

## PTO meeting minutes

May 9, 2012

In attendance: Sarah Chiccarello; Jennifer Minor, Principal; Whitney Crutchley, VP Community Business Partnerships; Deanna Labella; Suzy Collins, School Treasurer; Stephanie Cunningham, Hospitality Committee Chair; 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; Carrie Tunkey, Enrichment; Leigh Medeiros; Christy Burkhard; Shakiera Helenic; Eileen Dunigan, Website; Karen Mensing; Mary Knobbe

### **Welcome, Karen**

Stephanie: On behalf of the PTO, thank you, Karen, for all you do. Here's a token of our appreciation with some breakfast and gifts for you. Also, the PTO has gifted a toaster oven for the staff appreciation gift for next week.

Karen: Thank you so much and thank you all for everything that you have done this year.

### **Remarks: Jennifer Minor**

Jennifer: Congratulations, Holly, I'm looking forward to a new year. Thank you to all for volunteering. Art Walk was such a success and the book fair was great. Thanks for everyone that helped setup. We had a great Sing America Sing assembly. I'm looking forward to our evening performance. Currently we have 782 students for next year and we are working on class placements. We are meeting with new families and getting through the rest of the year.

Whitney: Are you taking upper grades still?

Jennifer: Some are full such as 4<sup>th</sup> grade. 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades have opening. They are nearing capacity and honors is filling up.

Amanda: Is there a wait list for 2<sup>nd</sup> grade? Will there be 4 teachers?

Jennifer: I don't know about that. It also depends on space. Currently there are three on the wait list so we have about 27 per grade. That grade level can go up to 31 students per class.

**Teacher Representatives: Deanna Labella and Sarah Chiccarello**

Sarah: Thank you, Karen, for everything. My two year commitment is up and I will be leaving the PTO. Crissy Malouf is our new representative. I put out information about the pond and I got a lot of responses. Lots of grade levels are using and there is a lot of interest. The fourth grade is using it.

## **New/Old Business**

### **All Star Fun Run**

Sarah: I got some feedback on the fun run. I got mostly three responses: sounds great with common core standards but where's the time and maybe we should incorporate with PE; sounds great but we haven't asked the kids to ask for pledge money recently; and sounds great, whatever you want to do.

Deanna: The teachers from Laguna said it's a little bit of work but made lots of money and it didn't interfere with school. Overall it was definitely worth it.

Amanda: I'm worried about the percentage.

Sheryl: Contract says 52% goes to us.

Holly: Teachers can get 10%, too. 48% goes to expenses and such.

Karen: Remember all the money isn't coming from our families but also the community.

Joe: Remember our percentage from the carnival was only 21%.

Sheryl: If we do the fun run, we can't do another fundraiser.

Karen: Voluntary donation is for parents; the fun run money is outside of immediate family. We can only learn from trying just like we did from Taste of Sonoran Sky, Silent Auction, etc. Or possibly getting one year break and trying it.

Joe: The objection to the fun run is the assumption that parents will either do voluntary donation or fun run. Just like Taste, we can try it once and see how it goes.

Christy: Parent support PTO versus supporting the child directly.

Heather: People give; they don't necessarily ask what percentage of the money the school is getting. I think I had about 5 people in 5 years inquire about the bookfair percentage. My only issue was the time for the teachers/classroom.

Karen: Fun run could tie in nicely for things needed like swings and fitness type items.

Crissy: Alternating the carnival and silent auction would be good to give committee a break, but families will rally since it's a physical activity. Maybe it should take one of our half days.

Karen: We will need a 3 hour block.

Amanda: Marketing?

Holly: We will still need volunteers to tally laps for the kids. They come in for about 1.5 weeks. It's very quick.

Sheryl: Guarantee in the contract that we can still do our own fundraiser and that fundraiser takes place.

Holly: Okay

Jennifer: Success will be with the teachers so I want to make sure they are on board. Lots of marketing comes from the teachers talking about it.

Sarah: Biggest concern was time if on a half day.

