

PTO Board Meeting Minutes, January 11, 2015

In Attendance - Ginger Salmon, Joy Szymonski, Heathir Speet, Jodie Lowe, Dianna Byers, Carter Herndon

Green Marathon begins March 3, and the event is on March 27. Ginger is gathering ideas for this year.

Snowflake dance - the committee has met a few times. we have permission to use the cafeteria for face painting, glitter tattoos, food and drinks. Can we have someone monitor bathrooms? Heathir will add to the volunteer list. The school is not able to keep the A building open. We can ask for the B building to be left open for the bathrooms. We can put signs up directing people there. We can also use it for coat check again. There was a lot of leftover hot chocolate, so we don't need to order as much. Committee members are looking at options for cocoa and food - possibly catered food from Hope Haven or another group. Face painting - we will probably get 2 this year so that we can accommodate more kids. We're going to use sign up genius for face painting appointments so there won't be a wait. There will also be a glitter tattoo station. We're not sure about Ms. Ayron's photo booth fundraiser, we haven't heard from her yet. If they don't do the fundraiser then Heathir has two kits to make fun photos with. Ginger will look into the cost of having a camera with a remote click that we could rent to use. Tickets - we are anticipating 300 people and a budget of \$1500 - so we want to charge \$5 per ticket. That will include tips for DJ, face painters, etc. We already have a lot of volunteers signed up through sign up genius. It would also be nice to have Coach Strait emphasize respecting the gym throughout the week before the event during his PE classes. We will have sheets up that will have snowflakes on them. Any decorations need to be less labor intensive. This is not a fundraiser, the goal is to have fun with our school community. Printed Paypal receipt will serve as tickets. No tickets will be sold at the door. Ticket sales will go out in the e-bulletin this week. Anna has asked that it be 6-8 instead of 7-9 due to custodian issues. We need to figure that out because the 7-9 timeframe is ideal.

Yearbook - Still not ready for sales, we are waiting to hear back from the chairs.

Executive Board - for next year, we need to start recruiting. Think about what you are wanting to continue to do so Jill knows what she will need.

Family Directory - Joy will transfer this role to the new directory chair.

Teachers and checks - Joy has a two week turnaround from submission to checks being cut to teachers. If possible it would be nice if they don't submit for less than \$30. Also - paper forms are required for submission, not via email.

PTO General and Board Meeting Minutes - Jodie will post to the website. Carter will send them as pdfs going forward.

Still waiting on proposal from Melinda and Sandy re: their class materials

Teacher Appreciation - hot cocoa day is this Thursday, the 15th. Next year we need to remember the custodial/support staff at the holidays. Teachers and assistants were covered by their classes but we need to do something specific for support staff in December. Maybe a bus pass for those that ride the city bus?

Budget - Fundraising piece, shows costs that we must incur. PTO sponsored activities section shows expenses we choose to make. The goal of self-funded at the bottom is that whatever comes in gets paid out.

Regarding a policy - We need to know what people plan to use their money for in detail and when, because if their plans change we can use the money elsewhere.

We have a process in place for conferences, and we will put a process in place for the Montessori Enrichment Fund, cultural arts and outdoor environment. And if there is something anyone needs at the school, we will ask that they please come to PTO with a request so that we can help, plan and budget. We are working as a PTO to put processes in place and make them available on the website, this is our starting point.

Notes from Jill on Tuesday Meeting - She would like this monthly general meeting to be more of an open forum about issues, concerns, etc. Make it a time to discuss, and try to keep all reporting short. She'd like to discuss defining the process and intent of expenditure for PTO funds - teachers need clarity on reimbursements, timeline. And to discuss the Montessori Enrichment Fund. And to develop a priority list of discretionary funds and a procedure for payment.

Heathir will continue to work on the process. It will be announced at the meeting on Tuesday, using how well Outdoor Environment/Ms. Charlotte's plan worked. Preliminary plans are due in June and formal plans are due in August so that we can approve the budget at the fall meeting. This will give us an opportunity as a board to make sure we are being good stewards of our money, to make sure we have the money, to find out if we have extra money or are we short - we need all the information we can get to make a reasonable budget. Conferences and lobby renovations are due to us having carry over, we may not have as much going forward so that is something to consider.

Ms. Candace is approved to use her funding for the drum residency.

Ginger met with Upper EI on how they use their funds. CMS has placed travel restrictions on them for their field trips. They may no longer be able to use CMS buses next year and they would need to use a charter bus. But one charter bus will hold two classes. Upper EI teachers were asking for flexibility to use PTO funds for buses, scholarship funds for field trips (in lieu

of asking on permission forms). Some teachers need more money for works and some don't. Upper EI would love the option of using their funds for field trips/transportation. They are going to research the cost of charter buses and let us know what those cost. Upper EI is looking for more freedom in their spending.