

PTO Board Meeting Minutes, December 7, 2014

Attending - Ginger Salmon, Cyndi Klein, Joy Szymonski, Heathir Speet, Jodie Lowe, Carter Herndon

Sculpture - sample unveiling was this week. 4 pillars made in a rusty gold metal, one to represent primary, upper el and lower el. One of Maria Montessori's favorite colors was gold so that is a nice fit. They want us to lend our communication channels to them, for fundraising they will assemble a committees and one will work on that. The sculpture will represent public Montessori and there will be an artist statement with the sculpture to explain its meaning. It will sit up in the front of the school near the sidewalk on the B building side. They will sell bricks and maybe benches to fundraise. Kids will be able to walk through and play around it. Heathir will send a copy of the drawings, the launch will be Fall 2016 and will tie in with Fall picnic, it will be the 25 year sculpture. Who is ultimately in charge to ensure it happens? Heathir will serve on the committee and keep up with the process/time line. The cost is undetermined right now, Heathir will report back on the budget and other updates. They want to be collaborative. There are lights in the base of the pillars that will power up during the day with solar panels and light up at night.

Spirit wear - The used our website for sales and that was too much for us to handle - next time they will need the vendor to manage online sales or we will need two weeks to turnaround a sales site and it will need to be finalized before we start working on it. They are ordering the water bottles, we will sell those at beginners' day and other events, once we sell 69 bottles we will break even on the cost and start raising money from the sales. They will be stocked in the PTO closet. There is a sizing issue with the kids' gray hoodie. It could work out to go back to no online sales, the merchandise people would have to track all the purchases. But that opens up lots of discrepancy issues and makes more work for the treasurer. Let's check out Chantilly's online offerings to see how they do it. Water bottles will be here in time for holiday delivery but not in time for Winter Village. The magnet trade in will happen, the new ones are in and look great. Information on that will go in the e-bulletin this week. It needs to be cash only, will need to have a lot of change. It will be \$4 for people who trade in the old magnets. They will be available in the office after that, Laura or Debbie will help with those sales.

Montessori Mornings - the new engineering class is very popular. There was an issue with the lego instructor because the class size was small, but they worked it out. Overall winter attendance is down compared to fall but that is usual, it should pick up again for spring. They don't feel that they need an assistant to help now. Pottery and golf are likely coming back in the spring. Issue with pottery - Ms. Tricia has to deliver all of the pottery and has to figure out who they belong to and where they go. Maybe the parent assistant can be responsible to come back the following week and do that job for Ms. Tricia? Or parents whose kids participate in pottery could come before school the week after pottery ends to pick up the pottery. Musical theater class has extra rehearsals and a performance during the school day that was confusing to parents. This needs to be communicated in the sign-up process if there are extra times to meet.

Gardening - rain garden is finished and working well. Heathir will ask Anna for an update on when Ms. Charlotte will resume full time Outdoor Environment role, kids love and miss that class.

Teacher Appreciation - nothing for Dec, classrooms are doing it then. T-shirts seemed hit or miss as far as teachers liking them. Room parents were sent an email reminding them to work with their parents to appreciate their teachers at the holidays. January will be coffee/hot cocoa bar, and maybe replenish keurig supply.

Policy on classroom materials purchased with PTO funds - our concern is about materials that are purchased and a teacher leaves, who gets those materials. Anna is not aware of any guidelines around this at the school or CMS level, she says the PTO should make guidelines around this. New guidelines won't help any of the current classrooms, only brand new classrooms going forward. Can we put stickers on the items that Invest funds purchase for each classroom - ie "this item brought to you by Invest". Joy reached out to Sandy and Melinda and hasn't heard back about their issues with inventory that Melinda was wanting to take or be reimbursed for. We need to wait to hear back from them to determine how to proceed.

Winter Village - PTO meeting beforehand, let's use that to point out dance, yearbook sales, green marathon, etc upcoming events. Heathir will call St. Ann's again about using their parking, she called on Tuesday but didn't hear back.

Carpool - the flyer went out to families, signs are coming for those streets and driveways. we ordered 20 signs to come in time for winter village. A robo call may help to reinforce this, and tell people to relay this information to sisters, grandparents, etc who may be driving to pick up or drop off their kids. How about the first week we come back in January we create a sign-up genius to get 4 volunteers in the morning, and 4 in the afternoon to hold up paddles that say what people are doing wrong and how to fix it. Those people can direct the traffic in the right way to reinforce the rules. We can call it the "PRM Transportation Safety Initiative."

