

PTO Meeting, Nov. 2, 2014

In attendance - Cyndi Klein, Joy Szymonski, Ginger Salmon, Heathir Speet, Dianna Byers, Jill Goodrich, Jodie Lowe, Carter Herndon

First PTO open meeting - 3 or 4 new/non-PTO parents attended. Cynthia Wood took on trying to coordinate control of carpool issues. She talked to Anna about it but hasn't heard back. People have been turning left into the carpool line and saving spaces in line and nothing has been communicated to stop the issues. A carpool video tutorial would be a great way to communicate this, like the Sky High registration video - maybe using upper el students. Or we can have someone volunteer or who works there to monitor the line. The issue the other week was the mountain trail outdoor school loading, this week there are 3 classes going at one time. The main idea that needs to be sent is that people cannot drive the "wrong" way down Haven during carpool. It would be best if parents would treat it as a one way during arrival and dismissal. Let's bring this up at the next general PTO meeting with Mr. Lightsey.

Diwali push back (make promo changes for 2015 / offer all PRM families to spearhead a cultural celebration) - Heathir wrote up e-bulletin article and mentioned Hindi celebration, so next year we'll reword it to explain that it's a cultural celebration not religious. And if anyone/any family wants to share their own celebration with the school and spearhead it we are open to that.

Invest "stuff" (Where sign materials are, allocations VOTE) - the signed sign was taken down because the spikes broke. we saved the poles and they are in the PTO closet. we're not sure where the sign is but it's in the school somewhere - maybe the nurses office or main office. if anyone sees it put it in the PTO closet. Joy - we made \$1,000 more than last year but we have 4 new teachers this year (last year we had 3) - each teacher will get \$1200, the four new teachers will get \$2350 (Carey, Amber, Michelle and Sandy) PE will get \$600; art, music and outdoor will get \$900. Ginger made a motion to move forward with these allocations, Heathir seconded, all in favor - yes. We're also waiting on a proposal from Sandy about materials left by Melinda in her classroom.

Montessori Mornings Update (Display board underway, classes similar, discuss helper position?), the webpage is up for the next session, the link will go up on Wednesday. there won't be a Spanish or Golf, they will be revisited in spring. the helper position we had last year is not happening this year, the co-chairs said they are able to handle it. that position was good for the assistants because they wanted the extra income. the assistant was a resource for the classes throughout the montessori morning time as well. that role helped take pressure off the co-chairs, so they may want to use it again.

Spirit wear sales Final (Maury's update) - all orders are supposed to be complete. Cyndi heard someone asking in the office this week if their shirts were in so we may need to double check. We made \$1500, Joy received the check. But we bought excess inventory so we're not

sure of final numbers. Maury wants to know how this compared to years past, Joy will send. Maury really helped by getting us free merchandise and compensation for all the hassles that we had with big frog. they have a meeting on tuesday with a new vendor for winter merchandise. they will screen print this time. Suggestions for Winter selections - there were no female athletic logos, would like some options for winter. Smaller and a little less in your face, might make a bigger sale. And a more masculine hat option. The oval blue magnet was voted on so she is going with that, we're not sure of the vendor for that. But it's not the same vendor for the magnets we had that faded and wrinkled. We will need to approve quantities of the water bottle and magnet ahead of time. The water bottle will be BPA free and plastic. If the new merchandise vendor is good, we will likely use them for Green Marathon shirts this year.

PRM Family Directory - we've had 199 families sign up (out of about 375). 3 of those emails bounced, so have 196 good listings. Amala is taking this over from Joy, she will continue to update it if any more people sign up throughout the year. We're planning to use the same password, it will be distributed to the families who are part of the directory.

My favorite things is close to being ready to go, but it needs further formatting. The excel file is currently out on the staff page of the website. A cleaner version will replace that once it's ready. Cyndi will point room parents there. Staff with summer birthdays don't get recognized during the school year, so we want to recognize their half birthdays during the school year.

