

# Peoples Elementary PTO

## Minutes of Meeting

August 31, 2009

### In Attendance

Jackie Arnold

Karen Bollen

Stephanie Brown Bryant

Laurie Burney

Judy Dillon

Tiffany Donaldson

Julie Drueke

Sue Flood

Ginger Johnston

Edna King

Jenny Hynes Lohman

Lora McCormick

Angela Medderis

Chi Mgbemena

Obi Mgbemena

Dina Ogg

Christina Olvey

Brenda Pace

Tammy Pattison

Erin Roberson

Kent Robinson

Lori Rockwell

Erica Spencer

Becky Talley

Laura Taylor

Lee Ann Trimble

Susan Valenta

### Call to Order

Becky Talley called the meeting to order.

### Approval of Minutes

Minutes from the May Called Budget meeting were approved.

### President's Report

- Welcomed everyone to the new year.
- Encouraged meeting efficiency: Chairs should give their reports to Becky before each general PTO meeting.
- Shared ways to encourage volunteers in a positive way.
- Reminded chairs to give accurate budget reports each month.
- Will be using a new email system, free from PTO Today: Have 230 email addresses to date.
- Teacher Survey results: positive responses, one suggestion to keep all info confidential.
- Announced new programs for this year:

**Adopt a Teacher:** to include staff that do not have a homeroom

**Kids Art Fair** – March 11

**Flu Free School** –October 22: Nasal mist given for seasonal flu protection

**Partners in Education Program Changes** – More time requirements this year;  
Breakfast Oct 1

**Kroger Earning Plus Learning** – Kroger no longer scanning cards for school credit. New way to earn money requires an application. Jackie will look into this.

**Open House/Get Movin' Nite Update-** 3 venues: Gym will have 30 activity stations, Café will have 5<sup>th</sup> graders leading line dancing, Launch Pad will have Ice Pops for sale to benefit the Relay for Life team. Judy will contact the RSMS email rep to recruit Beta Club students. Still need an M.C. for the Café and 3 coordinators for each venue. Will sell spirit wear that night and possibly Scrip cards.

### **Principal's Report**

1. Thank you for a great start to the year!
2. Lori Tokar and Jill Docalavich shared on behalf of the faculty thank-yous for the gift cards and the support PTO gives.
3. Lisa Powers gave an update on the Flu: no cases since last Thur. Letters go home with students whose class has a confirmed case.
4. Enrollment Update: Second grade is over the 23 student limit; BOE decided not to add another class but to request a waiver of the limit. Total students: 690 (projected 640).
5. Staffing Update: A teacher was needed at Brooks Elem, so Mrs. Camp's K class "collapsed" into the other 4 classes; transition went smoothly.
6. Instructional Budget: Chart was given listing how the school's money is spent.
7. Furlough Days for Staff: Oct. 16 and one in Dec.

\*Important Dates – a calendar of upcoming events was handed out.

### **Treasurer's Report**

- A copy of budget and the cash flow was given out and reviewed.
- Total income projected for this year: \$48,000.
- Direct Donation Drive projections: \$11,000; to date \$8145 has come in.
- Will give out more teacher gift cards in the middle of the year if more money comes in.
- Suggestion to look into alternatives to copying expenses.
- Dina reported that we came out a little ahead of last year since we didn't have to pay for some things we expected to.

### **Box Tops**

According to the website there will be a check for \$1074.00 in December '09. They will update the website on Sept. 15th. Everyone was encouraged to enter the "Big Clip" at [boxtops4education.com](http://boxtops4education.com).

### **Cultural Arts**

Volunteer recruitment went well at Meet the Teacher. Date set for May 17-21, 2010. Laurie thanked everyone who volunteered last year and reported that they've already had their first organizational meeting. Planning committees will meet monthly; interested volunteers should contact Laurie Burney. Would like to make a presentation at Open House with a short video of last year's events.

### **Directory**

Linda Hall reported \$1953 has been collected for the directories and \$625 for the ads, with more money still coming in. The deadline for the directory has been extended one week.

### **Grade Level Coordinators**

Room Parent Intro Meeting was held August 19. As of today, all room parent assignments have been filled. The Adopt A Teacher program was well received and all but three teachers have had classes adopt them.

### **Hospitality**

No report.

### **Ice-Cream**

Mary Beth Kealy reported that ice cream sales are off to a strong start this year. This year a weekly email reminder will be sent out on Thursday for the upcoming week's volunteers, with the request of an RSVP. If no RSVP is given, she will call that volunteer as a reminder.

### **Landscaping/Outdoor Classroom**

Susan reported \$391 of the \$1000 budget has been spent thus far. She anticipates using all of the remaining on additional mulch and weed/insect control. She is scheduling a work day in late October (TBA) for pruning and additional mulch. If needed, annuals will be planted. Waiting to hear back from Mike Booker about the bus loop...he is interested in sponsoring the project but has to look into it further. The messy arts table will be installed at the same time as the amphitheatre. Mrs. Roberson will look into having a Teacher Sign-Up sheet for the O.C. use and will place a work order for hanging the "Launch Pad" sign.