Holly: We need to schedule within a two week increment and I was looking at mid-October.

Sarah: Can we do the survey? With time loss and the time/dates?

Jennifer: Leadership and physical activity is the biggest perk.

Sandy: We got resistance from people about the auction, but you have to try new things and if the majority are for it and consistent, we can do it.

Amanda: Can we do a flat fee?

Holly: Yes

Joe: Motion we vote to move forward on the fun run contingent on contract and teachers.

All approved.

### **Discovery Education Streaming: Rebecca Squier**

Karen: It's a discount for the first year then it goes up every year after.

Amanda: Can we cancel at any time?

Karen: Yes, we can cancel after the first year.

Jennifer: Online videos have been expanded.

Karen: They are already using it but the district is taking away the money for it. I suggest giving it one year with the idea that they can transition.

Joe: Motion; Stephanie: Seconded; All approved

**Artist in Residence for Thom Lewis \$3000 (Requested by C. Cunningham)**

Karen: Do we have money for this?

Joe: We already have a line item for this; let's bump it up to \$3200.

Karen: All in favor; approved.

**AR \$1586 for next year**

Karen: Do we have money setup for next year?

Joe: It's \$1300, so we need to change it.

**Folders for CBP program for next year**

Whitney: Suggesting no calendar and doing a folder. Can we do it?

Jennifer: I'm waiting to hear back.

Whitney: Can we do CBP for Friday folders.

Jennifer: We have to inquire since it will be advertising from the students.

Whitney: We haven't bought Friday folders yet so maybe add \$1 or \$2 to the supply list and they will bring it.

Karen: Quote?

Whitney: I will put together an evote once I know the amount.

Joe: When do we go forward one the evote comes through?

Whitney: ASAP. It would be color coated and two color folder.

Karen: In bylaws, an evote counts as a vote.

Sheryl: It can't because no the whole school is included whereas all parents can attend the meetings to vote.

Jennifer: Reviewing the bylaws is critical.

Karen: We will make changes to the bylaws so you can view it.

### **Approve PTO Minutes**

Stephanie approved; all approved.

### **Bookfair Update: Heather Fuentes/Amanda Valentine**

Heather: We made about \$13,000 and \$9,000 in scholastic dollars. We have \$2,000 to give kids for prizes and when we fill teachers' wish lists. \$3,000 in cash, \$2,600 for scholastic to cover magazine subscription unless we need to get cash but I prefer the scholastic dollars.

Sarah: What can we do in grants in scholastic dollars?

Heather: Materials for SmartBoards, books and some furniture.

Sarah: Any teaching materials/workbooks?

Heather: They don't have a ton.

Joe: \$3,000 isn't going to affect too much so I'm sure scholastic dollars is good.

Heather: Bonus money does expire but we can be on top of it.

Courtney: If all scholastic dollars, it'd be great to get new things.

Sheryl: Motion to receive scholastic dollars.

All approved.

### **Library Buddies Program**

Karen: There is a birthday book buddy program where they write \$15 to school account and get a book. All remaining money goes towards the library. She already made \$200 before she realized it needed to be approved.

Crissy: Is it accounted for?

Karen: Library account could be made.

Sheryl: I suggest when you put the name in the book you put first name with month and day of the birthday instead of full name and date.

Amanda: How does McBrien decide on what books?

Karen: Child can pick out books from a selection she has. If it's a summer birthday, it will be done in May or August.

Heather: Motion to approve

All approved

### **Discussion about School Account Management and Magic Yellow School Bus**

Suzy: The school account is good and we have over \$22,000 as of today.

Karen: There is a large balance on the school account and we need to talk about what to do about next year. What would you think about taking 10% off everybody's account and the monies going towards the Magic Yellow School Bus at the end of the year?

Amanda: Will they need more money going forward?

Suzy: Yes, but the goal is to zero out the account at the end of the year.

Heather: What's the target amount for the Magic Yellow School Bus?

Suzy: \$3,000

Amanda: What happens to 6<sup>th</sup> grade monies?

