

PTO Meeting
May 20, 2013
SkyLab

Attendance: Holly Busch, Amanda Valentine, Christy Burkhard, Joe Muth, Jen Taulbee, Tracy Caruso, Anita Gettleson, Sheryl Thomas

Holly called meeting to order at 8:59

Anita:

iPad requests – IEP money goes from SpEd dept to each specific child. Tech dept buys for the people in the district but not teachers at the schools. Requests for tech made at home school; SSES is Dr. Parent's home school so request made is acceptable. Speech Thera home school is Horizon so technically request should be made there. Can request that tech stays here at school. Personal programs do not belong on school property; not a gift. Holly: Told Parent we were tabling request because we should have a couple left over. Anita: If it's our money, it stays here. Joe: Who has the responsibility of check-in/out? Making assumption that when they leave bldg. they don't work on school work. We can't expect front office/library staff to monitor PTO property. Intended use becomes new responsibility of Amanda next year. Amanda: Free use throughout the school year; return over summer.

Anita: Used for purpose? Joe: Different conversation. Anita: Make sure infrastructure ready. Develop training course and implement for proper use. Joe: Classes for apps at Apple and teacher given this year. You would need to go to each classroom to see if it's being used appropriately. Essentially, next year, if given tech it must be used approp or they don't need it. iPads can't be on training required basis. Letter needs to be in place for next year, make it obvious that THESE ARE TO BE USED IN THE CLASSROOM. Sets precedent. Then next year, work to prove approp use in classroom, otherwise, it doesn't need to be used. Going into classrooms isn't our business.

Amanda: If it's used in the room, it's good by her. I will let them know in a professional manner what needs to happen over the summer and next year. I intend to find apps that will help/support your classroom; check them out, see what you think. Holly: Comes down to trust, and we need to be careful to not overstep our boundaries. Learn from mistakes, go forward and work to make joint effort. Will talk with Dawson/Hough – get tech agreement out and request accountability statements from teachers. Christy: Tech night a great way to show off how they can use tech? Anita: Science/tech lab as storage for PTO? Joe: Wall may be opened back up next year, but until Dawson gets numbers and teachers for next year everything on hold. S/C rooms moving out and empty. If our numbers don't climb up, they may open pass-through and re-establishing as sci/tech lab.

Anita:

Idea to fundraise for stem lab - grants written must be specific. Amanda: Have to go through specific people for specific projects. Sometimes, state has money for things so use their money first. Common Core – supposedly going to be ready for it. Let them spend where they will and then come up with money we need after the fact. Joe: Common Core was lined out of new budget. \$18m added; part was supposed to be used for CC but it was removed. Can come around the back way but not to front door for CC.

Holly:

Dates set for next year. PTO meetings continue at 7:45 to allow teachers to attend.

Kinder screening set – waiting for confirmation on time. Teachers not returning until the 5th now instead of 1st. Pushing it not to meet until the 5th and be ready to roll on the 7th? Will that gives us enough time by 5th? Yes. 8/5, 9 am meeting set. Joe: Communicate via email and meet just for things that need to be

voted on/approved until then. Christy: Sign-up Genius – would like to try implementing it instead of VolunteerSpot, which is troublesome. If we can use school-wide, I'm willing to get it started. Easier to use, and can go in eblast. Helps to eliminate a middle-man, creates something we all have access. Holly: Talk to Leigh, not sure of plan right now but need to figure out what's going on with her moving forward. They may be moving. Position will need to be filled. Amanda: Send out heads-up email. Here's what we need and when to do it, etc. Make new separate email and not use personal email. Need new, open system. Joe: Same people are always doing everything. Need a Vol Coordinator because we weren't prepared last year and things weren't accomplished. Next year there are 128 kids with potential to help with school. Don't want burn-out. Amanda: Have to look at it like a business. Work the room, meet new people, tap into possible resources. Holly: Kristen and I are working on what to do. Whitney & Joe will be at boohoo. Create a Sign-up Genius for meet the teacher and get in there and get ready to go that day. Amanda will head boo-hoo breakfast plans. Joe: Dawson working with kindergarten staff specifically to work on plans. Last year things went too fast - need organized plan of action to keep parents in the room so they don't return to early. Holly: Parent orientation night we need tables in hallway, not including agendas (now in budget.) Make sure we don't have no-shows for that night.

Budget

Joe:

Parent Orientation – new sign is going, selling bricks. This becomes a night to introduce if not sell, individual bricks. Also talk of selling at 6th culmination to capture those who are leaving the school. Amanda: Should have forms & squares ready to go at orientation and boo-hoo. Joe: Indeed, will do.

Income for \$253,083.11; spent \$230,550. We have \$30,678 in bank as of last night. \$2500 in bills to be paid before end of year for culmination, hospitality, etc., about \$4k needs to be set aside from auction monies plus another \$2800 for teacher bonus money. Should have \$21k carry-over to start the next year. Sheryl: Working on timing on cards for voluntary donations. Eileen and I are working to get stuff done. Things aren't happening because no one volunteers to step up and do these things that people want. Joe: Made a lot last year but we are losing some big families. PTO needs to stop stepping in and picking up pieces. Need people to step forward and help out and look to new families. Also, several Community Business partnerships leaving - brought in \$9k of easy money, but we don't have the same emphasis. Box Tops, Fresh & Easy, Escrip – all easy money totaling \$14k. Apex probably not as profitable next year. Parking was a loss, yearbook – ended up breaking even despite working very hard but, Amanda S. loved it. Amanda/Joe: quote was \$18/book to make, school makes \$2/book. Not as many buyers, early purchases were discounted by \$5.

