

PTO Meeting Agenda
May 7, 2013 7:45 a.m.
Sky Lab/ Media Center

Attendance: Whitney Crutchley, Linda Gallie, Holly Busch, Crissy Malouf, Amanda Valentine, Christy Burkhard, Shakiera Helenic, Jen Taulbee, Eileen Dunigan, Deanna Labella, Linda Hough, Rob Dawson, Suzy Collins, Christie Maroulis, Kristen Neugebauer, Karen Odden, Monica Guinta, Tracy Caruso, Candice Gimbel, Anita Gettleson, Sheryl Thomas

Holly:

Meeting called to order 7:54. Introduced new board committee members. Jen Taulbee - secretary, Candice Gimbel – school treasurer, Anita Gettleson – grants. Thank you to Linda Galle and Suzy Collins. Linda moving, Suzy stepping down. Stephanie, Heather, and Chelly all moving on. All work much appreciated and school can't run as well as it does without them; presented with PTO gifts. Will need more people to step up. Eileen helping Cheryl, most other positions intact from previous year.

Minutes - April 2nd meeting minutes approved. Self-contained combined news added to minutes. Shakiera motion, Monica second, all aye.

Linda:

Thank you to the parent community for support. Will be sad to leave, working with Mr. Dawson has been great. SSES is a wonderful school.

Rob:

Appreciates patience as he's not exactly in position to make changes as of yet. Many questions, meetings, and requests over the past month. Focusing on making proactive, efficient changes, keeping open lines of communication. 3rd grade self-contained and honors pull-out hired. Samantha leaving. Resource teacher resigned. Heather Fuentes is new admin assistant. New asst principal – Michelle Pavlic. Spots are being filled. There are some guidelines he must follow but once made official, will do best to disseminate info. Excited about next year!

Deanna:

Thanks for everything. Technology organization was huge. Leaving, will miss and be missed. How do we ask for Deanna's replacement? Crissy will handle as she will be primary rep, so will need the secondary rep.

Crissy:

Tech committee took a day and organized Chromes. Everything labeled, in place, accessible. 3, 4, 5, 6 all set with their own chrome carts. Still need to inventory macbook carts. Chargers asked for are in and ready to apply. Thank you from staff. Work room recycling is a mess. Recycling bins do not have liners. Anything non-recyclable goes in cans with liners. Please work to keep it separated.

Holly:

Personal year in review. Hoping to delegate more as the year was full and in need of additional help. T-shirts, Fun Run spending funds, picnic, art walk quite overwhelming. Deanna suggests divvy out funds for spending and have teachers order own items and submit receipts so not one person doing everything. Year was a learning process. If you know of others who can step up to help, even a small amount, will make an impact. Tap into incoming kindergarten families for help. Make additional defined requests for help.

Amanda: use boo hoo breakfast as a source of volunteer help. Christie: waited maybe too long for volunteer sign up mtg. Holly: reminders are essential – volunteer spot, etc. Talk to Leigh – strategize for next year. Whitney: need volunteer to run back to school meeting. Holly: Get these things set for back to school before end of year. Mr. Dawson & Heather to meet with Holly for a plan.

Committees & Volunteers – Committees need at least two people. Amanda in need of additional help, specifically, to help with workload, checks n balances. School spirit not there to run but rather oversee events, needs micro-committees. Linda: look at calendar – too many things at once, perhaps spread it out; can only do so much. Amanda: some events need to happen at specific times. Suggests finding new, imaginative, ways to get people involved. Holly: Bottom line - things won't happen without volunteers. Work with Leigh to disburse clipboards, open communication. Share list of volunteers with everyone. Christy needs to know who the volunteers are.

Fundraisers – Edukits – updating supply lists. Still have 3 out from teachers, need approval, and then roll it out. Success unknown but it is all income. Info to go home with kiddos and parents can order online. Apex Fun Run happening in Oct. Netted close to \$50k, expecting profits to taper a bit. No auction, no carnival. Voluntary donations – Sheryl creating more definitive information. Next year is not projected to be as profitable. Passive fund raisers step up more. Dine arounds – Whitney will continue.

All: Do we want to explore carnival? Would consider if someone steps up – maybe combine carnival and picnic? Christie offering to poll old committee and see if anything can be worked out. Grayhawk has spring fling – maybe look into similar. Classroom baskets could be the fund raiser element. Spaghetti dinner and auction? Just a matter of someone taking it on. Daddy/Daughter tea? Pancake breakfast? All possibilities. Anita: referenced alumni bbq she handled, other options – Honey bear; getting insurance. Holly: Question of waste and cost.

Budget – Joe is sick; don't have paperwork. Defer to fall. Have money to pay bills. Great year and able to purchase several items. However, budget set for reason, need to stick to it. Can't spend money we don't have budgeted. If go over, need to go to PTO before spending overage. It clears every year, no roll over.

One question observed at district was how involved you want your PTO? Need to find the right balance between admin & PTO. PTO might have more of an office for next year. We all need to remember that we shouldn't be doing our business on teacher/admin time. Since we know more than the average parent, be selective, respectful of others.

Suzy:

May is month where teachers run through their money. Ask Deanna, Crissy to communicate it is consumable items only that will be reimbursed. Working with Holly back-checking all receipts to ensure funds spent on this year's kids and this year's events. If any roll up money, it moves with kids, not spent on next year's incoming kids. July should have everything reconciled. Spending is fine if it is clean, but if things are off, it causes problems. Linda: For example – secret garden costs PTO money, kids charged per grade level. Almost \$6/book but only asked for \$5. Each grade has own project. Teachers who don't do them shouldn't charge for them. Suzy/Holly specifically asked for secret garden participation. 1-6 making one book, 3rd grade two books.

