

PTO Meeting Agenda  
October 1, 2013 7:45 am  
Sky Lab

Attendees:

President - Holly Busch  
Principal – Rob Dawson  
VP, Community Business Partnerships, President – Elect - Whitney Crutchley  
VP, Communications - Tracy Caruso  
VP, In-School Fundraising - Sheryl Thomas  
Co-VPs, School Spirit and Events – Patrice Metzler  
VP, Enrichment - Kristen Neugebauer  
PTO / School Treasurer - Joe Muth  
Secretary - Jen Taulbee  
Hospitality Committee Chairs - Anita Elton, Vicki Klann  
Community Rep/UPC - Marisha Geraghty  
Volunteer Coordinator - Alison Feinberg  
Bookfair – Bianca Cords, Antoinette Benevento  
Yearbook – Amanda Stefansson  
Grants – Anita Gettleson  
Dads Club – Jesse Strysko  
PTO Teacher Representatives – Erin Spiekerman, Crissy Malouf  
Delores Salisz, Su-Shien Cho

1. Welcome - Holly Busch – getting started at 7:55

Thank you for helping with the Apex kits. See some new faces here – go around room and introduce ourselves. We need to cut down meeting time. Sheryl proposes time limit on speaking so we do not get stuck on one topic. **Whitney** – we need to recognize when to table something and discuss at a later date.

2. Minutes - Approve meeting minutes

Motion, 2<sup>nd</sup>, all aye, minutes approved.

3. Principal's Report - Mr. Dawson

Thank you for coming. Appreciate the PTO and I know it's a critical part of our school. I have a few things to cover today.

- Thursday at 6 is dessert with principal; topic is ASSC Common Core.
- Change in morning volunteers procedure. Office staff is unable to safely monitor entry during busy morning, teachers being pulled away from work without appointments. Volunteers asked to wait in lobby until 8:55. Balancing act, as we don't want people to feel as though we aren't welcome, but need to maintain structure.
- 2 weeks left in quarter, conference week fast approaching.
- Navigator is out with campus updates.
- Also our school received \$85,800 from the district for technology. Each teacher has \$2200 to choose what tech they would like in their classroom. Talking w/ teams and coordinating purchases; Friday deadline. Joe – Several teachers have asked for AppleTVs. Can this \$ go to that or table for now? Mr. Dawson. – District is struggling with AppleTV; design doesn't always meet use/needs. Crissy – AppleTV still enabled in SkyLab for teacher use.

- Joe – Any word on mounted tv in lobby? Mr. Dawson – Will check on status.
- Fencing almost finished, one of the first school and they are working out kinks, waiting to get the cores for the gates. Pretty soon they will be locked and no one will be allowed behind the school at a.m. drop off.

#### 4. Teacher Representatives -

A. Mrs. Spiekerman – no updates. Holly – Fun run news? Erin - I asked teachers to respond to me if they have any thoughts where the money should go. Will keep you posted and will keep asking.

B. Mrs. Malouf – I wasn't here last month. I'm sure Erin thanked you for a great start of the year. Sharon & I have an idea but need to confer w/ her first. I would appreciate if you can help us with parents not coming back in the halls. Teachers being bombarded by parents, please help set the example. Holly – I think the double doors will help but we really shouldn't be back there. Mr. Dawson – We don't ever want to give impression parents can't visit school, but morning time is planning time and not parent conference time. We always assume the best but want to make sure teachers get their morning time.

C. Mrs. Arn - unable to attend; teaching class until December.

#### 5. Officers Reports

A. President, Holly Busch

- Executive Board meeting called in September with Whitney, Joe, Mr. Dawson, and Jen, because we had two people step down from positions and needed to appoint new people. We've been talking about combining treasurer positions for some time and Joe agreed to handle both positions. Kat Carlson, Bianca, Antoinette, Kari Miller are taking over the book fair as committee chairs.
- APEX run coming Oct 7-18, need helpers to count money mid Oct. Met with Nick last week. Decision was made last year to do it again this year; will make decision on another year at the conclusion. Couldn't move to later date even though it was requested. Tuesday 10/8 is the pep rally – 2:15 in the afternoon; really fun. 10/17 is the actual run. Alison sent out sign up genius for helpers to mark shirts/water, email her if you want the invite. The following Friday, 10/24, meeting to go through the money/pledges and input into computer. 8 to 10 people needed the first time for a few hours.
- Mr. D. had a request about possibility of PTO members at flagpole during p.m. pick up as it is a little crazy. Mr. Dawson – It's mainly about presence. You all are familiar with each other but many parents are not and, when no one is marked, they don't have any idea who to ask questions. New families don't know strangers from PTO. Not necessarily like hall monitor but being there as a representative of the school. It's a small change that would make our school safer and increase appearance. I can't be in every place at all the time and would like help keeping the flow, and people in designated areas. Good no-money way to assist the school. Holly – vests in front office. Crissy – Lanyards & badges identify you. Mr. Dawson – even modify something like the pockets for fun run. Whitney – can include with Alison's volunteer; add a blurb into eblast. Joe – Sonoran Sky Ambassadors would be a way to tackle it.

