking critically, teaching about Socratic Method and cooperative learning critically.

Teacher Representatives: Deanna Labella and Sarah Chiccarello

Sarah: Thank you for the 4th grade lunch. We haven't used the iPad lab but excited to use it soon. There's a good buzz around for it.

Deanna: Study Island and Razz Kids have been so great.

Approve PTO Minutes for January: Tracy Caruso

Karen: Did you have a chance to view the PTO minutes? Motion to approve?

All in agreement: Approved.

New Business

Microscopes Grant Request

Karen: I'm only finding microscopes from about \$65-290. Adequate microscopes are being requested, but what is adequate? I'm still gathering information from the teachers interested and then we can revisit the issue.

Whitney: They don't change out technology too often with microscopes.

Karen: Transport is an issue with them.

Chelly: If curriculum needs this now, will it still be required on the core curriculum? And if so, why don't we already have them? Where would they be stored and how often would they be used?

Karen: If we are looking at \$65 each, you can get 10 so it will serve about 2-3 kids per microscope. Get one classroom worth for about \$650.

Jennifer: We did a thorough cleaning of the backroom and the items are going to the warehouse, so there will be room available there. We will have to see what happens for summer storage, though.

Linda: Can we do enrichment classes with the microscopes and use tax credits?

Chelly: We asked a teacher to teach typing but they couldn't use the equipment.

Joe: We could buy them and lend them to enrichment.

Karen: The 4-6th graders would use them to study cells and microbiology. Let me put more together and get back to you.

Barbara Kapla \$495 grant for workshop ("Mobile Learning Experience")

Kapla is requesting to attend a 3 day workshop for a mobile learning experience. It takes place April 11-13 and it is in town. It costs \$695, but it only costs \$495 if you enroll early.

Jennifer: It will support common core standards. We are looking to add more technology to library skills. Love to get interactive to support library skills in support of incorporating at school.

Chelly: Do we have the money for this?

Joe: Yes

Chelly: Motion to approve

All in agreement.

Purchasing paper cutters for workroom and paper

Karen: Does Costco have them?

Chelly: You can get them from Amazon for about \$35-40. Construction paper degrades the quality of them unfortunately. I propose \$150 line item each year to buy them.

Karen: We do have a workroom line item.

Joe: Motion for \$250 for workshop line item.

All in favor.

Joe: Let's have someone sharpen the big one. We need new Plexiglas for it.

Sheryl: We do have \$500 gift card for Costco that we need to use by February 17.

Smartboards

Karen: We had three in the building at the end of spring semester 2011. We mounted two (Woodard and Corkle's rooms) and one is roving (currently in Focht's room). Do we want to buy a new one to mount? Jennifer said that 16 teachers are interested in them.

Jennifer: Three teachers would have them for a period of one term. Then we can have some more discussion of getting new ones. Do they want to roving or mounted?

Karen: Or buy mounts and boards rove around?

Joe: For the smart boards that are already in the classroom, how often do they use them?

Jennifer: I'd hope they use them frequently.

Heather: We bought software titles for the teachers with scholastic dollars.

Chelly: Does Scholastic also sell SmartBoards?

Heather: Yes, it's \$2,000.

Chelly: How much in scholastic dollars?

Heather: Not much

Joe: We have two big events; motion to purchase two more and move forward but only with training.

Jennifer: All teachers were trained four years ago, but they probably still need training again.

Karen: Two boards that rove or draw names out of a hat from grades that don't currently have them.

Joe: Should be grade level

Jennifer: K, 1 (self contained) and 6th grade (roving one) have them now.

Karen: Let's do 1st-5th grade for picking out of a hat for the two new mounted ones.

Chelly: Buy two now and buy the 3rd with scholastic dollars.

Monica: We should bring a company into this to try and save some money.

Heather: We can buy one after the fair with scholastic dollars.

Chelly: Let's purchase two with the intent to buy a 3rd with scholastic dollars. One will go to Cunningham in 3rd grade and a name out of the hat for 1st, 2nd and 4th – 6th grade.

Joe: Second the motion.

All in agreement.

Monica: I will research. You should be able to buy training somewhere and possibly get the smart board for free.

Updates

Joe Muth, PTO Treasurer

Joe: There's about \$52,000 in checking account. All bills are paid and collections are up. Things are up especially enrichment, tax deductions and voluntary donations. By April, we will know we did at the fair.

Suzy Collins, Treasurer School

Suzy: All grade levels look good.

Stephanie Cunningham, Hospitality

Stephanie: Lunch today for the teachers is salad. There's a meeting next Tuesday for hospitality and staff appreciation gifts for ideas.

Whitney Crutchley, Community Business Partnerships

Whitney: February 16 is Chick-fil-A night. We should put stickers in our Friday folders. Candy will do the voice mail. Chick-fil-a was our biggest night out with almost \$300 being raised. We should talk about our community business partner fee. \$300 is very inexpensive. Maybe we should raise it to \$400 or change it to be \$300 for school family and \$400 if they are not a family at the school. We should also think about a community business partner folder.

Heather: The rate should depend on what we are giving them.

Jennifer: We have clean unused folders that we can make up and show to the partners.

