

December 12th, 2016
MLS PTO Board Meeting Agenda

Board Members Present: Carleen Kupcis, Sarah Kelsey, Stacey Carden, Beth McCarthy, Melissa Hoover, Christina Keller, Amanda Beresford, Beth Wertheim, Cheryl Wetmore-Simpson, and Jennifer Underwood

I. Welcome

II. PTO Member-at-Large Comments

III. Secretary's Report: Beth Wertheim

- Beth moved to approve the November minutes (with the notation to add Chad Schnell's full name where he is mentioned in all prior reports), Melissa seconded, the minutes were approved.

IV. Principal's Report: Mike Irani (represented by AP Jennifer Underwood)

- **Kid's Market**

- We would like to celebrate the success of Kid's Market and the Health Fair.

- **Comments from the entire board regarding Kid's Market:**

(Amanda) The layout was different this year. There were fewer stalls making moving around difficult. For next years Kid's Market the chairs can draw a map of the way they would like the custodial staff to set up the gym.

(Beth) The new layout helped discourage horseplay in the center of the gym (which has been a problem in the past).

Lisa Goldstein and Kristen Streed are happy to pass the torch to a new committee chair, but at this point there is not any interest.

Theoretically all of the profits from the Market were donated. Elves walked around throughout the event with a donation bowl.

- **Budget**

- Pam Moran will be releasing the new budget soon.

V. Faculty Representative Report: Cheryl Wetmore Simpson

- **Pies**

- Thank you to the parents on behalf of the teacher for the delicious pies (given at Thanksgiving).

- **Shades (made by Mindy Goodall)**

- Did we ever properly thank Mindy Goodall for making beautiful shades to pull down during Lock Down Drills?
- The faculty and PTO will make certain to thank her for her time and effort.
- The functionality is great. Resource teachers benefit from them frequently.

- **The teacher's consensus about Bluebirds Care**

- Most teachers don't want Bluebirds Care to be controlled by the PTO.
- The sense is that teachers would like to execute the projects on their own, although there could be a list of *suggested* projects on the website for the Room Parents to refer to.
- Many teachers were already doing service projects with their classes before the program was formed.
- Cheryl's class has always participated in a school wide project with Service Dogs of Virginia.
- Years ago classes received \$50 to help fund their Bluebirds Care budget.

- **Comments from the entire board regarding Bluebirds Care, etc**

(Jennifer) It would be nice for the students to see the connection from their kind gesture in the classroom to the impact it makes on the person or group that is benefiting. For example, Mrs. Ealy's class made bags for police officers. Perhaps it would have had more significance for both the students and the police officers if the students had been able to be more involved in the delivery, etc.

(Cheryl, regarding Room Parents) I have meeting in the beginning of the year with my room parents. I let them know what I need from them and what their role will be in the classroom.

(Group) All teachers do not provide that much guidance and with some teachers there is some uncertainty as to what is expected. Would it be helpful if a form or booklet is made for each teacher to fill out specifying some guidelines? This should be discussed further at a later date.

VI. Co-VP's Report: Stacey Carden and Beth McCarthy

- **Kid's Market** (see above)
- **Kids Night Out**
 - The report has not been received from Lori Toms at this time.
 - 88 kids attended.
 - The expenses were less for this KNO because some teachers were sent home because they were not needed (a result of the low attendance).
 - **Comments from the entire board regarding KNO:**
 - (Cheryl) It may be difficult for the teachers that were sent home especially if they were counting on the income.
 - (Beth) I asked Lori to connect with Mike to do more promotions during the morning announcements.
 - Some other suggestions for Lori from the entire board include showing two different movies, a Cupcakes and Design motif (similar to wine and design), perhaps only having 2 KNO events per semester, making the KNO on the night of the Silent Auction super fun and attractive to both students and parents.
 - (Melissa) When it comes down to it, do KNO need to make money? I am happy if it provides a fun event for our students.
- **Bingo**
 - Bingo is happening but the date is currently TBD.
 - We have chairs: Tenille and Amanda.
 - Cheryl will ask Debbie Parmelee about calling.
 - Cheryl is also going to ask Scott Williams if the 5th grade dance at Western is Jan 27 or Feb 3.
 - We need to be certain that Bingo Night is not too close to the Talent Show date.
- **Talent Show**

- Freckles has been reserved to be the MC. He is expensive but as long as the event does not go over budget and he makes certain that his jokes are appropriate the board consensus is that it will be fine.
- **Book Fair**
- The committee has a theme and the school has been reserved.

VII. Treasurer's Report: Melissa Hoover (please see the report)

- **Comments from the entire board regarding the Professional Development Fund:**

(Sarah)

There is some concern about the timeframe in which teachers are using their professional development money. Should it be a shorter timeframe?

The PTO has committed to funding a full cycle for all teachers but the money has not been set aside. Theoretically all of the funds need to be accounted for especially if teachers are deciding not to use their money the year that they become eligible.

(Group)

Why are teachers waiting to use their money? Maybe every teacher doesn't want to go to these programs?

Would it be appropriate to poll each teacher to find out if they intend to use their funds?

Something to consider is if 10 teachers aren't going to utilize their funds we could have purchased more active boards.

Cheryl---We should find out if there are teachers that do not intend to use their funds.

Beth---We should give a deadline by which the funds must be used by. Parents that have donated want the money used while their children are attending Meriwether.

Sarah---I will talk to Mike about amending the time frame (shorter). The first cycle needs to be complete before a new cycle can begin.

VIII. Volunteer Coordinator's Report: Amanda Beresford

- **Bingo**

- The committee will begin asking for Bingo prize donations after winter break.
- **Super Volunteers**
 - There are a lot of parent volunteers that do a tremendous amount for the school, however it is all behind the scenes. How can we keep track of these under the radar volunteers so that they can be recognized and properly thanked? An example is Jenny Galvin—she is a fantastic volunteer. People don't realize all of her efforts because she is not a committee head.
 - Last year the PTO asked teachers for a list of volunteers that are going above and beyond but that may be under the radar.
 - We could create a Google Doc that can be constantly updated by teachers (and others that take notice).
 - Cheryl will ask the teachers at the Leader Meeting tomorrow.
 - The PTO could do a small gesture to show gratitude, such as a \$5 gift card to a local place.
- **Silent Auction**
 - There is a slight concern, but they have a plan.

IX. Communication Coordinators' Report: Christina Keller and Peggy Williams

- **Yearbooks**
 - The \$15 price will continue until the end of December.

X. Co-President's Report: Sarah Kelsey and Carleen Kupcis

- **Fruit Delivery**
 - The fruit is being delivered on Monday. There will be no grapefruits this year (because of some medical issues). The boxes will contain ½ tangerines and ½ oranges. The continece of the boxes can not be altered for individual quantity requests.
- **Surveys**
 - Years ago the PTO sent questionnaires to teachers about their favorite things to be utilized for Teacher Appreciation Week and Christmas gift giving.

- Should there be a school-Wide service project during the classroom Valentine's Day Parties? There will be a conversation about Bluebirds Care with Mike on Wednesday.

- **Annual Fund**

- At last meeting we approved purchasing car magnets as a token thank you for families that have donated.
- Currently 28% of MLS families have donated (\$13,000)
- The board members present at this meeting voted for magnet style #1.

- **January PTO Board Meeting**

- At the next meeting our goal will be to keep comments to a minimum and the reports brief in order to dedicate the majority of the meeting on the upcoming budget.
- If you have any large budget concerns to discuss please send an email to the board in order for the members to think about the issue prior to the meeting.
- At this point the level of funds being raised are not enough to sustain our current budget.

8:39 meeting adjourned.