

PTO Executive Meeting  
August 18, 2014

1. PRM Video Lab Initiative - Cynthia Wood from SLT initiative. Give kids access to a camcorder they can check out and a place to store the videos, a 2TB capacity is about \$100, and \$188 for Samsung HMX F90 HD Camcorder. Will kids use it? Cynthia is spearheading initiative and will help kids and will also include parent ed nights, lessons that can be posted. But we need to know that someone is responsible and managing this and that it will be used. We are in favor as long as that proactive person exists and it doesn't just get left in the office unused. Heathir will let Cynthia know we are in favor but we need to know who will manage and who will be responsible if it breaks - and need to know all in cost with taxes, warranty, etc.
2. Central Learning Community meeting - CMS will have their central learning community meeting at PRM or maybe another venue due to parking issues - it will be during a school day at 9am in February. Anna M expects 40 people and wants to know if PTO can support with funds for a breakfast, whether it's a PRM or somewhere else. We need more details before we give money. Agree to table until we get more info
3. Yearbooks for each classroom - \$15 each, \$345 total for each classroom and library to have one. Did all the teachers want them? Let's ask at the luncheon on Wednesday to make sure most of them want one. Maybe have them sign up if they want one. We could get 5 copies for the library for kids to look at during media. Heathir will ask Ms. Kathy if she'd like that.
4. Spirit Wear - Maury Finger and Maureen Earl are co-chairs. Maury has a background as a buyer and put together a great collection for the fall based on past sales, what sold really well. There is a PRM Cares shirt, proceeds stay with PTO. Maury negotiated with Big Frog and got pricing way down to help our margins (which were very low in the past). She also asked Big Frog to make and donate 600 color copies of the order forms that will go in the back to school packets. They also want to do a water bottle, blue with our white logo on it. It will be BPA free, smaller is better for lunch box purposes. How will we get rid of current inventory? We will sell at open house and back to school night. For back to school they will order one of every size for samples. If we have the right sizes everything will sell. Do we need to vote on the water bottle. For the water bottles we have to order 100 of them, but we will break even after we sell 25, they will be \$10 each. We can't sell those through Big Frog so it would need to be separate from those sales. We could sell them after merchandise push is over. We could sell them at events. Let's just have them in the office, cash or check only. We will ask Maury and Maureen how they'd like to sell the water bottles. Can we sell them through the school store, we could give them a dollar of profit? They would need to keep records and give us cash. Ask Sandy if she's still doing school store and if she'd be ok with it.

5. Montessori Mornings - Drama is a maybe, but they will be financially penalized for not showing up. Legos will be Friday, Crossfit wants to have 2 sessions - older kids at 8, and adding younger kids at 8:30. Heathir can call the Crossfit coach about the 2 session idea, because that doesn't sound like it will work. Jodie - there may be less offerings but often times classes were cancelled due to lack of participation. Ginger - I know an art teacher that may want to do a mixed media class. We are pushing online registration, we need to make sure families who don't have internet access receive a paper form. Registration will end Sept. 11, and classes begin Sept. 16. We also need to make sure that we have information about scholarships - let people know that PTO offers them and it's confidential. Ginger - we probably don't need a table set up at open house for MM, especially if we don't have the schedule set. Heathir - we may still need someone to answer questions about MM if they have them. Jodie - I can be at the PTO table to answer any questions. Maybe we can get the karate and soccer people to be there Friday to demo.
6. Outdoor Environment - Ms. Charlotte requesting \$500 annual budget and \$3,000 "larger outdoor project" budget and has provided a list of ideas based on our 22 acres of land. This is an increase of \$2,000 over her current funds provided by PTO. She would like a greenhouse, plants and other supplies. Joy - how do we know that will be enough to fund her plans, last time the pond came in way over and PTO had to fund it. She will get about \$1,600 this year - that should be spent on basic items. But if she wants a green house that would be a capital expense that needs to be presented to PTO for funding. It seems we keep adding expenses (ie music performances) and we can't keep funding them without taking away from somewhere else. Consensus is that we need a proposal from Charlotte - she will receive \$400 supplement and an estimated \$1,200 from invest - so the proposal needs to be formal with fully researched expenses and taxes. We need grant writers or donations from a company like BlackHawk hardware. We need someone to find grants and someone to write them. We will put it out in the e-bulletin to see if we can find anyone to help with grants. Also will ask Charlotte to seek out community store support.
7. Update for BTS Stuffing - Aug 20th. We have lots of volunteers and 2 people to watch children. Sign up genius worked really well for getting volunteers. Thanks to Joy for labeling and sorting of envelopes. Ginger ordered Brixx lunch for teacher luncheon that day for 45 people. Ginger wanted to support Brixx because they supported Green Marathon. Brixx will set up the food. Heathir - will speak to teachers to let them know about what's coming up and the camcorder and the yearbooks, etc.
8. Update for Open House - Aug 22 - ordered 6 tables from Mr. Davis, they are in the auditorium. tables for PTO, PRM Cares, Spirit Wear. Set up outside if weather is nice. Joy will get card scanners to Dianna.
9. Update for Invest/BTS Night - the only thing we need to confirm for invest is to get the video up again, we need to repost it. There is no flash mob so we are going to do the invest kickoff like last year - speech and show video, and we could collect money in the lobby - but that was not successful last year. Ginger will handle the pushes and

