

Sept PTO meeting

Date: Wednesday, September 5, 2018 7:00 PM Lakeview Library

Attendance: Julia Evans*, Kristina Vasquez, Karl Wolff (troop 645 committee chair), Tricia Johnstone*, Kathy Miracle, Barbara Lane, Kristin Frank*, Lucy Wheeler*, Katie Allred*, Harlee Busalacchi, Stephanie Hendricks, Jennifer Chan, Erin Koht, Siri Ziese, Michelle Starkel*, Tyson Bunch* (* indicates board member)

1. Call to Order time: 7:05pm Quorum: yes
2. Approval of prior meeting minutes (8/22/2018) - Julia approved
3. Introductions
 - a. Boy scouts Karl Wolff committee chair
 - i. troop been meeting here for many years
 - ii. service project? connect to garden coordinator
 - iii. will help with fall festival
4. Boosters Update - Scott Kinsella (Tyson Bunch)
 - a. booster letter went out in Friday folder
 - b. 3 pay pal donations
 - c. weekly update
 - d. ice cream or pizza party
 - e. thermometer is going up tomorrow morning
 - f. get the word out
 - g. eagle at drop off holding signs?
 - h. Larry has been very helpful
 - i. Mrs. Miracle could do an all call (let's see after two weeks)
 - j. we do this so we don't have to sell stuff
5. Financials - Michelle Starkel
 - a. have checks and reimbursements have been completed
 - b. started quick books
 - c. Bank Account Updates
 - i. Checks
 - ii. Signers (Add Andrea Moon, remove Julia Evans per By-laws)
 - iii. Add current board members (Michell Starkel & Tyson Bunch) to old account
 - d. Taxes -cpa has them
 - e. Charity Registration
 - i. DOJ we are delinquent
 - ii. looks like a date problem between end of year and the paperwork, probably clerical. A phone call has been made but it is up to 3 days for a return call

- iii. irs etc. is good to go
- iv. this is refilled every year but it is usually done with the tax return

6. Fall Festival Updates - Katie/Cathy

- a. Moving right along, vendors and rental equipment are getting done
- b. How are we going to do our order forms? get rid of paper forms? We still get a lot of checks and there is a 3% fee. Possibly the fee could be passed onto parents. It could make for less mistakes in the orders. We will keep the old form for this year
- c. Bump up teacher auction and draw back on other silent auction items, can we communicate this to students better to get them excited
- d. soft opening at 4
- e. sell our own ice cream only made \$200 from vendor for the entire year
 - i. pto buy a freezer, used on craigs list 430-570 for a new one, power requirements, and mobility, have to lock but don't store keys nearby for safety issues, maybe insurance issues having one with a clear top is a good idea- new freezer approved

New Business

1. STEM Proposal - Julia
2. Kiln Move 10-15 k cannot be voted by email, still don't have final estimate
3. Stage risers need a number in order to vote
4. Artwork(Mural)- some discussion but how to choose design? Where to get design
5. Could water bottle fillers for existing water fountains be retrofitted?
6. Scoreboard- We would like the scoreboard to be replaced before the volleyball season starts. We voted based on last years proposed number.
7. Date for PTO/Art Room Organizing- Sunday Sept 23 at 5 pm. Mrs. Koht will let us into the room
8. Box Tops Position- Kristina Vasquez has volunteered to fill this chair position
 - a. send out how to do it and/or post something on facebook
 - b. use parents who can work at home to make less work for chair person
9. Room Mom coordinator- Siri: remind room parents that all money is a donation and be courteous about it
10. Spirit wear options - Cathy Lee
 - a. \$3000 back to school night/kinder orientation
 - b. will transition to online, will be using the same company as oak ridge high school
 - c. spirit stick goes out Monday, Kirstin
 - d. pizza party twice a year impact/ or fifth grade spirit week
11. Spring Event Options
 - a. Abby Bower - Sprint Event Chair will start a committee
 - b. Gala Only
 - c. talk to Katie about what silent auction/raffle items can come from fall festival

- d. date should be March/April (Before spring break)
- 12. Enrichment – Stephanie: 6 weeks, Deanna cook top class, technology class, art with Jamie, Spanish, golf, Mrs. groves fitness class, no mad science,
 - a. Purchase a license for technology class (\$199) out of enrichment budget
- 13. Set Dates
 - a. Holiday Shoppe holly will work with anna for dates and location
 - b. Family Movie Night 11-30 tentatively
 - c. Sweetheart Dance Feb. 23
 - d. Muffins with Moms etc. Lucy and Kristin will discuss
- 14. Mini Refrigerator/Freezer for PTO Room
 - a. Discussed freezer on wheels for sweet treat, fall festival and ice cream parties
- 15. We are porting to google drive from drop box, will invite chairs
 - a. Please add any file types you have so we have a back-up of everything
- 16. Slack is a new tool for communication between board members, may use it to let parents ask questions in the future

Mrs. Miracle & Teacher Updates

- 1. online supplemental learning resources paper from Mrs. miracle (need digital file)
- 2. custodial suggestions wish list:
 - a. galaxy carpet cleaner (we borrow from other sites \$2,600)
 - b. 2 battery leaf blowers (\$97.99)
 - c. back pack vacuum (\$623)
- 3. science teacher
 - a. hot plate would like to switch to a microwave 59.99
- 4. about \$2000 for a mural, but doesn't include design
- 5. social emotional learning training
- 6. PTO asks for Mrs. Miracle to have teachers keep in mind a Wishlist for next year

9. Adjourn 9:07pm

Summary:

Action Items:

Email out this year's budget	Michelle	done
Communicate better to students about teacher auctions	Koht	
Safety issues for freezer	Katie Allred, Mrs. Miracle	
Final proposal for kiln moves	Mrs. miracle	
Proposal for stage risers	Mrs. miracle, board	

Look at retrofit for fountains	Tyson, Scott, Mrs. Miracle	
Dates for muffins/donuts	Kristin and Lucy	
Teacher Wishlist for spring	teachers	

Votes:

Approve minutes	approved
\$600 for new freezer	Approved 7/7
Stem week (\$2500)	Approved 6/7 1 abstain
Grade specific science 1 rotation (1800 +250 for materials)	Approved 6/7 1 abstain
Scoreboard up to \$8000	Approved 7/7
Budget	Approved 6/6
\$75 Microwave for science classroom	Approved 6/6