

## Ivy Elementary School PTO

### December Board Meeting

Tuesday, December 12 at 6:30pm

School Library

1. 6:30 Call to order
2. 6:30-6:35 Getting settled
3. Approval or correction of last month's meeting minutes
4. 6:35-6:40 Open Forum for PTO Members
5. 6:40-6:50 Principals' report (Ms. Underwood and Ms. Morris)
6. 6:50-7:25 Officers' reports
  - a. Presidents (Wesley and Michelle)
    - i. Last months' discussion on creating a centralized PTO account for Sign Up Genius (and perhaps paying for a "gold" account to make year-to-year transfers easier)
      1. Mairi and Cait Wieland have experimented with Sign Up Genius and found that we can transfer signup information. Mairi will create instructions with screenshots to share with the rest of us.
      2. This seems to eliminate the need for a paid "gold" account.
      3. Mairi recommends that we keep the accounts held by the individuals (e.g., Mairi, Cait, Jordan, Lexy) as opposed to creating a single, centralized PTO account.
    - ii. We have had a significant amount of discussion about whether to offer E-Zone teachers/assistants the benefit of free or reduced tuition to their own children. We have laid out three options:
      1. Offer teachers/assistants free tuition for one child (not all of their children)
      2. Offer teachers/assistant reduced tuition (perhaps to cover the materials free and supervisors costs) for one child
      3. Not offer teachers/assistants free or reduced tuition for their own children as a standard benefit. If any teacher or assistant requires free/reduced tuition, we have an option whereby any family can request free tuition through our Family Support program (led by Ms. Kovach). \*\*Wesley and Michelle feel strongly in support of this option.\*\*

- iii. We realize that we have a need for a centralized calendar to coordinate events/programs and help ensure we don't have too much happening at once. Maggie will manage a Google Calendar that we can all access. Please send her dates for any events or programs that fall under your responsibility.
- b. Secretary (Maggie) - nothing to report
- c. Treasurer and Assistant Treasurer (Stacy and Rachel)
  - i. Last month's bank statement is attached.
  - ii. Required notification of an over-\$500 expenses: All over \$500 expenses this past month were related to E-Zone - Wildrock (\$750), Bree Lavery (\$630), Lexy McCallum (\$630), Elizabeth Rodriguez (\$630), Brave Kind Good LLC (\$540).
  - iii. One EZone reimbursement request over budget by \$8.16 for Slime Club.
  - iv. Completed reimbursements/payments for Fall EZone (though my understanding is a few reimbursements may still be submitted)
  - v. Reconciled Quickbooks and bank statements through 11/30
- d. Co-VPs of Volunteers (Lexy and Jordan)
  - i. All volunteer positions are currently filled! (Hooray! Great work, Lexy and Jordan!)
- e. Co-VPs of Communications (Lyndsey and Elizabeth)
  - i. The PTO Directory was emailed out schoolwide mid-November.
  - ii. Canva Pro is making graphics so much easier to create.
- f. VP of Fundraising (Hilary)
  - i. The annual fund is underway! The current total is \$5035. If the average donation stays similar, we will easily meet our financial goal if we meet our participation goal.
  - ii. Auction: Lexy has dropped off letters to about 10 places and has emailed over 50 businesses. We have about 15 committed donations so far, including ones from Boars Head and Camp Seagull/Seafarer.
  - iii. Hilary and Brandy are working on getting Ivy Gear Sales open again, with a slightly different design, different fabric, and more youth options, including hoodies.
- g. Co-VPs of Outreach (Jill and Alexandra)
  - i. School Garden: The County's goal is to remove the current garden by the end of January.
  - ii. E-Zone: We are working on plans for Spring E-Zone.

1. Spring session dates will be March 11 to April 27 (the three weeks before Spring Break and the three weeks after Spring Break)
  2. Sessions will end a little earlier; new times 2:45-4:00.
  3. We plan to clarify to teachers/assistants that they need pre-approval for any costs that exceed their budget.
- h. VP of Events (Mairi)
- i. Successful Kids Market – Bravo to Chairperson Marie Perry! We had 60+ vendors (compared to 25 vendors in 2022). We collected \$840 in donations (compared to \$900 in 2022) for The Haven.
  - ii. The auction date and location are set: Friday, March 15 at Meriwether Springs. We've reserved Kids Night Out (possibly with a late-night option for student pick up).
  - iii. Bingo Night (Friday, January 12) preparations are coming along. Lis Peterson and Neal Andrews are chairpersons.
  - iv. Mairi is considering the event timing for the auction (e.g., 6-9pm vs 6-10pm). Please give her input!
7. Teacher Representative report (Ms. Carew)
  8. New business
  9. Confirm date of next meeting
  10. 7:30 Adjourn