Yearbook update - we want to sell in January for 4 weeks. Don't yet have teacher photos so that Heathir can make the staff sign. Upper el students can join a yearbook club if they are interested - will do marketing, sales, distribution and photos. Kids can take photos with the iPads, that would be an educational project for them. Also Stephanie Vargas is contacting Tricia for an art competition where winners will be presented in the yearbook and possibly on the cover. Let's make sure it isn't too time consuming for Ms. Tricia. We could have kids submit and have the kids vote on the art. We could set it up online like the logo voting. Stephanie will work with Jodie on online ordering. Price cap on yearbooks, CMS caps elementary school yearbook prices at \$15 per copy.

Website - Heathir hasn't received any information back from the teachers after she sent them the forms for portal pages in November. Do they understand the benefit of the page? Maybe spelling that out will help it happen. Copying the assistants may also help get more responses. It should only take 15-30 minutes to complete. All specials teachers have their own pages as well. Also, the website layout needs some tweaking, the organization of it needs some help. Jodie will take a stab at reorganizing it and if she needs help will reach out. She will meet up with Heathir to review it together.

Staff directory - Amala will take this over, Joy will meet with her to transfer information over.

Video initiative - communicated with Cynthia but hasn't heard back. SLT was interested in this because they want videos on the website and the iPad quality is not that great.

Carpool sign - Jill researched the sign from her neighborhood, the cost was high at \$500. Our current sign has been washed and looks better, it needs to be stained and needs the whiteboards and can be complete - we need a budget. We could leave the sign open without plexiglass but we run the risk of having permanent marker on it or to have it otherwise defaced. Can we ask Bill Platt for a cost? Or can we ask him to finish it without exceeding a certain amount? The high end boards were \$900, the white board on PVC would be \$248 (without hinges or plexiglass), the aluminum composite would be \$322. The aluminum is much more durable. Heathir will gather the plexiglass and other pricing from Bill and send it to the board for a vote.

Conference requisition forms - Teachers have requested this form, it's under PTO documents on the website and Heathir sent the link to all teachers. We haven't heard whether it's been useful.

Lost and Found - we need a volunteer to keep up with this, it used to be Schoolmates responsibility but let's ask PRMCares if they want to take this on. Also, we know there's a need at our own school, could we work with Rishoba to help families at our own school? Cyndi will talk to Rishoba about our needs. Carter will ask a friend at Dilworth Elementary how they handle their program to help their own students in need.

Budget - Invest - all teachers know their Invest amounts and can spend them. Conferences - the only one submitted so far was Ms. Michelle, and she used almost all of her \$1400. Remaining teachers are Cecelia, Karen, Jenny, Barbara, Priti and Carey. Carey is going in place of Ruth. January meeting - we want to talk about how much money we raise for the teachers and where it all goes/is all spent. We need trending information. Is Upper el is wanting more flexibility, so that they can use money for field trips? We've heard conflicting reports back from teachers. We raise almost \$52,000 - do we need/use it all and what do we use it for. But we are self-funded, so do we continue to raise the money and give it all back or should we start a school-wide fund, etc. We want to ask the teachers questions in the next few weeks to prepare for this meeting - do you have enough funds, what do you use them for, would you like to use them for something else, etc. Ginger plans to go to the team meetings to ask these questions before our January meeting. Our next meeting is scheduled for the 4th but we'll move it to the 11th due to the winter break.

Snowflake Dance - Do we want to keep the Snowflake Dance budget the same? Let's have more cool dance lights and less decorations - it will be more impactful. Last year we charged \$30/family. We ended up making money on it because one volunteer spent her own money and didn't ask to be reimbursed. We can definitely do less food this year, because there was a lot leftover. People have already had dinner likely so we don't need to plan to feed people. We had photos last year, photos were included with the price of the ticket. But there is another parent from Ayrton's class who wanted

to set up a photo booth as a fundraiser, we could connect them with the dance committee. The check in process was a challenge last year, maybe we can do wristbands this year in advance. Then only people who forgot their wristband would have to go through the check in process. And then do a sign up genius for face painting, etc so that people have their set time and they know when to go.

Twitter - It's up and running but it would be nice if other board members and committee chairs could tweet to our feed so it will show up and it's not just coming from our account. Can we put something in the e-bulletin telling people how to get on twitter and use it in case they don't know? And let people know they will find out information asap if they are on there and following the account.

Upcoming Events:

Date	Event
12/11	Winter Village
1/5	Yearbook Sales & photo collection
2/6	Snowflake dance
3/27	Green Marathon
4/23	Int'l Spring Picnic