

PTO Board Meeting Minutes October 5, 2014

1. **New Magnets** - designs have blue glow around them, with same tree and words and website. some are round, some are oval. board prefers oval. Probably will be ready for winter push of spirit wear. Idea to trade in old magnet, get \$1 off on a new magnet. Dianna - how do we facilitate the swapping out if they are buying online. Put a dollar off coupon code near a collection bucket for old magnets in the office. or at winter village have a one time swap with a dollar off option then - one time magnet recycling event.
2. **Spirit Wear** - having big time issues with them, Big Frog. One owner ousted by other and there are still problems, they redelivered 8-10 of our orders they had already delivered. Spirit wear committee looking for a new vendor, please pass along any names you have. Some orders have not been completed, and taking weeks to months to get fulfilled. we know this is an issue and we're working on it. They can't seem to handle the magnitude of our project. Also, if you have ideas for winter wear please let Heathir know. Jodie - the book fair didn't have bags and thought it would be nice to have a \$1 reusable bag with PRM logo.
3. **Spirit Night** - Spirit Night at Buca Di Bepo (Tues, Oct 28) - near Carolina Place Mall, one of their first ones and we may get 20% of it. Maybe need to put something out about kids behaving, there were issues at Jason's Deli with kids running around and knocking into other patrons.
4. **Carpool problems** - neighbors on Reese and Arbor are very unhappy because they often can't get in or out during carpool time. Apparently it's never been as bad as it is this year. Also an issue at the end of Arbor with the CMS land and properties on Arbor that border each other. There is a lot of debris and it's not being cared for. CMS employees broke a bridge that the kids use to walk to school, but they said it wasn't up to code so they didn't rebuild. And then said we could not rebuild because it's school property. It's a gully that the walkers from Arbor use, and the people who access the greenway from that street. Jill wants her girl scout troop to rebuild the bridge. PTO could help with possible funding or with MDs support - ask Bill Platt.
5. **Outdoor Environment** - Ms. Charlotte is requesting \$500 annual recurring budget and \$3000 "larger outdoor project" budget and has provided a list of projects and ideas. Jill has been trying to work with her to figure out her goals. She might need her own committee - like the "landscape crew" to help her. Also, Heathir will reach out to Anna to find out when Charlotte might go back to doing full time outdoor environment. Either way we need a formal quote from Charlotte before we are able to decide any amount of money we could agree to. So we'll need to table this until we find out exact amounts with a set proposal. Jill will reach out to people to help form a committee.

6. **PRMCares** - PRMCares group met last Sunday but Jill couldn't attend. They are starting a student ambassador program to announce service opportunities to the classrooms. They are asking teachers for a small place to post PRMCares events in each classroom. The little free library is installed and will be painted next week. There's an art project with Ms Tricia for the library. They would like to ask the PTO to donate the fees to register the library. The fee is \$38.45. Consensus of the board is that is ok, Jill will let them know they can register and then send their receipt to PTO treasurer.
7. **Book Fair** - We didn't have as many volunteers as we needed but the ones we had were excellent and did great with setup. Ms. Kathy was great to work with. Jo and Jodie will do it again next year, and will ask Holly Edwards to help with balancing the registers. It needs to be the same people reconciling at the end of each day. We made goal and it went well, we got an extra \$250. Ms. Kathy was able to purchase almanacs with some of her proceeds. The brown paper worked really well, and was recycled. Make a note that there's plenty left for next year in the PTO closet. Ms. Kathy said there was a budget for book fair from PTO - to be used to update things - like book stands, table cloths, paper for shelves, etc. It would be nice to know what we have to work with each year. Not a large budget but something to know what we can spend. The \$100 Heather used for snacks was well received and all snacks were eaten. \$100 in total would be enough to do both - we may not need to buy something new every year.
8. **Invest** - the final total will be run in the e-bulletin on Wednesday morning, additional names will go on the banner. Do we want to leave the banner up for a few weeks? Sure, we agree to keep it up on the corner for 2 more weeks. We are over \$32k (last year we made \$31k), the percentage of participating families was lower - last year 76% and this year 58%. We had a shorter push this year and last year the video was new. We could brainstorm during another meeting, a grass roots effort to emphasize more participation. Dianna - I'd like to have a meeting with a deep dive into the budget and what the money really goes for so people understand. January might be a good time to do a focused meeting on the budget.
9. **Teacher Lounge** - it's officially done, and well appreciated. The AC works now too. There's a very realistic pretend tree in there that we could decorate with lights and nice notes. We can make the notes at the next board meeting in November.
10. **Fall picnic** - went really well and seemed very heavily attended. It got really dark early, so maybe we could have it earlier next time. It used to be held right after school. Tracy and Ashley agreed to do it again, the help from MDs made it so much easier. We made \$300 from popsicles. Cake walk on the field seemed much better. Gym was open but there was no one monitoring and it was chaotic with kids climbing on everything. Maybe make it off limits or offer it up as a volunteer opportunity for