B. PTO and School Support Account Treasurer, Joe Muth

- Apex – PTO function. We are raising the money and in charge of spending the money. Time to form a committee to handle the purchases and direct where/how money spent. Hindsight as to

who/how money was spent comments from last year. Motion to form committee 2<sup>nd</sup>, all aye, approved. Whitney, Jen, Anita G. volunteer to assist in the committee. Ideas for the money include: science lab, outdoor classroom to add to pond area; substitutes to allow professional development for the teachers. All very expensive and would take up the majority of the money.

- Accounts – Statements passed around, \$65301.39 – general acct, \$38864.78 – school support acct. I have merged school account with general account into Quicken. As of this moment, the school acct not balanced. What we show as collected does not equal deposits – we are under and I am still working on it; 98% sure it was misplaced in a category. Have approx. \$2800 from PayPal that hasn't been moved into account and I don't count it until that time. If you notice anything on here that you are responsible for that isn't right please let me know.
- This year we did birthday club in conjunction with birthday sign. Carry over from last year we tried to zero out all accounts except library, magic school bus, music, principal support. We are non-profit so should not be showing profit except for principal school support and magic school bus. Spend the money responsibly on this year's students. If we come to the end of the year and a grade level still has \$800, charging parents too much and needs to be modified next year. Everything now is computerized; general account is blue check, school support is green water color check. Almost finished and should be done soon.

#### C. Secretary – Jen Taulbee

- Possible for Apex or PTO to supply small snack after APEX, we even ran out of water. Joe – PTO function, should be provided. Sheryl – We can look into eScrip. Holly – Will discuss with Nick.

#### D. UPC Rep - Marisha Geraghty

- United Parent Council background: Around for 30 years; 5013c; primary purpose is for students; give parents an influential voice. Meetings – executive, executive board, general. Dues paid and your school rep goes to meetings, gathers information & reports to school. 46 schools represented. Committee has been formed to help some Title 1 schools set up PTO. The exposure for our school at a district level is high, issues can be covered and taken up to the superintendents level. My other role is the gifted chair. We have a committee and our job is to offer support to gifted students. We have a parent seminar series that provides parent to parent support. We tell the gifted office what we would like to hear.
- General meeting – 10/16. Speaker Chris Maza, PVEA – issues impacting education.
- 11/13 is next gifted talk. First talk was last week and covered gifted testing.
- Have a schedule for the whole year, including flyer for 11/13 talk. Anyone interested in participating, please let me know.

#### E. Fundraising - Eileen Dunigan (absent)/Sheryl Thomas

- Huge box tops month; Mozzone had around 700. Additionally, I did 500 over the summer.

#### F. Communications - Tracy Caruso

- Directory – Plan to have it edited soon and to printer; hoping to have out by conference week. Will let you know if need help.

#### G. Spirit & Events - Patrice Metzler

- Wreck it Ralph was chosen for movie night. Posters go up Friday. Mom's Night at Uncorked wine bar date discussion. Decision made for 12/9.

#### H. Enrichment - Kristen Neugebauer

- Everything is good right now. In midst of planning for next semester; let me know if you have ideas/suggestions. Debating changes for catalog – want to decrease size. Holly – Any late fee issues? Kristen – A few, overall going well.