Schoolmates (Carter update: continuing any parts of this program? Need our support?) - there is no schoolmates committee this year, due to Sedgefield having a large amount of community support. the teachers at sedgefield were interested in continuing the pen pal program, and 5 of our lower el teachers were as well. Carter set them up with pen pal matches and has passed the implementation and letter transfer to the teachers going forward.

Entrance Garden (Rescheduled for 11/8/14, Jill/Heathir update) - carpool sign and garden around little library and front entrance is rescheduled for this Saturday, it will go out in the e-bulletin again this Wednesday. Kids are welcome, it is a family event. There is a drawing of the area to be landscaped. The drawings were done by a professional landscaper, it's a rain garden. Ms. Charlotte wants that part of our grounds to be nice and welcoming. We've received some donations and Ms. Charlotte got great deals from UNC-CH on plants. Jill is still working with Ms. Charlotte on the proposal to get dollar amounts and with Maury to get donations. The greenhouse is not a greenhouse, it's a tool shed and germinating place. The idea is to renovate the baseball concession stand. She had been told by CMS property manager that the concession stand could not be renovated, but we are working on that. Ms. Charlotte is currently using it.

Next PTO Open Meeting is Wed, Nov 12 – one day off due to Veterans Day school holiday

Newsletter Deadline is Friday, Nov 7th, this is the first one that Holly Webdale is coordinating. Heathir is writing an article on the website and how to use it. Ms. Charlotte has an article as well. Ginger suggested getting Ms. Priti to write an article on Diwali and include pictures. Article on winter village to let people know what it's about. Could carpool information be in newsletter too? That may help get the people who don't read e-bulletin. Were planning to have upper el field trips but let's hold until they are all completed, save for next newsletter.

Upper El fundraisers - having the PTO associated with Autobell is an issue because we received \$200 more than expected and not sure how to reconcile, \$7200 was total raised. Plus it takes Joy a significant amount of time to process the checks. We can put it out there that if people haven't received tickets to let us know, that may help reconcile the \$200. Autobell is supposed to be kid driven, can the kids make receipts? Suggestion to run it like the boy scouts - they get a pledge from the parents, they front the money and the kids go collect to reimburse the parents. There were \$250 in checks and \$4000 in cash that the treasurer had to process, it's a huge time commitment. Let's meet with the upper el people and brainstorm ways to make it better, Dianna will reach out to them. We aren't comfortable having money unaccounted for and the time we have to use to manage it. The question is will Autobell take the checks they collect or should we go cash only? This all goes into a meeting we plan to have in January, it's a deep dive into the financials. Do we really need to raise all of this money separately? Do we all feel comfortable being able to explain all of this money that is raised at the school and exactly where it goes? Also, it would be easier for treasurer if lower and upper el game nights were cash only.

Game / Spirit Night at Toys & Co / Park Road Soda Shop (Wed, Nov 19) - could we set up a second place to eat? Park Road Soda Shop is very small. Heathir will ask Jennifer to look at other options. Ginger will contact Sir Eds, also try to contact Flying Biscuit and Fuel.

Communication standards, outline - e-bulletin will be school-wide only communication, class-wide communication will be only room parents. these will not overlap. or should we have latitude? There has been confusion because some special e-bulletins are going out and other requests for special e-bulletins were not allowed. Let's have this rule (ebulletin will be school-wide only communication, class-wide communication will be only room parents), and at the discretion of the room parent chair (Cyndi). There will be crossover like the directory or fundraising that are so important and somewhat classroom specific. Dianna suggests to include the link to the latest e-bulletin in all room parent communication. If teachers used and maintained their websites that would be an excellent communication tool - and something they can use their room parent to help update. Room parents and board members are going to change over time, so the best we can do is set up what we are able to do - we can't really control all of the people but we can set up a good process. Maybe we can have a session to communicate with the room parents and teachers on websites, etc

Website - Finish Specials portal pages by Nov 6; Heathir to send out collection email for content to be placed into each page on Nov 6; Shoot to have all data in by 11/16, posted by 11/23; link to favorite things will be on each page.