monitors. it was really dirty the next morning for crossfit so maybe keep it off limits since the custodial staff is gone when it's over.

11. **Montessori Mornings update** - Lisa and Ben meeting to discuss session 2. They have received suggestions of classes but may want to stick with what they have. It comes down to space constraints. Is there an advantage to polling our current MM families to ask questions about what they think of their classes, etc? Yes, we can use icontact for that. Heathir is donating the board outside the school to the MM chairs, so that they can highlight some of their classes on it. the bulletin board people are going to paint with magnetic or chalkboard paint and feature classes.
12. **Montessori Dads** - has been a great success, they really helped out at fall picnic and Bill is going to help with the carpool sign. Heathir can add new dads if more people are interested. Maybe we could run it again in e-bulletin because people don't know how to get involved, and new dads weren't around last year for sign up.
13. **Upcoming Events** - PTO meeting on Tues, 14th at 8am. Feedback has been to include agenda items so that people know what will be discussed. Teachers give grade level updates and specials teachers give their updates as well. Also Fall photos are Fri, Oct. 10th.
14. **Conferences** - Ms. Michelle sent a message about her conference, she missed early registration deadline. So what do we do if teacher doesn't get early registration? Heathir will email her and ask more information and let her know what her budget is, since Michelle cannot go over that amount. Have we communicated conference budget to teachers? Heathir will contact Joy to find out about this information.
15. **Video Lab Initiative** - Heathir has not contacted Cynthia yet, wants to clarify what we are communicating. We encourage our teachers and staff to use iPads for videos. The cost was initially \$300-\$400 but then went up to \$800 or \$900. So we suggest iPads and maybe investing in a mic and tripod for iPads for video. We are not able to provide that much money right now. And part of luncheon feedback was that there were not a lot of teachers who would use this. Suggest Cynthia ask Curt about cost of microphones and tripods, he is knowledgeable about that.
16. **Central Learning Community Meeting update** - it will not be held at our school. All of the principals have to go and in the past PTO has helped support the cost, usually not more than \$50. The cost is for food, CMS is not allowed to spend their money on food so that is why she needs PTO funding. Consensus is that yes, she can have up to \$50 for food.
17. **Yearbooks** - there is a certain margin yearbook sales are required to meet (CMS mandate). Sales and candid photos are already starting. Heathir is working on the staff

photo board in the lobby - so needs all staff to get photos taken at picture day - for the yearbook and website too.

18. **Teacher Website Pages and directory** - All teacher portal pages are templated. All special teachers will get them too. We need photos, contact info and bios. there is also space for candid photos from the classrooms. People are asking about the directory, and we have a volunteer who can take on the directory - so we need to get it out to people so that they can sign up.
19. **Family Game Night** - spirit night person sets this up and it usually coincides with a full week that we get a percentage of sales at toys & co. Ginger - good idea to do a Chick Fil A spirit night on same night as next Picnic, since so many people were eating from there.
20. **Nov. Teacher Appreciation** - kids are writing notes of appreciation for teachers. Should we do fruit or yogurt breakfast day? Consensus is fruit baskets would be ideal, put them in teacher lounge. And make sure we are running Teacher Appreciation updates in the e-bulletin.