

PTO Meeting Agenda

Jan. 7, 2014

7:53 am, Sky Lab

Attendees:

President - Holly Busch

Principal – Rob Dawson

Vice Principal – Michelle Pavlik

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

Volunteer Coordinator - Alison Feinberg

Bookfair – 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

1. Welcome - Holly Busch

2. Minutes - Approve meeting minutes from Dec. 3, 2013. Motion, 2nd, all aye. Minutes approved.

3. Principal's Report - Mr. Dawson

- Welcome back. Excited about outdoor classroom. People working on it are doing a great job making it as collaborative as possible; putting together meeting with teachers. Will be a shining point of our school.
- Perimeter gates finally finished. Keyed to the school now so changes are in place - parents going behind the school at drop-off won't be able to continue.
- January is a busy month – 3 ½ days, day off, conferences. Will be working hard to stay on top of second half of year changes; keep checking navigator for updates. Will continue doing call outs for early release days.
- Coffee meeting already scheduled and on the school calendar.
- No update on tax credit status.

4. Teacher Representatives -

A. Mrs. Spiekerman – Happy New Year!

B. Mrs. Malouf – Chili cook off was very fun and delicious.

C. Mrs. Salisz – Getting together with Will Clipman to discuss future collaboration plan. We can't make the decision – it needs to come from him.

D. Mrs. Arn – No updates.

5. Officers Reports

A. President, Holly Busch

- Met with Mr. Dawson regarding teacher money and start up information. Historically, startup funds (SUF) are given to teachers to get the year started. As fundraising money came in, additional funds were given in second semester. Last year, APEX money covered this. Thought we were clear about SUF reimbursement requests being submitted by Nov 1 for reimbursement. This year, instead of giving them money up front, we asked for receipts to be submitted. Apple TVs were big idea for last year but many issues arose; feel like we owe some of those teachers something. SUF causing Joe excess work. Mr. Dawson's input was that at his previous school, teachers got lump sum at beginning of year to use and draw from throughout the year. Thoughts for the future? **Joe** – I printed out register since beginning of school year (13pg, single-spaced, b2b). For whoever takes over this job, I'm trying to make the process as streamlined as possible. This is a business and the accountant position is a full-time position. Much of the reimbursements are small because we don't do a monthly reimbursement, because it is too overwhelming. Historically, SUF was in the spirit of giving to the teachers to help offset their costs in setting up their classroom with a letter asking for receipts to be forwarded at second disbursement; 60-70% would submit receipts. Then Mrs. Minor, District, and accountant said we needed receipts for every single reimbursement. If you do not submit, you are not reimbursed. Not every teacher submitted and APEX covered. All teachers except 5 have been given their \$150. Nov 1st was chosen because 4 months to submit seems reasonable. **Erin** – To gather receipts all together and turn them in is very reasonable, no complaints heard. Surely should be ready by Nov 1, can certainly remind teachers, but it's very fair. **Joe** - Some teachers that still have balances from last years' APEX bonus that can float over, but is it not fair that we would expect teachers to spend the money the year the bonus was given? **Holly** – is May 1st deadline for this years' reimbursement reasonable? All agree. I get that some things roll over but, for the most part, the money needs to be spent this year. **Crissy** – Some of this stems from school account two years ago as a result of receipts that had piled up for a significant amount of money. Most are ready to go now submitting receipts; deadlines are reasonable. Just need to make certain that it's clear to the teachers. **Dolores** – The beginning of the year is overwhelming, maybe have a meeting that is dedicated to delineating what monies are available and from what source. Money comes from several sources – not always clear what to spend and where. **Holly** – maybe we come up with a general list of distribution of monies? **Joe** – spot on about having a meeting where we go through these points and work it out. Have done a bit of horse trading in the past to appropriately cover payments. **Mr. Dawson** – Whenever we create deadlines we create barriers. I'd like to not create restrictions on where teachers can spend their funds. Sometimes, teachers aren't able to input their plan within the timeframe given. I'd like to see it be an entire year before submission. Then, when additional funds come in, move it around at that time. **Joe** – Monies are budgeted and set aside for grant requests, teacher training, etc., and for the last three years, we haven't had to use that money. I get audited every year and we have a very particular accountant overlooking every transaction. A buffer/slush fund was held until I came into the position; we are a non-profit and the money needs to be spent. We have families who have really stepped it up and supported the school. Problem always there, we are reacting to it differently. **Holly** – I suggest Exec Board meet and come up with some guidelines to discuss for next year. **Mr. Dawson** – A whole other level of emotional involvement comes with spending money. Coming up with strict set of rules will create integrity and protection for all involved. Sticking to said rules will be very important, and will make some upset because we are doing the right thing, but it needs to happen. **Crissy** – What is the plan for the remainder of the year? **Holly** – General reimbursement by April 1, APEX May 1st.

- If planning to exit PTO and move on from your service, please let me know so we can get these spots filled and ready to go by March, April. Want to send an eBlast and get the open positions posted for those who may be interested in joining. We need to get some new families that will be here for a few years.

B. PTO and School Support Account Treasurer, Joe Muth

- School Support account balance - \$32,567.00. Sent to each grade-level lead a balance of accounts. Still receiving money for grade level accounts so numbers will change.
- General account balance – \$67,423.37. Will start to print out transactions each month for meetings so everyone can see where the money goes.

