

May 15, 2017
MLS PTO Board Meeting Minutes

Board Members Present: Sarah Kelsey, Carleen Kupcis, Stacey Carden, Beth McCarthy,
Melissa Hoover, Peggy Williams, Christina Keller, Amanda Beresford, Beth Wertheim, Cheryl
Wetmore-Simpson, Mike Irani

Future Board Members Present: Amylynn Johnson and Amelia Walton

I. Welcome

II. PTO Member-at-Large Comments

III. Secretary's Report: Beth Wertheim

- The minutes from the April PTO Board Meeting were approved.

IV. Principal's Report: Mike Irani

- The school will be operating on a modified schedule on SOL testing days.
- We will be investigating and exploring the role outside food plays in our school from a health and learning prospective, as well as an allergy prospective. There is least one known child in each of our classes has a food allergy.
 - Currently we use food as a reward, a snack, birthday treats, etc.

V. Faculty Representative Report: Cheryl Wetmore Simpson

- Thank you for a great Teacher Appreciation Week. All of the cards and food were wonderful.

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

- We are happy that Teacher Appreciation went so well. The food from Taco Tent on Friday was amazing. By the way, they are at City Market on Saturdays.
- Final KNO Report
 - For the year as a whole we lost \$800 (currently Melissa's numbers show a \$600 loss).
 - Average attendance decreased from 144 students to 88 students.
 - Next year we will make some changes with the goal of breaking even.
 - Amanda—do people that are new to MLS know about KNO? Marketing? Are families not being told about it?

- In the future we think it is a good idea to have separate activities for older vs younger age groups.
- The last Parent Council meeting is Wednesday.
- We are still searching for some important committee heads. We have had some *strong* no's for the Fun Fair and the Spring Auction. The good news is that most people that have said no are willing to serve on the committee.
- Helen Boyd will be the E-Zone chair for the next 2 years.
- Does the PTO profit from sports gear? No, the company gives MLS a credit toward other items with our logo (for example, movie night cups)
 - If we would like to sell items in a cash and carry manner, we will have to invest in purchasing the items ahead of time. Currently, we do not stock inventory so it is a no risk option.

VII. Treasurer's Report: Melissa Hoover

A report has been sent out, however it gets outdated very quickly.

- Currently, it looks like we have \$24k left over, but we need to save \$11K for the PD Fund (the last name of newly hired teachers could change this).
- In years past we have had a larger surplus at the end of year. One recent reason is because we raised money for the new playground and then found out that we did not need to use all of our own money to fund it.
- We no longer need to reserve PTO funds for Summer School. Historically, the PTO has set aside \$500 per year so that we would have \$1000 every other year when Summer School is held at MLS (it alternates between Murray and MLS).
- We need to make a Matrix of what funds are available, who can access the funds, and how to go about accessing funds.
- Currently we have a "pot" for Cultural Development and a "pot" for Assemblies. A spreadsheet/matrix will be helpful to let teachers know what funding is available. At times receipts are being submitted to Melissa without asking ahead of time if there is money left in the "pot".
(Cheryl—we have had some amazing assemblies in past years)
- We have \$3000 left in the Project Based Learning Fund because some teachers have not requested their money yet. Can you say "no" if the request is late? (Everything is on

a reimbursement basis but only if there is a hardship—PTO digression). In the future, can we move the deadline for submitting receipts to May 1?

- We will have an updated number by the last PTO meeting, but don't expect it to be drastically different. Typically there is a rush at the end (per Helen Boyd, the former PTO treasurer).
- We will have approximately 13K for end of the year funding.

VIII. Volunteer Coordinator's Report: Amanda Beresford

- If you have any pictures of parent's volunteering please send them directly to Amanda.
- Please have teachers take a small clip of their class saying thank you to the parent volunteers. If necessary, Amanda has offered to come the classrooms to take the video (after SOL's). Mike recommend setting up a google drive for teachers to submit their own videos.
- June 8th, Cynthia Tichner has asked a volunteer to buy 40 balloons and deliver them to the cafeteria.
(Sarah—in years past Cynthia pre-ordered the balloons. Ask her.)

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

- We are going to meet soon to streamline passwords and make a communications document so it will be easy for our transition off of the board.

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

- Color Copier Funding Request
- Year End Technology Funding Request - K & 1st iPads
- Open Discussion Re: All Year End Funding Requests

At this meeting we are going to go through each request and discuss the detail and merits. Sarah and Carleen will take into account everyone's comments and will come up with a recommended slate to vote on.

- **Tier One—PD Fund. The money is already set aside (doesn't come out of \$13K)**
- **Tier Two—K and 1st requested iPads. (Please see detailed request)**

Notes from discussion:

The county funds iPads for grades 3-5. The devices have a 3 year repair cycle, once the repair cycle is complete the used iPads are passed down to grades K-2. Since K-2 grades do not take SOL's they do not receive any grants/funding from the state to purchase their own iPads.