### **Newsletter**

The 1<sup>st</sup> Newsletter was released 1<sup>st</sup> week of school; next deadline October 2.

### **P.E.**

Tammy proposed that there be two orders placed for "field day/field trip/spring fling" shirts at the beginning of the year so the kids can get more use out of them. One additional order would be placed right before field day at the end of the year. All agreed that this is a good idea. They are looking at doing some sort of field day/spring fling "Double The Fun" theme.

### **Playground**

- Surplus: Amphitheater scheduled to start in mid-September, ending in mid-October. Waiting on contractor, Decks by Design, for contract and professional rendering of the project for display. Budgeted cost 21,000, proposed bid cost 21,000. Payment to be made in October.
  - o Received approval from county to proceed with project
  - o Requested 3 additional bids, non returned bids in timely manner
  - o Met with designer, PTO pres, principal to review design, specifications,
  - o Need to communicate with teachers, staff regarding construction activity
  - o Long-term considerations - shading
- Surplus - Postponed correction of drainage issue in swing areas due to disruption of play area for extended period of time.
- Operating - Ordered, expect payment within September. Equipment may have arrived already. Need to install this week.

o playground balls approximate cost	\$300
o 2 basketball nets	\$10
o 4 tether balls	\$75
- Operating - Annual budget \$1000
- Operating - Remaining budget \$600
  - Possible maintenance repairs to play structures would reduce this amount. Repairs not known until maintenance review is completed by installer.

### **Publicity**

Jenny requested pictures and/or info be sent to her electronically. Will be attending a BOE workshop to learn how to improve on her job.

### **Scrapbook**

Please send in any and all pictures of Peoples events for the scrapbook to Sue Flood.

### **Square One Art**

Kids have already begun working on Square One Art which will be sent home in October. The deadline is early November with delivery in December. There is no expected expense that will not be covered by the income generated.

### **School Box Kits**

No report.

### **Scrip Report**

- Becky reviewed SCRIP accounts from last year and make recommendations to SCRIP chairman for recordkeeping.
- 2008-2009 total profit: \$9492.60
- A check of \$7167.06 to PTO will be written; leaving a \$5000 balance in the account.
- First SCRIP order of year went well: 121 families ordered with a profit of just under \$1100.
- Will spotlight local businesses on each SCRIP order; prizes will be given to a family who supports that featured business.
- Two new vendors have been added: Nike and Aeropostale.
- Volunteers are lined up through Dec. to help with orders.
- A suggestion was made to do a skit at Open House to educate parents about SCRIP.

### **Spirit Wear**

Sales good at Meet the Teacher; all 45 of new Peace, Love and Rockets t-shirts sold and orders for 80 additional items were taken. 5<sup>th</sup> graders will be receiving info for the 5<sup>th</sup> grade t-shirt contest soon. Specials Teachers vote on the winner. Susan needs volunteers to help sell again at Open House.

### **Spring Fling**

Laura will be meeting with Tammy and Priscilla this week to go over Spring Fling business. Lori gave contact info of a possible co-chair: Beth Sherman.

### **Volunteer Coordinators**

No report.

### **Special Event - Meet the Teacher Flower Sale**

Jackie Arnold reported that the flower sale was a success. Pre-sales totaled 118 stems at \$3.00 each, which generated \$354. The costs were \$156.22, leaving a net profit of \$197.73. Other times to consider doing another flower sale: Red Ribbon Week, Valentine's Day and Teacher Appreciation Week.

### **New Business**

- Funding Request – Track My Grades for 2<sup>nd</sup>/3<sup>rd</sup> grade: \$245; parents can't access the system; agreed to have the money come out of their grade level funds to cover this.
- Parent Programs – May do a parent survey to see if there is an interest in providing programs about bullying, internet surfing, etc.
- Second Semester Funding for Teacher's Supplies

- Teacher Development – Budget for this was cut from \$7K to \$3K.
- Volunteer Tracking – will begin a volunteer sign-in sheet; have chairs turn in volunteer lists.
- Lori proposed the “Watch Dogs” program for PES, a national program getting Dads involved in volunteering at schools. This program has had much success. Dads attend a 45 min. training. Examples of ways Dads help include lunchroom duty and car rider/bus duty. Lori will form a committee to implement this program.

### **Old Business**

Committee Chair Positions –

Board of Education rep – Edna King

Spring Fling Chair – Laura Taylor; co-chair pending

Grant Writer - open

### **Voting**

No voting was needed this meeting.

### **Adjournment**

Becky Talley adjourned the meeting.