#### I. Hospitality - Anita Elton, Vicki Klann

- Decided to take money from teacher appreciation week budget to spend throughout year.
- Lounge - Jars with treats & snacks. Supplied requested plastic ware and dish soap.
- Birthday Jars enacted. Cost - \$1.75 for jars, filled with goodies.
- Please sign Mrs. Day wedding card; she married in Sept. Card Avenue being used to purchase her gift.
- Conference night dinner 10/21. Pretty good participation so far. If you haven't received the sign up and interested in helping, please notify.
- Grade level lunches. Usually Dilly's Deli – hoping to maybe expand the choices. Suggestions on places offering discounts welcome.
- China Mist – a school family is now a community partner and plans donate tea for staff lunches/dinners.

#### J. CBP, Whitney Crutchley

- Dine outs. Last fund raiser at PPP raised almost \$200; largest was close to \$400 so we need to do better. Chick Fil A on 10/17. 6<sup>th</sup> graders planning to assist like last year. One of our bigger nights so hope to repeat. Alison is working on Potbelly's for November date TBD.
- Holiday Boutique. Had first meeting, looking at 25-30 vendors and now looking outside the school for additional vendors to fill in gaps. This is fundraiser so we will charge a small door fee. Sell food, desserts, coffee.

#### K. Volunteer Coordinator, Alison Feinberg

- SignUpGenius going well, people getting involved. Send people my way if they need help.

#### L. Grants, Anita Gettleson

- Centennial – SSES is 60/70s theme. Amy Day & Kim McBrien responsible for curriculum and put together a classroom indicative of time period. Send me email if interested in helping. Need help Friday & Saturday. Kids in student government need to be at drop off at 3:20 at Christy Cove Park; walking with Mr. Dawson & Mrs. Pavlik to the start of parade. Will see a field trip release form coming home. Parents will coordinate carpool; no parking so it will be tough. Apparel is SSES items or 60/70s clothing. Banner being worked on by art department. We have the largest area in the gym at Shadow Mtn in center court. Marisha – Allowed to market the school? Anita – yes, discuss with Rob. Also, I need some volunteers to assist me to set up, take down, and monitor high value donations. I'm responsible for 5 non-participating schools. Any 60/70s items would be greatly appreciated.
- Grant updates
  1. I haven't heard back from new ladies for book fair. Helen Maxwell decided on the \$7 books and a whole set. It will not be shared among the grade level. This is now just under \$300, and less than originally requested. Waiting for Kat to confirm.

2. Request for cart – Trying to make sure that our money is spent well. This cart is from central supply and meets districts parameters and costs us nothing. Kept in locked PTO supply room locked. Talking to Holly & Heather about sign up to be used not just for hospitality but anything else necessary. Requested cart raises concerns with size. Hospitality to try out and report.
3. Science lab – last Wednesday approved by Mr. Dawson. Repurposing one of subdivided rooms for new science lab and putting requisitions through for supplies. Working to move supplies to organize, inventory items from workroom. Any help is great. Will advise on question about microscopes.

#### 7. New/Unfinished Business

- Amanda S
  1. Looking for purple tech stickers that may have gone to Kat. Need to make sure we find these stickers; for technology not bookfair and belong in classrooms. Please send them back to me. (Discussion about how to implement stickers for book fair.)
  2. Room parent badges and a few new PTO people need to get badges. (Discussion on how to proceed with 25 minimum order). Decided that new PTO members receive name badges, remaining order with be blank PTO Volunteer badges.
  3. Hope to have CafePress done by end of year. 2<sup>nd</sup> tshirt order going on this week. Also putting on plate for new year, new shirts run. (Discussion on possibility of selling old t-shirts, originally offered to teachers, sell off remainder; also design add'l styles for girls).
  4. Would like to consider a little free library in lobby to promote literacy for both kids. \$35 to register, site goes on map on website. I would maintain it, and replenish. Something to think about. (Discussion regarding curator, censorship, etc.). Additional research/info needed.
- Whitney

Would like to consider a form of new family ambassadorship. Any new family to school gets a buddy and the family gets an ambassador. Somebody emailed me and said there is a new family and didn't know about anything and missed all the little details. Also thinking of new kindergarten families coming in who need welcome into our school and have it more formal. (Discussion regarding past experiences, examples and ideas to move forward).
- Jesse

Dad's club is meeting tonight. Try to have dad's club meetings first Tuesday night of each month to go over PTO info from the morning. Last time AZ dad's club came in and we want a little different focus – mainly work on school. Request for help around the pond so reaching out to dads.
- Marisha

I have yard signs and bumper stickers for M&O override to distribute off campus.

#### 8. Adjournment – 9:25