C. Secretary - Jen Taulbee

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

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

F. Communications - Tracy Caruso (not in attendance)

G. Spirit & Events - Christie Maroulis/Patrice Metzler

- Mom's Night Out – Fun event; about 20ish moms in attendance. Consensus was that another one in the spring would be great. It's very easy to put together and worthwhile. Happy to plan another in February/March.
- School Picnic – No one has stepped up to lead or co-lead. My suggestion is to either have someone in PTO help me, or have the person who does movie night put it together. Not a money maker but also not a money eater; community building function. Will get estimate of her costs and go forward. (General discussion regarding purpose of picnic last year and additional options such as pancake breakfast or spaghetti dinner, possible Saturday afternoon scheduling conflicts). Picnic aspect – simple but fun. Charge for either food or rides, not both. Christie will gather information to move forward on April date.

H. Enrichment - Kristen Neugebauer

- Very excited about classes starting next week. Some are not filled so if you know anyone interested, please have them sign up this week to avoid cancellation. Information has been distributed about vacancies, and need to sign up by Friday. Mrs. Pavlik & Mrs. Smith-Day went in to classrooms and talked about STEM class, now have 17 enrolled.

I. Hospitality - Anita Elton, Vicki Klann

- Chili cook-off was wildly successful. 36 people donated/helped. Community business partner – Pinnacle Peak Lending – handed out cups and it was much appreciated.
- Spring ideas – Working on upcoming plans - looking forward to snacks, coffees, lunches. Coffee is minimal expense and very welcomed by staff.

J. Book Fair - Kat Carlson (not in attendance)

- **Joe** – Kat isn't here but Bianca is would like to discuss options going forward. We have always taken the Scholastic credit because it's more, but we are having trouble spending it because of the restricted amount of items available. Had we taken cash we would have netted approx.

\$3800, credit is \$10k that can only be spent on certain things. **Bianca** – I know that Kat was going to set up a meeting with library staff to discuss options because what Scholastic offers isn't necessarily what we need/want for our school. They also need help in distributing everything. **Bianca** – Will connect with Kat and discuss looking into online wishlist for teachers to better spend the monies and maybe alternate between credit & cash? **Joe** – Discussion since August to promote new releases, etc., update the library, spend monies raised and not roll over. **Whitney** – Now that we are on board with updated technology, it's time to work on improving the school appearance; nearly 20 years old and needs some updating.

K. CBP - Whitney Crutchley

- Ambassador Program – Worked with Sheryl & Mr. Dawson and came up with a packet for new families. 4-5 new students were contacted and one family met for coffee. 6 new families this semester and getting together with one shortly. All very appreciative of personal communication. A little money was spent but need budget moving forward to continue. When we started it was originally for new families with the thought of moving to all incoming families but is too much to manage with just two people. Need to assess new families vs. continuing families, and pair new families with a family from the school to answer questions, etc. Very important to make new families feel welcome and integrate them into the school. Suggest creating small committee to expand the program for the fall and implementing a budget. **Joe** – New SSES magnets with space for contact info for buddy family. **Amanda** – Put new students on marquis. Motion to create \$500 budget for the program, 2nd, all aye. Approved.

L. Volunteer Coordinator - Alison Feinberg

- Potbelly went well and they want to do it again. Working on Oregon's.

M. Grants - Anita Gettleson

External grants –

- \$350 for heirloom, native plant seeds for classroom garden. Mr. Dawson put in letter for rototiller; hopefully by next meeting we should have one or two potential external grants.

Internal grants –

- Mrs. Pavlik - Discussion revealed that this is covered under professional development; not a grant. Mrs. Pavlik to submit check request for payment.
- Mrs. Arola – As this is an ongoing expense, it is a line-item in the budget. Therefore, not a grant.
- Mrs. Spiekerman/Corkle – iPad cover request. Very well made and sturdy. \$359 before shipping/tax requested. Motion to approve \$410, 2nd, all aye. Approved.
- Mrs. Knudsen - \$600 for build-a-book workshop, by Barbara Gowan. 4th grade honors students, 5 lessons. One-time expense and can use knowledge for future classes/grades. Motion, 2nd, all aye. Approved.

N. Dad's Club - Jesse Strysko

- Meeting tonight. New location at T-bird & Scottsdale Starbucks. In December, a few dads helped out with planters. Tonight, asking to create directory to share information. Trying to come up with ways to get the word out to increase attendance; maybe add to website, eBlast, marquis.

O. Yearbook - Amanda Stefansson

- Letterhead nearly complete.

- Bricks – We need to get a rebid because we have not hit our goal.
- Info - Tree program via APS when you participate in class they will give you trees. Not within our scope at this time.
- Science fair – Plans are moving forward. Spring timeframe after AIMS – early May. **Mr. Dawson** – was suggested we do something to highlight the science lab, etc., and toss in outdoor classroom, too. More in the style of a principals’ challenge to students if they want to create a project for the night. 10-20ish kids participate and display, etc.
- Press cutter – Cuts paper and reduces outside costs. Bought on ebay for about \$200. Snow on east coast is delaying shipping.
- Incoming packets for next year – Need to start thinking about next year’s process and how we are going to work the first of the year information distribution.
- Yearbook – Getting ready to move forward with production. Approx 250 purchased from early bird. Price is now \$30.

7. New/Unfinished Business

- Update on Outside classroom - Met yesterday, looked at space; have general drawing of plans. Presentation for teachers in the works to work collaboratively and create a joint setting. Three goals: 1. True classroom, 2. Presentation space, 3. Garden. Need to prioritize development, budget and timeline.
- Anita G – Doing SchoolCents, BoxTops and are being handled.
- Jesse – Access to school website for updates and changes to admin information. Motion to appoint Jesse website administrator, 2nd, all aye. Approved. **Amanda** – Tracy needs to be involved as VP of Communication. Website needs to be maintained, ie meeting agenda and minutes. **Anita** – Elephant Bar is asking for statistical information to determined future involvement. Please see if you can obtain the information so I can follow up with them.

8. Adjourned 9:57