Whitney: I can do that after the carnival. Tasti-D-Lite closed their doors. Two restaurants that are not partners do have a fundraising night. Oregano's gives back 20% and Chipotle gives back 50%.

Chelly: Last time we did that it was nice. We did almost \$900 last year.

Whitney: Let's try and do Chipotle for March 13. We usually have yogurt after Sing America Sing. How about using Yogurt Builders? They are not currently a partner but they were last year.

Chelly: Yes, let's try and do Yogurt Builders and do a profit sharing.

Whitney: Okay, that's May 9. Let's print it on the back of programs or the tickets.

Chelly: I will be in charge of telling parents.

SILENT AUCTION

Whitney: Tons of people are involved and some new faces for the silent auction. Daphne's is donating food and we also have donations of chocolate tiers, dipping station, wine and three chefs demonstrations. Sweet Basil and PF Changs are demonstrating. There are 95 items but not including experiences.

Amanda: Did Sweet Basil give us anything?

Whitney: Two chefs are coming. Today Joe and I are going to give the teachers the Taste event invitation.

Joe: Teachers will be able to attend for 50% off.

Whitney: If we have over 200 guests, we can have complimentary valet.

Chelly: I am hiring an off duty officer from 7:30-10:30. There will be a lot of cash and some drinking at the event.

Heather: We should put more on Facebook about the event.

Whitney: We will also be at the Carnival so you can pay by credit card.

Amanda: If you volunteer for the night, maybe offer free entrance of discounted rate.

Chelly Maniuszko, Communications

Chelly: I am writing a how-to for the person that takes over my position right now.

Holly: If you do above and beyond your position, please write everything down for the next person.

Sandy Meris, School Spirit and Events

Sandy: We sent home information about the carnival last Friday. Parents need to put the raffle tickets in the boxes as kids cannot do it themselves.

Heather: We will arrange the baskets on the outside and the adults can put them in or the parents can.

Chelly: Let's clarify. Can kids purchase the tickets or can they only not put it in the bin?

Sandy: Only PTO, any volunteers? Can you work ticket booth?

Karen: I can volunteer from 10:30-12:30.

Chelly: Can I have both tickets in groups of 10?

Sandy: There will be walk up sales at the flagpole after school starting on Monday.

Sheryl Thomas & Linda Gallie, Fundraising & Fry's/Fresh & Easy

Sheryl: We won \$500 to use at Costco for School Cents. We are up to \$530 from Amazon. We have \$806 from E-scrip which is mostly only Safeway. Safeway has a new program where you have to use 20% of proceeds towards nutrition and fitness. We should allot the monies towards apple slices and water for our field day. I looked into a PayPal account with specific rate for charity. It's 2.2% plus 30 cents per transaction. Joe would like this and we can setup into one monthly transaction. They have a Pay Now widget and we can setup Facebook account with donate now button. PayPal should be only for voluntary donations.

Chelly: I think it's great. Maybe we can do a swipe at an event and then only after is for voluntary donation.

Whitney: Yes, we are going to have 4 squares.

Linda: We are having issues with our Fresh n Easy and School Cents envelopes back as they are not being split correctly. We are at \$880 for Fresh N Easy. Fry's is still ongoing until end of April. We are \$1,500 out of \$2,000. We still have \$50,000 to make up.

Linda/Sheryl: Maybe we can coordinate a better way to getting a grasp on what's being handed in.

Linda: I've returned what I could return so far. I'll prep something for the next meeting.

Sheryl: We need to make sure it's added per class since we keep track

Heather: Send an email to the room parents.

Chelly: I'll add to my eBulletin.

Linda: We need to get the teachers involved, too.

Heather Fuentes, Volunteering & Bookfair (with Amanda Valentine)

Heather: Amanda and I have a book fair meeting. The next fair's theme is luau. It's during Art Walk and only a week long. It's April 30 through the first week of May. I bought scholastic books with scholastic dollars to put in the silent auction baskets. I will chair again with someone, but I am definitely looking for someone else. It's a fast and furious type of position. Scholastic does a lot of marketing and we can utilize the toolkit. The kids are crazy about it. I'm hoping for \$4,000 and to bring \$2,000 over for fall fair and use smart board. Take the cash for fall and scholastic dollars for the spring, but we shall see. It'd be great if we can do software library for the smart boards then we can buy more. The titles are about \$15-30 each.

Chelly: Can we buy titles at the book fair or gift certificate to be applied?

Heather: I will ask my representative.

Other Items

When is the district field trip? March 12 is the district field day.

Karen: Will Danna do it again? Handing out t-shirts and getting \$10. It'd copy the letter from last year.

Sheryl: I found wristbands that glow in the dark.

Karen: We should give those away at Bingo night.

Chelly: Is anyone hearing complaints about dress code? I've been hearing complaints from the 5th graders.

Upcoming Dates:

February 10: Tickets go on sale for "Taste"

February 25: Carnival

March 6: Kindergarten Roundup at 5:45pm

March 8: Technology Night 6:30-8p

March 13: Ballots to be distributed for next year's PTO Board election

March 26: Last day for voting

March 27: PTO Board Elections 6:30pm (to allow new members to attend April and May meetings)

March 31: "Taste" at 6pm