

PTO Executive Board Meeting
Thursday, August 15, 2019 • 7:00 - 9:00 PM

In attendance: Julie Tarango, Seva Steel, Michele Tuman, Cristin Fong, Virginia Clements, Jonelle Chase, Patricia Balmas-Garcia, Beccy Howarth, Tarra Knotts, Marisa George, Krissy Zimmer, Jessica Stone, Virginia Szczepaniak, Jessica Paul, Jennifer Mitchell

Excused: Ana Brenner

Budget Meeting

I. Welcome and Introductions

Michele

II. Principal's Report

Julie

A. Staffing Update

1. Teacher Sean appreciating well wishes. A credentialed person has been found to fill his place. This person is flexible for the unknown duration needs. Discussion occurred around how to handle the communication with the children and resources to help the school help the children. Also recommendation to communicate with parents so they may be prepared and thoughtful with their communications at home.

B. Back to School Night: 8/29/19

- C. Parent Academy:** Julie will be offering three sessions to parents to improve our volunteer preparedness and boost our systems. Topics to be covered include: how do you respond in an emergency, guidelines on student privacy, taking photos and whether sharing is ok, and general etiquette for helping in the class. Suggestion was made to perhaps bring in speakers about parenting - perhaps another meeting.

D. Photos and roster.

1. Discussed considerations on privacy for photos of students. Time will be spent at General Meeting and Staff meeting to remind families to respect the privacy of other students when sharing photos on social media.
2. Working out details for how to gather roster information with permission from families. A template for families to opt in for sharing information and photos might be handed out in classes at back to school night.

III. President's Report

Michele

- A. Grants:** Request was made to acquire school supply list from teachers in order to use existing grants to purchase the supplies.
- B. Target Grant:** Teachers are not seeking use of this grant and Grant writer can pursue a Target grant.
- C. Family Donation/Pledge and Forms.** The pages are being edited and updated. A packet of all of the necessary forms from district and PTO will

be going out in one packet with students to be returned to the teacher. The idea/hope is that envelope paperwork should all come back together and go to the office. Virginia Clements - lower grade VP and record keeper - has also been hired by the school/district and will be working as office staff and available to help manage paperwork.

- D. LiveScan Scheduled 8/17/19 for Kinder Meet and Greet - most slots filled. School system should allow teachers to have access to see who is scanned to chaperone on field trips.
- E. PEF Liaison Position: A request was made to create an official PTO job that would give OSS Hours - tabling topic to think on it later.

IV. Fundraising Jessica

- A. November 2nd adult night event at the Moose Lodge: Looking for ideas of theme. Saloon night was one idea that received positive feedback.
- B. "Fund a Need" is an idea to give incentive for giving. It would be a list of desires from teacher that could be auctioned. People might bid to fill the need. More discussion to follow on this topic.
- C. Proposed Plans 2019/20 to follow at the next meeting.

V. Treasurer's Report - draft budget distributed. Patricia

- A. Field trips as a different line item separate from class budgets. \$40,000 - \$50,000 for field trips are what we have spent in the past few years' budgets. The idea would be to have one Field Trip fund and the classroom budgets could be spent on other class needs, such as supplies. Moving this money to one line item of field trips for all classes gives teacher/staff discussion of how to spend that money on field trips rather than having PTO be involved in these discussions.
- B. Suggestion was made to move money from Rainy Day fund to create larger curriculum enhancement. Another suggestion was made to change the name of this line item so that parents with a great idea might express a request for funds for a school item/program. It would be a one time expense, as curriculum enhancement has been in the past. Need to discuss appropriate amount that is reasonable to put in this line item.
- C. Literature closet funding can be achieved through curriculum enhancement and no longer needs a line item.
- D. Technology: needs have been achieved for most part but maintenance and other unforeseen needs may arise. These needs can also be met with the curriculum enhancement line item.
- E. Playground equipment to have \$50/class to equal \$800 and PE class equipment to have \$500 budget.
- F. DLG and assembly budget line items discussed. DLG reports using most of funds for assemblies and outside speakers for events. It was decided to put \$3000 in assemblies and give \$250 to DLG with the encouragement for DLG to request more from PTO during the year if needed.

- G. Science budget may be able to be reduced as Sandy Mills will be share-teaching 3rd grade and will not need to be paid a stipend for those students.
- H. Ryan Paul and Natalie will be working as a team for website.
- I. \$250 put on line item for social events if needed.
- J. \$1000 for family engagement
- K. Challenge Day - a middle school climate enhancing program costs \$3600. Decision was made that rather than fund it as a line item, a request be made for funds from curriculum enhancement for approval. It was suggested that the request include money for substitutes to allow for teacher participation.
- L. Staff to discuss appropriate amount needed to put in curriculum enhancement. \$130,000 is budget for this year, but RainyDay fund will be used to fill fundraising/budget gap for curriculum enhancement line item.
- M. Amazon wish list was suggestion for classes to acquire some classroom supplies. This needs to be a bigger conversation, but the idea was that it might be a helpful way to fund classroom needs and potentially have a school wish list also for bigger things.

VI. Closing Comments

Michele

A. Upcoming Important Dates:

1. Back to School Night: Thursday, August 29, 2019
2. Next Board Meeting: Tuesday, September 10, 2019