Target cards – got 2 \$50 gift cards distributing to Miss Van Dusen for pond and Miss Smith for childcare. Pond money has been reimbursed. Landscaping company not maintaining – not certain of contract – will be terminated when ready.

Monica:

Dr. Lee. Board mtg on 16th, awarded teachers can go. District golf outing on Friday. Think the change went well. Van Dusen didn't meet qualifications for award.

Whitney:

Last dine around next week 14th. Indulge Burger at Shea/Scottsdale. Get the word out – 5 to close. PTO blast last week – Tracy helped with blurb on summer camp, try to do call out to get additional interest. 23 community business partners, included in at least one e-blast, sometimes two. Hope to have good partners next year too.

Sheryl:

Planning to do voluntary donations in a way that it is clearer for parents about where money goes. Create 5x7 cards with info in a self-contained enveloped, Mr D approved labels/cards to go home with families. Work to make it clear that this is totally separate from class accounts. Candice: clear up/provide summary of what, where, how money spent? Holly: letter to be tweaked for next year to answer questions/confusion; went to teachers for input but specifics not laid out yet. Need to be explicit. Amanda: maybe year end letter with generalizations about how funds were spent over the school year. Info is out there for general spending of PTO but people may not be aware. Maybe have those with squares ready to take funds at back to school; but with specific designation for distribution of funds. Holly: One paypal acct set up as not-for-profit, but can't use for others, not same rate, charged higher fees, might not work.

Kristen:

Very excited about fall classes. No enrichment on Thurs mornings. Incorporated into catalog is artwork from kiddos. Still iffy on creative writing – teacher fell through - will see if new teachers might be interested; needs to be strong, interested person. Catalog with description will be online before end of year. Printed catalogs at beginning of next year.

Christy:

TA next week - Anyone to come in a deliver coffee to teachers? 8am on Monday. The whole week is full. Blankets kept in boxes until last minute. Lot of money left in budget. Roll over would be nice. Leftover items from auction allocated to specials teachers since not all classes are contributing depending on budget. Monday coffee, Tuesday little extras, Wed lunch around world, Thurs big class gifts, Fri big blankets & books from fair, breakfast.

Christie:

Thank you for picnic help. Estimated 280ish attendees. Personal feedback – people liked the free event. Free snow cones were huge. DJ was free from family. Dunk tank was fun.

Tracy:

Working on directory over summer.

Holly:

iPad letter for teachers to re-sign/turn in or purchase existing iPads for those teachers that are leaving - Joe/Heather. End of year re-sign district laptop and will sign iPad at that time; should get back those not spoken for. Resource resigned but got chromes. Working toward resolution for all situations.

Grant request for iPad for Kelly Parent. Cheryl: questioning district money for special IEP funds? Check out iPad instead - if granted, should stay here. All: Question allocation for part time staff. Whitney: move to table to get more information. Amanda: it has proven methodology, kids respond well to apps but agrees with checkout. Holly: maybe discuss with Mr. Dawson. Happy to support but perhaps on a check out basis because shouldn't district/IEP funds support it?

Next year –

Holly: because of so many changes there's nothing on calendar as of yet. When do we want to come back for first meeting? PTO puts on all back to school events and decisions need to be made; concern of meeting too late because of all work that needs to be done. Suggestion to have more than one meeting, maybe do committee-based meetings, due to vacations.

July 31 - kinder testing

Aug 5 - teachers back

Aug 8 - school begins. First day ½ day, kindergarten has special schedule.

Suzy: money won't be reconciled until beginning of June because of May spending.

Edukit needs distribution; lot of work. Back to school postcards – need to talk to Tracy.

Amanda: offer to help with boo hoo breakfast.

Anita: can some fund items be rolled into grants so fund distribution is clearer? Holly:

Maybe grant requests directed toward Anita for review at submission. Holly: questions about technology distribution and reconciliation. Amanda is now heading up that section. Worried about losing tech that PTO paid for over the summer with staffing shifts.

Amanda: need to make sure letter is done, and come up with plan for technology and summer. Book fair made \$15k, despite a few mishaps. 2nd best year! Fall 2012 income - \$9600. Spring 2012 - \$12k. Fall 2011 - \$14k. Best year was just over \$15k. We made scholastics dollars - \$13,649 in account to spend at scholastic. Buying digital encyclopedia that every student has access to for the entire year as a legitimate source for school reports,

etc. Amanda thoughts for next year, due to large departure not beneficial to hand out bunch of books that may leave the building. Will implement tight restrictions for next year to avoid issues, taking additional measures to scale back similar to this year. Teachers receive one book - \$15 to \$25 - for their summer reading. Restricted kid winners and didn't track them down, restricted discounts, downsized. Make teacher books more productive, less random. Maybe the school owns the teacher books and they remain in library to be checked out. Gifted books now belong to teachers so maybe change it up and set up reserves. Read-a-thon being considered for fall; maybe once every few years to keep enthusiasm strong. Evening events for fall book fair. Scheduling between Halloween and 5/6th camps. 1st or 3rd week of November – perhaps with holiday shopping emphasis. Email Amanda ideas to make more profitable. Eileen: donating money to student teacher to buy books for their future classrooms? Amanda: don't want to spend on teachers who are leaving. Plan to give new teachers & new grade level teachers some credit to purchase books for their classroom. Library books bought for library go to the library. Anita: questions about books and distribution, district contributions? Amanda: doesn't want to lose money to teacher attrition. Not sure how to disseminate over the whole grade level. Maybe new ideas for common core curriculum?

Year-end meeting proposal – Tuesday is volunteer breakfast. Monday, the 20th, at drop off for year-end meeting scheduled.

Holly:

Thank you everyone! Adjourned. 9:42 a.m.