Joe: Budget was \$122k for this year. Keeping that budget but adding 3rd & 4th grade Will Clipman - \$3600, piano tuning - \$250, pond/garden, front beautification, other projects. Need approximately \$125k to do all that we've committed to do. Going to be stickler on following budget at start of school year; budgets are flexible, will see how it goes. Amanda: Want to make sure numbers are accurate in each department, especially if passing it on, for future budgets. Holly: Yes you want nice things/activities, but there's a point where you have to meet in the middle. Budgets are set for reason and going over and beyond is tough. Joe: For instance, Christy had \$2800 budget for teacher appreciation, only spent \$1500. She did a great job, money went a long way. Put in every penny spent to give accurate picture for future needs. Also, we have \$11k in credit at scholastic. Need to be smart about it and not have teachers buying scholastic products on own and asking to be reimbursed when we have credit. I'm leaving for month of June. Closing books down, sending to audit with accountant to prep for taxes. If you don't give me request it goes next year.

Next year, Candice needs to get school account tightened up for next year. PTO office being moved to Parent's office and PTO to conduct business in workroom behind closed doors.

Amanda:

Scholastic money plan – proposing a \$3k subscription for a digital encyclopedia provides school-wide, accurate source for all to use. Joe: Yes! If kids want to do digital research it is effective, useful, efficient.

Amanda: Pilot it in August, see if it works, gets use. Teachers can show how to use it in classroom, access it in classroom, Common Core is non-fiction based so it's helpful.

Kinder – 2 new teachers have no supplies at all. Corkle is leaving her things for her incoming teacher.

She needs replacement bins, etc., for new classroom. Looking at using scholastic dollars for supplies with the understanding that it's PTO and stays in classroom. Joe: stickler on policy/procedures, everything

needs to come to board. Grants need to go through principal and then brought to us. Amanda: Corkle \$500 grant request filled out and done; will follow procedure before implementing. Joe: Oversight?

Amanda: Do we need things need to be labeled as a call to accountability, moral code? What if teachers go and are moved.

Holly: Can't vote, approve. No quorum, need to shop costs for supplies. Dawson will be talking to teachers.

Tracy:

Finally got forms from kinder round-up for directory. Really don't need much but help with data-entry, affixing labels, postcards. Will send out request for help.

Kristen:

Initiated meeting at district for fall programs. Thursday is their supreme day. FLW, ice cream and agriculture; really want us to limit Thursdays or not do any classes but they didn't tell us ahead of time.

If we have options, can we have our own classes on Thursdays? Holly: They didn't come to us with requirements beforehand, so we should be free to hold our own classes. Kristen: District feels our famous artists & drawing on same day as their FLW, are too similar. However, our stance is they are different and we need to do what works best for Ms. Arola. Ms. Arola gives her room to District for certain days for their Enrichment art classes. She has limited days she can teach Enrichment because of this. She also has to use the kiln on certain days so she has time to cleanup and sort after projects harden and dry. She was unable to change her Enrichment class days this semester.

Joe: Yes, let's work it for our school and our teachers – do what is best for our school. Kristen: Want to go over new point on the enrichment letter regarding staff children. Childcare – consider putting your child in another enrichment class. All: It is worded well. Kristen: Catalogs printed through Kyrene, need to pick up prior to first day. Holly: Having them at kinder screenings would be great.

Sheryl:

Plan for voluntary donation is to send cards where families can write in amount, check a suggested amount, or opt out. They can put CC info and I will process as requested. Promoting a goal of \$30k for the year. Joe: Adding the additions to card - benches to kinder area; pond area extension – creating outdoor classroom; Garden being extended to the north. Mr. Dawson added that garden is a lot of work; front of school beautification – benches & trees; computer carts (2); Chrome books; TV mounted on wall in reception area. Sheryl: should I add approx. amounts? Joe: Yes. Sheryl: Will create mock-up for admin & PTO approval. Everything going in labeled envelope, requested return in same envelope to streamline input and lessen confusion. Joe: Paypal? Sheryl: Yes.

Christy:

Holly: Teacher Appreciation was huge success.

Christy: I like to stick to budget. Some complaints about small amount of food from Chick-fil-A, but overload from other places throughout the year. For TA week, I had many people willing to donate. Call out to the school was successful, brought in new people. I will change some things next year. My budget may be used up a little more now that I have a better idea of what works/what doesn't.

Amanda: If community business partners leave, Hospitality may need to add more to budget next year. By pairing together, we put a book in each teacher's blanket for summer reading. We usually buy baskets at the end, but with teacher transitions, I changed it. Collected them, found things they would like, and changed the expectation and made it a part of the present specifically for them. Charged it against profits at the end of book fair.

Year-end gift presented to Holly – picnic blanket.

Holly:

Anything else? Ana's dryer just died. Previous donated one gone. Washing machine was bought last year. Will discuss with Ana; may need to do e-votes over the summer to get work completed.

Christy:

I just created a Sign-Up Genius account. General site, general password for use. Easy, would like to stop using VolunteerSpot. Link should go out on eblast to school so people can sign up for things that work for them/their schedule.

Holly:

Tracy & Eileen, the eblast looks great.

Joe:

Three teachers didn't supply receipts. It was stated that to be reimbursed you needed to follow procedure outlined at the beginning. Agree? All: Yes.

Meeting adjourned.