robo calls, etc. We will have a vinyl banner that says something like “thank you for investing in your child” and we will add names to it. it will live by the sidewalk outside. Will distribute small invest flyers with envelopes on the 5th, the day after back to school night. Invest goal is \$30,000. We have babysitters again for this night.

10. Parent Breakfast Bash - everything is coming together for that. Heathir created a sign up genius for that to know who can come and if they can bring something to contribute. If we don't have enough items we will need to purchase items. We could get coffee cakes and coffee from costco for \$100. We can make our own coffee. We'll also need juices, we have plenty of water bottles. We have lots of supplies in the PTO closet.
11. Fall Picnic Details - Heathir needs to give co-chairs feedback from board on timing. Consensus is 6-8 is best. We decided no bounce house, but to do School of Rock - coordinated through Anna M., make sure it's free? Fall picnic has a \$100 budget - last year we used carryover to pay for bounce houses. King of Pops will be there and Roaming Fork - we will make a profit on those sales. There will be a cake walk, try to move it to field to maximize space - and to move it from the music from School of Rock. Fall picnic planners can determine schedule and activities. Also will ask them about speeding up the food truck process.
12. Full Budget Review - MM was over the last few years so we adjusted that income level up. Conferences last year were funded at \$5,600 but this year will be \$10,000 based on teacher feedback of conference costs. We used excess carryover for that increase. Most conferences this year are in Atlanta and somewhere in Northeast so it may cost less. But that may allow us to send support people with the extra money. Joy is trying to make the PTO funded net to zero. Items are not self funded without carryover each year. We always have a reserve of \$5,000 that is not included in carryover. Joy will research later to see if we need to continue to have that amount. Cultural arts is for bringing in artists and new auditorium curtains. Ginger got a cost to move the curtains and not replace them. Lounge renovation was funded from carryover. Field day went from \$1,000-\$1,200. Can we increase miscellaneous to cover things like the camcorder? It would still need to be approved by the board because that line item doesn't belong to anyone. If teachers don't spend all of their money it typically goes away and they start over each year. 3 teachers who left PRM left about \$500-600 each of their classroom money. Should we pass those to the new teachers or keep it, it totals \$1500? Board voted to allow those new teachers to keep the funds - we are only allowing because this is a unique situation, the teachers left and did not request carryover. There were some teachers who went over which Joy needs to reconcile and will circle back with the board with a recommendation to handle it.
13. Staff Appreciation during teacher preview for book fair - snacks and drinks were put out last year.

14. Ginger suggests we send out information about the survey findings and what we have done or plan to change. Fundraising - people wanted silent auction brought back, and we need to explain why that hasn't happened. and to explain why green marathon and invest are important, and why Montessori Mornings costs are what they are. Heathir has a good person who could write that up and evaluate the survey. And then Heathir and Ginger could go over that, doesn't need to be long but a follow up would be good so that people will do a survey going forward - knowing they were addressed.
15. Joy - add to e-bulletin, a block about staff appreciation - post what will be done and/or what was done if it's a surprise.
16. Heathir working on staff pages on website - will post bios and photos and books or links they recommend. Can we include my favorite things? Heathir will send them all a black word doc for them to fill out of that information out and send back to her to populate the website. Or she may use a survey through iContact or Survey Monkey to make the process easier.