Open account / use Hootsuite for Twitter / Facebook / Instagram ("reminders" example) - we've had discussion about Wednesday e-bulletin and maybe it doesn't help with reminders. We could use hoot suite to push reminder notifications to Facebook and create a new twitter account. This will be a great way to send out immediate reminders about deadlines, etc. Right now the hootsuite pushes to PRM Facebook and PRMCares twitter, we need to create a PRM specific twitter account. Jodie will create a new twitter account and start the hootsuite for updates.

Toys & Co Gift Card - last spring we got 20% of the sales for the one week, we got a gift card because we were under \$100, the gift card is \$88. what do we do with it? maybe raffle for something where we don't get very much attendance. maybe we could use for teacher appreciation. we will hold onto it for now.

Yearbook - Heathir waiting to hear back from the co-chairs. Most teachers got their photo taken. Sales will likely happen soon because they wanted to start during invest, and they also will start asking parents for candid photos. The vendor will need to set up the website for candid. We need to have a short window of accepting sales, it's too much for the treasurer to keep up with if the selling period lasts for months.

Lobby Staff Sign - In process and on hold until we have digital portraits of all teachers and staff

New Magnets - Will go to print by Nov 6 (oval blue glow). Trade-in event begins at Winter Village and one week following at office (promote in eBulletin, \$1 per trade in toward new mag).

Video Initiative - HMS has not yet communicated with Cynthia, will do by Nov 12

Fundraising (new opportunity) - Update (from Ginger) - at your leisure go online and read about it - unitedscrip.com/scripzone.com, Cotswold does this fundraiser. I propose we do it without having to use the treasurers, you can go online and order gift cards from lots of vendors and PRM would get a percentage. Vendors give anywhere from 9-15% of the purchase price of the gift card. Maybe all these funds could go to upper el fundraisers? or something else directly. Cotswold makes a good deal of money from these sales. Maybe we could also introduce this to the upper el teachers as a fundraiser.

Sculpture Update - Update (from Heathir / Jill) - Heathir has been communicating with Maggie, Bernice and the sculptor. They have a fund that is not in PTO control to use for the money (this was communicated to them), they made a cylinder sample that Jill and Heathir

will see on Thurs at a meeting. They will learn more then about what it looks like and if/how it can be produced and the cost.

Set date for meeting to focus ONLY on the PTO budget - that will be the January PTO Board Meeting - January 4, 2015

Teacher Conferences - send teachers who are slated for conferences a reminder to register early and turn in their receipts if they've been. AMS early bird registration deadline is Feb 18, conference is March 12-15 in Philadelphia, PA

Snowflake dance - can we open cafeteria or consider a different layout because the weather was nice so it worked out but it may not be nice again. Also lets communicate numbers before we cut off registration.

Carpool Sign - Heathir has researched the carpool sign with help from Bill Platt, the PVC option would not be as long lasting and the aluminum option was \$320. This would be attaching an aluminum white board to the existing structure, Bill said it was very well made. Jill suggested looking into a plexiglass enclosure for the sign so that it will be protected and not vandalized or used with markers that are not removable. Ginger suggested a back painted glass option that could be used with white board markers. Also a solar powered screen would be great but maybe cost prohibitive.

Upcoming Events:

Date	Budget	Event	Needs
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11/11	\$	Veterans Day	No school
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11/19	\$	Spirit Night, Game Night	Jennifer Siddall/Kauffman coordinating
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11/26	\$	Thx Holiday	No school
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12/11	\$	Winter Village	Candace to lead performances, Short PTO announcements?
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2/6	\$	Snowflake Dance	Budget estimate, assemble volunteers
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