

Meriwether Lewis Elementary School
PTO Meeting Minutes
August 18, 2014

A. Review of Written Reports

B. Co-Presidents' Report

- Committee Chair Listing and "reporting structure"
 - List will be updated/finalized
 - PTO Board member is responsible for events/committee chairs under them.
Fundraising - Presidents, Community Events - VPs, School/staff support - Volunteer Coordinator, Communications - Com. Coordinator
- PTO Calendar Review/Discussion
 - Landscaping - less work needed than previously thought, just mulch and some trimming. We will need another parent volunteer workday in the Spring.
 - Picnic on Sunday, Kona ice truck
 - Back to School night: 6-8 on Sept. 9
 - Talent Show will be early March.
 - Art Show? Not sure when to have it.
 - Fun run is cancelled, but PE teachers will keep doing family field day.
- Future PTO Meetings
 - Include topics for discussion in reports, but information in remaining report does not need to be discussed at the meetings.

- o Ensure that everyone gets to say their piece/keep meetings moving/vote.
- o Next meeting will be Sept. 15 - committee chairs will be at 6, our meeting will start when that is done, but expect to start PTO Board meeting at 7. Will be at Holly's house.
- o Annual Fundraiser - Bryce Harris and Samantha Hartog handling this. What is vision for spending? Mike Irani explained that three priorities were identified at retreat:
 - Cart of tablet computers (30-32 tablets and cart for \$11,000). Samsung tablets, cheaper than ipads.
 - Scholarship fund for teachers -Each teacher could attend a national conference once every three years. Right now they have to get a grant or apply to division or pay themselves. Professional learning is necessary for good teacher/student experience. \$13,000 per year needed for this.
 - Back playground - very expensive but could be really neat - themes, learning centers, etc. But \$10,000- 100,000. Could get some money from parks n rec or grants. Consider getting a donor and naming it after donor. Could also be done in phases. If we decide on this, we need a committee to decide the phases and focus.
 - We need to decide whether to have targeting giving. We are going to do more

targeted asking. Need to cover operating expenses but also allow for targeting giving. Concept of annual fund is have stable income. Goal is participation number and less focus on amount of gift.

C. Principal's Report

- Thanks for welcome back breakfast. Happy with popsicle playdate.
- Two new teachers - new PE, Loretta Harbelis, new K teacher, Jenny Klug.
- Kuhn and Robinson swapped. Mr. Sherogan is also going to work with K-2 talent development.
- Summer library was very successful. Pretty good variety of families, and we will do it again.
- New front entrance will provide more security. K-2 playground was repaved, new sod put down. Garden is starting - APO service fraternity coming to help build fence. Kristina working with Ms. Kuhn on this project.
- New space for fabrication lab in library.
- Library bookshelves should arrive in September.
- Faucets are in.
- Color printers are up and running.
- New benches arrived.

- Day of Caring projects - compost bin in the back, painting the new blacktop (may need some PTO funds for these).

Question from Peggy - class sizes are larger in 1st, 2nd and 4th grade. Trying to at least get more TA hours for these grades. 24-25 kids is the max for a class, rooms are too small for more than that. Mike is watching the numbers and hoping even for two more full-time teachers. Now at 432. We also might need a second full time PE teacher.

- Front doors - concerns about dismissal process/congestion, but we need them for security.
- New head custodian - Dan Arrington, will start tomorrow.

D. Faculty Representative's Report

- Cartridges are arriving, Ipads arrived for kindergarten. Need to update spreadsheet for teacher money. Helen and Deb. will meet on that.

E. Co-VPs' Report

- Hospitality committee - provided back to school breakfast for teachers last Wednesday

F. Secretary's Report

- Review timing for agenda items and reports from board members.
- Bylaw revisions: Teacher's Representative and General Meeting

- o Committee called to order - suggests we only need one annual meeting, and add Deb language. Post in office for one week and then we will have online vote.

G. Treasurer's Report

- Brief Financial Overview -
 - o We have final numbers from last year
 - o Draft budget discussed - based on previous years but could change.
 - o Kroger - changed program and now we get points only and shop from catalog.
 - o Amazon could be promoted more - we will try to promote this to raise more money.
 - o Look into Target. Kristina will be notified.
 - o Classroom fund - might change if we get more teachers.
 - o We have budgeted money already for summer library hours next summer.
 - o Added budget for makerbot and digital fabricator supplies.
 - o Hospitality budget - increased from last year b/c of water addition.
 - o Also need intervention numbers.
 - o End of year gift - allocate to Mike's initiatives and MEPS.
 - o Has art room shelving been ordered - yes, but we haven't received invoices.

H. Volunteer Coordinator's Report

Landscaping updates - see separate report

I. Communications Coordinator's Report

- Bulletin Board Location - need to move because of new doors. Maybe Mr. Sherogan can use the existing board and we can make the volunteer board with PTO stuff. We will transition this out this fall.
- Timing for Meriwether Matters submissions - Wednesday mornings it will go out - submissions by Tuesday mornings, 9am.
- Backpack mail - 21 sets of 25 copies.
- Discussion of possibly having grade level stuff being sent out in specific Meriwether matters. But all teacher communications need to go thru Mike.

James Younger proposal - \$525 for national pencil day.

On-line votes taken by Board:

- July 8: The PTO approved two separate requests from Mike Irani - one for up to \$1740 for community building materials related to back-to-school festivities for the teachers/staff and one for up to \$210 for lunch for faculty team leaders. The MLS School admin will cover other PTO "instructional related" expenses, to be determined, of up to \$1,950." The vote on these items was unanimous.
- July 9: The volunteer coordinate office was vacant so the PTO board elected Jerilyn Teahan to fill this office. The vote was unanimous.

- August 29: Per our discussion at the August PTO Board meeting regarding PTO Bylaws, we agreed that we should consider two changes to our existing bylaws. Laurel Geis made the proposed changes to the PTO Bylaws document to 1) allow for the Teacher's Representative to serve additional terms and 2) to require only one General meeting of the PTO membership each year.

The revisions history would read as follows as it pertains to these proposed changes:

- Revised Article IV Section 1 e. to include the additional sentence "Notwithstanding this, the Teacher's Representative may serve additional terms if approved or ratified by a majority vote of the PTO Board."
- Revised Article VII Section 1 to remove requirement for a second PTO General meeting each year.

This language was approved by the Board and posted for a week in the Office as required.

- September 7: The PTO Board ratified the appointment of Ms. Debbie Parmelee to Teacher's Representative for the 2013-2014 term, and approved Ms. Debbie Parmelee's appointment for the 2014-2015 term. This vote was unanimous.