PTO Meeting

December 17, 2018

6:30-8:00

Members in attendance: Mike Irani, Rebekah Goldberg, Key Rosebrook, Carol Lynn Mayo, Bridgid Eversole, Amelia Walton, Carrington Grossman, AmyLynn Johnson, Sarah Kelsey, Carleen Kupcis, Christina Keller, Meg Franco

Meeting called to order: 6:40 pm

1. Welcome
2. No PTO Members-At-Large present
3. Approval of Minutes:
	1. Amelia motioned to approve
	2. No nays
	3. Minutes approved
4. Principal’s Update: Nine of the Active Panels were installed on Friday afternoon, teachers were trained, they’re already being used in the classroom. The teachers are really enjoying them. Mike sent the updated shade estimates to the PTO presidents today for review. Carrington said that we will discuss the shade options at the next meeting. Discussion: an initial look at the bid seems higher than the board was planning to spend, but a formal discussion is tabled until the next meeting.
5. Faculty Representative Update: Teachers are very grateful for the Thanksgiving pies and are looking forward to the holiday cookies. The teachers are happy about the active panels.
	1. Professional Development:
		1. Rebekah: about half of the classroom funds have been used. The board has used or approved 2K of the 8k budget to date. Meg will send an email reminder to teachers in January.
6. New Business
	* 1. Annual Fund Update
			1. Update on Profit and Loss (P&L): Payroll has been entered for E-Zone; for the first of the three E-Zones, we’re coming in at about 1K, but there are still payments outstanding.
				1. E-Zone sign ups are happening, but might be a little slower with the holidays etc. Amy Lynn: Can we leave sign ups open to the end of the year. Group: we would need to ask Helen.
			2. Annual Fund is at $7,800.00 currently; we’ve had approximately 65 donations. Donations can be made through January 31st. The total goal is 10K.
			3. Mailings update: Approximate 30% open rate of Meriwether Matters; this is an improvement from last year. Carleen has been re-sending it to “non-openers” the day after MM is sent which gets about a 20% rate.
		2. Kids Market Review
			1. The kids raised approximately $500 to donate to the SPCA. The feedback about the shorter duration of the event was positive. A few people were surprised that there was no dinner. The clean-up was completed by 8:00.
		3. E-Zone Sign Up Update
			1. From Helen: Currently 97 registrations, and many classes have not met their 7 sign-up minimum. Helen is reluctant to increase sign up times because it will make the turn around time tight. She is also looking for faculty volunteers. The name is proprietary, but we could it make it more clear in the communications that Boolean is for girls and boys. Discussion: can we keep the sign up open through Sunday, December 23. Group: to protect Helen’s time, let’s keep it Friday; Mike will send a reminder email to families tomorrow, December 18.
		4. Upcoming Events
			+ 1. Talent Show: Amelia: The talent show is scheduled for February, a Backpack mail Save the Date was sent home. Volunteer sign ups will go out after the new year. Carrington mentioned that some students were hesitant to participate because they were not sure about ‘auditioning’ for the talent show. The group agreed that the word audition could be modified to something that reflected the inclusive spirit of the talent show.
		5. Miscellaneous Updates
			+ 1. Auction Updates

Trish Madden and PTO presidents will chair so that Trish can bring someone else on next year. She has previous auction experience. There will be a committee meeting in January. It will be Meriwether Springs in April. Discussion: Easter is late this year, have the event after Easter.

Giving tree: There is hope that one person will take on the Giving Tree Project. Discussion about making the giving tree like a Salvation Army Tree where parents could sponsor individual classroom/teacher needs. Do it by grade level so that individual teacher identities are protected. Meg: Teachers could coordinate by grade level. Discussion about where to put the tree at the auction, perhaps downstairs on the patio.

Live auction: Discussion about live auction, there are models that have been more successful, some board members expressed concern about it being exclusionary. Meriwether Springs has different levels, perhaps different aspects could happen on different floors.

Book sale to raise money: book basket, book mobile discussed which circumvents the need to sell the books, they’re just donated directly.

* + - * 1. Medallion and T-Shirt sales

Kerri Annos opened the store, the goods are delivered directly to the consumers at no cost to the PTO.

* + - * 1. Thank you note update: a student has been identified as a possible artist to make a PTO thank you card design.
				2. Science Kit update: The presidents reached out to the teachers with a follow up after the last meeting to query which pieces of the kit would be most needed, and how will the kit impact the classrooms?

Answer: It’s a hands-on unit, it’s exploratory and pairs well with expository writing. Parents/stores might be able to donate items. All members of the grade team would rotate the kit. The manuals are the only materials that could not be donated.

Sarah: It’s going to be a lot of work to buy the stuff for the kit, perhaps the PTO should approve it or not fund it because it is going to take a lot of (wo)man power to collect all the items for the kit on an ongoing basis. Could we vote on it?

Amelia: Could we vote electronically?

Key: Regarding the budget, it might be worthwhile to ask for the request to come in at the end of the year when we know the amount that we have to spend on requests as a board.

Amelia: There was concern about the single-use items in the kit needing to be replaced.

Rebekah: we discussed needing to make it clear that the kit needs to be replenished with classroom funds.

Mike that is definitely one of the questions: is this a one-time expense, a recurring expense, do student guides have to be replaced annually?

Carrie: the board will discuss it electronically over email.

Next meeting: January 28

Meeting closed: 7:50