In order for the purchased iPads to be a part of the county repair cycle, the order needs to be placed by June 1 (a check needs to be delivered directly to the county building).

K-1st grades use iPads for reading and math centers when the class is circulating in groups.

2nd grade did not request iPads because they need MAC Books in order to work on typing/key board skills. Currently a lot of the MAC Books are broken, but if K and 1st receive funding for iPads then there will be enough working MAC Books for the 2nd graders.

Also, within Tier 2 Mrs. Etten has asked the PTO to purchase technology items for her art classroom that will support her computer graphics program (please see her detailed request).

Alissa Etten is a graphic artist and has been introducing the 4th and 5th graders to Adobe Photoshop and Adobe Illustrator. Eventually, every student will end up getting a chance to benefit from the purchase of these items. How long does the technology last and stay relevant with the digital cameras?

She has been doing graphic design with the 5th graders and they love it. Some ask to do it if it is raining.

Discussion:

Melissa- Is it unfair to ask the county to help us fund the iPads?

Amylynn- Other county schools are getting more funding than MLS because of title money. We immediately get the lowest per student ratio b/c we have the lowest free lunch total.

Mike- If the PTO does not fund this request, I feel the need to dip into the school's operational budget to purchase the iPads. The school's operational budget begins July 1, but it needs to last all year. The operational budget needs to satisfy items such as a teacher needing a new desk, new carpet, etc. Unfortunately if it is necessary to use the budget on the iPads I may have to say no to other requests.

Cheryl- I am extremely pleased by the way mike manages the budget. He is conservative in order to ensure he money available for situations and requests that come up through out the entire school year.

Sarah- Mike has already gone through all of the funding requests to make sure there isn't another avenue of funding thought the county, etc.

Peggy- How are the active panels being used? Have there by any requests for more active panels? Do all of the teachers that wanted one have one?

Cheryl- The teachers that have them in their classrooms LOVE them.

Mike- Out of all of the requests, I think Tier 2 the most important to fund.

- **Tier Three**

*Please note that Birding Program has already received a grant.

Discussion:

Cheryl- I previously received a grant for 12 microscopes. Can Steve Gissendanner use these?

Melissa—do they need to be “fancy”? When the Biology Department of my college replaces their microscopes sometimes they offer me the old equipment.

- **Tier Four**

Google Expedition Kit

Discussion:

Amelia- My Dad is in VR development and has offered to come in and demonstrate if Mike is interested?

Mike- the cool factor here is huge. Western Albemarle High School is setting up something similar, perhaps we could learn from their experience?

Math Construction Zone (Cribbage Board materials)

Steve Gissendanner uses the Cribbage Boards to teach math facts—the students will be creating the boards as well.

Discussion:

Peggy- Could he have an EZone class to make the boards? It can help fund the new boards?

Melissa- FYI, last year we funded \$500 for Mr. Gissendanner’s gifted math class.

- **Tier Five**

French FLES iPad

Discussion:

This iPad will be available if we fund Tier Two.

Madam Brann missed her PD cycle, should the PTO fund a newly hired teacher that missed out on their cycle year as a budget line item?

She needs to take classes to get the necessary credentials to teach an entire class (which will benefit the school).

Melissa—Under the new PD format this most likely will not be an issue. A newly hired teacher will not be thinking about requesting PD funding until mid-year. At that point the PTO can explain that they will have access in the coming year.

Gift Card Request to purchase French books and French print tools

No, not allowed.

Eagle Scout Project

Discussion:

Please note that the student has not made any contact himself. His mother has made all requests on his behalf.

Color Printer Repair Consultation

Currently both of the school's color printers are not working. They are no longer part of a service contract and the tech department can't figure out how to fix them.

The request is for a tech to evaluate the printers and determine if they can be fixed and what the cost would be?

Discussion:

Do we need color printers?

Mike—does this elevate learning some how? Typically items that I have seen being printed on the color printers are invitations and items for bulletin boards. There is a resource center in the division that is available if you place the request ahead of time (using classroom funds).

Cheryl—two specific 3rd grade teachers have said some students can learn better with the color print outs. (Currently Cheryl utilizes the color printer at her husband's firm when necessary).

Melissa- We spend \$900/yr for color ink

Are we better off purchasing a new HP laser printer instead of spending the money on a tech to evaluate the old printers?

The current PTO Board will need to vote electronically for Tier Two (in order for the iPADS to be purchased within the window given by the county).

The proposal to fund the purchase of the iPad's for K-1st grades passed by a vote of seven to two.

The Board Members that voted yes include Sarah Kelsey, Carleen Kupcis, Stacey Carden, Beth McCarthy, Peggy Williams, Beth Wertheim, and Cheryl Wetmore-Simpson.