Suzy: It goes back to the Magic Yellow School Bus but normally 6<sup>th</sup> grade monies are not a lot of money going forward.

Motion; seconded; all approved, 10% after all monies paid and balance moving forward to the next year.

### **Updates**

#### **Joe Muth, PTO Treasurer**

Joe: The account has about \$38,000. \$9,000 of that needs to be spent on monies from silent auction, \$1586 for AR, \$3,000 for artist in resident, \$7,000 for teacher startup, \$700 for the website. We brought in \$170,000 this year not including tax credits. I purchased 37 iPads and it would be great to hand them out on staff appreciation. We have 12 of the keyboards and we need to buy covers. Maybe we should buy them at Sam's Club? The sync cart is at the school.

Karen: Can you send me a full list?

Joe: Yes. I'm getting money back from the SmartBoards. Apple needs to send money back from taxes and money to go towards apps and such for next year.

### **Stephanie Cunningham, Hospitality**

Stephanie: Next week is staff appreciation. We will have Starbucks on Monday, lunch on Wednesday, Chick-fil-a for breakfast in the library on Thursday and dessert in the lounge for Friday. Gabby is decorating and the staff gift will be delivered on Friday.

Carrie: Who is the new hospitality?

Stephanie: Christy Burkhard and Shakiera Helenic

Carrie: Can we see the wish lists?

Stephanie: Should be \$35 more or less for holiday, basket, birthday and end of the year (staff appreciation or last day of school)

Joe: Things need to be consistent.

### **UPC**

Karen: The last meeting with Dr Lee, the featured speaker is on May 16. Hear the year in review and get a sneak peak of what next year will hold. Open to the public.

8:45 Meet and Greet

9:00 Business Meeting

10:15 Program, Dr Lee

PVUSD Administration Center

15002 N 32<sup>nd</sup> St

### **Holly Busch, School Spirit and Events**

Holly: Nothing new to report

### **Carrie Tunkey, Enrichment**

Carrie: Fall catalogs went out already. I plan to also be at the Kindergarten testing on July 31.

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

Sheryl: Miss Rogers' class won for Box Tops. This month we got \$350 but we should be getting \$600-700 more. BoxTops only send out two checks a year and one is in June. Not sure where we on for Amazon for this month.

Karen: School cents for next year?

Sheryl: I already sent it in and waiting to hear back. It starts on August 15.

Karen: Can we have something to hand out on Kindergarten testing day on July 31?

Sheryl: Yes. Also, we should think of having an additional incentive for voluntary donations. Not the dollar amount brought in but the quantity brought in. Maybe if over 50% of the class submits, then the teachers gets something, for example iTunes gift card. If 75% submits, maybe increase the amount of incentive.

Karen: Yes, even this year some teachers talked it up at meet the teacher evening. It's a good idea. What percentage of the families gave?

Sheryl: About 28%

Karen: Maybe 2 years ago, we got 41%.

### **Eileen Dunigan, Website**

Eileen: Website will be coming down for two weeks to get a new overhaul. I gave Heather and Sheryl the mockup and we will be including a click to PayPal for voluntary donations, t-shirts and yearbooks. I'm not guaranteeing it for enrichment but maybe for the spring catalog. We are incorporating twitter feeds and Facebook account. For it to be successful, we need to have time to get things approved.

Karen: You need \$253 for two year subscription and need to put it on the budget.

Sheryl: \$500 for the budget for the website to cover maintenance and additional software cost.

Joe: Just up it by \$100 since it's currently at \$400.

Eileen: I can set it up that we can add content but it all needs to be approved before going live.

### **Upcoming Dates:**

March 22: New Board PTO Meeting

August 6: Preparation for Back to School event

August 7: BTS 2:00-4:30pm

August 8: First day of school and BooHoo Breakfast for Kindergarten parents (in library, 11am)

August 13 & 14: Meet the Teacher Evenings

August 24: Bingo Night

TBD: Volunteer Organizational Meeting