The Board Members that voted no are Melissa Hoover and Christina Keller (please note that Christina agreed to partially fund the request).

**June 5th, 2017
MLS PTO Board Meeting Minutes**

Board Members Present: Carleen Kupcis, Sarah Kelsey, Stacey Carden, Beth McCarthy, Melissa Hoover, Peggy Williams, Christina Keller, Amanda Beresford, Beth Wertheim, Jennifer Underwood, Mike Irani

Future Board Members Present: Meg Franco, Amylynn Johnson, Carrie Grossman, and Amelia Walton

I. Welcome

II. PTO Member-at-Large Comments

III. Secretary's Report: Beth Wertheim

- A combination of the May and June minutes will be sent out, the approval will occur electronically.

III. Principal's Report: Mike Irani

- It is great to see this year's leadership combined with the new members of the board. I'm looking forward to working with you all next year.
- Thank you for the iPad approval. The K-1st teams are very excited. Our publisher is updating some of the math materials.

IV. Faculty Representative Report: Cheryl Wetmore Simpson

Cheryl is currently driving home, she may or may not be able to call in to register her votes.

She has been a wonderful faculty representative and the entire board thanks her for her time and service.

VI. Additional Officer's Reports (Vice President, Communications, Volunteer, and Treasurer)

Amanda—a thank you video is on the website.

Stacey- no report

Christina/Peggy- no report

Melissa- no report

VII. Year-End Business

- **Professional Development Resolution**
- **Year-End Spending Votes**

Discussion:

Beth— *I think we should vote to have a standard reserve amount so the PTO is never find themselves in the situation of spending too much. I think it will be helpful to give a guideline to future boards.*

Sarah—*Agreed, it will be nice to have funds available because some teachers order classroom supplies over the summer, Fun Fair needs money immediately, etc.*

This has been the same amount that has been withheld for the past several years.

- Sarah suggested we move to motion to carry forward \$17,000 (Stacey motioned, Carleen seconded, all approved)

- This \$11,000 completes the full \$39,000 that the PTO pledged to fund for Professional Development. (\$11,000 is added to the current amount of \$20,000. Currently less than \$10,000 has actually been claimed but we need to keep in mind that everyone that was eligible this year thought they were going to have 3 years to claim their allotment. Since the cycle is ending, all eligible teachers can request their money this year.)

Melissa- *I think we should suggest adding more money just in case a new teacher is hired that has a last name that begins with a W. Unless we feel that we can tell newly hired teachers that it is necessary to wait until the new program begins the following year.*

Sarah- *All of the current teachers have been told that the current cycle is coming to an end (they are all okay with this). There is not a good solution for newly hired teachers. It will be a calculated risk by setting the number at \$11,000. If four teachers are hired with the last name Wilson it may not be able to be absorbed. Although one teacher may not utilize their funds and it could all work out.*

Melissa- *My job as treasurer is to literally make sure that the money is in the bank.*

Beth- *If this is what we want to do, I think the teachers understand that we want to make good on our promises. However, they also are aware that we are a volunteer organization.*

- Beth motioned to approve, Sarah seconded
Melissa voted “no”, the rest of the board members (including Cheryl) voted “yes”

Tier 2 (\$2122.75 left for funding)

- We did not include Mrs. Straum’s requests because we can’t afford them.
- We did not include the printer diagnostic because the PTO said we are not willing to fix three year old printers. Eventually the PTO can decide to purchase a new printer if desired.
- Sarah motioned to approve funding the art technology, Melissa seconded, it was approved unanimously.
- Sarah motioned to approve funding from Mr. Gissendanner’s microscope, Carleen seconded, it was approved unanimously.
- Art technology Grant Part 2—

Melissa- *Didn’t we purchase a digital fabricator? Does anyone else know it exists?*

Mike- *Yes, and the teachers know we have it but it doesn’t seem that anyone wants to use it. It is used to make scale models. Maybe we should try to trade another school for it?*

Melissa- *Should we reach out to Mrs. Etten to ask if future art teachers will be able to utilize the graphic design software programs she is requesting.*

Beth- *Is this the type of technology that is only relevant for 2 years? If so, it may be outdated anyway.*

- Beth motioned to approve part 2 of Mrs. Etten's grant request, Amanda seconded, Melissa voted "no", the rest of the board voted "yes"

- **Resolution about the Professional Development Fund**

If a portion of money is left at the end of this cycle or a future cycle we move that the money is saved and used for future Professional Development Funding.

Technically this is a binding resolution, but it can be amended if it is necessary (i.e. Windfall from the county to provide PD funding).

"We are committing to this so we are going to try to fund it."

- Melissa motioned to approve the resolution above, Peggy seconded, all approved (including Cheryl).

Carleen handed over the bell to Stacey.

Stacey- You and Sarah have truly taught us what it takes to be successful co-presidents. We have seen your hard work first hand and we will try to make you proud.