

## New Emerson PTO Meeting Notes

New Emerson Elementary Library  
Tuesday, April 17, 2018

**In Attendance:** Cyleene Gollob, Terry Schmalz, Miriam Rodriguez, Miranda Bailey, Katie Mathis, Kayla Osborn, Kathy Weidner, Ellie Nisley, Stacey Kristy

### 1. **Welcome**

- Meeting called to order at 4:15pm.

### 2. **Accountability/School Update (Terry)**

- Finishing testing this week – using Chromebooks in the classrooms has been successful, seamless
- The Math & Science Center is close to having the space empty
- Many have expressed interest about 6<sup>th</sup> grade expansion - Terry doesn't have any answers at this point
- On Monday, 4/23, 5<sup>th</sup> graders are going to visit their middle schools
- Work is currently being done on a professional development plan for all teachers, which includes computer science training through maycode.org (free)
  - More computer science to be introduced next year, including more robots

### 3. **Budget (Kathy)**

- \$617 was raised at last Chipotle event, which goes to Kids in Action
- Some funds were distributed for classroom supplies
- Family donations are still coming in – have received \$8.5K so far versus \$7K last year
- We should be receiving box tops proceeds soon (pays twice a year)
- Papa John's proceeds have not been received yet

### 4. **Administrative Professionals' Day – Apr 25<sup>th</sup>**

- Flyers will be distributed/posted on Thursday, asking kids to bring flowers

### 5. **Teacher/Staff Appreciation Week – May 7-10<sup>th</sup>**

- Teachers will be gone May 7-8<sup>th</sup>, so lunch will be provided for them on Thursday, 5/9
  - From Café Sol – salads, bread, cookies

### 6. **Field Day (Miriam)**

- 5th grade graduation will be held the morning of 5/24, so field day will be held on Wednesday afternoon (5/23)
  - Talent show will be held in the morning, followed by family picnic, then field day 2:45-3:45pm
- Teachers will choose activities, similar to Fitness Day
- Class snacks will suffice, no need to have anything additional
- Molly is arranging for the fire truck

### 7. **PTO Elections**

- Will be held next month for all positions

## 8. **Movie Night – April 19<sup>th</sup>**

- Gym will open @ 4:15
- 4<sup>th</sup> graders will be handling concessions

## 9. **501(c)3 Status Update (Katie)**

- Katie, Kathy and Terry have read bi-laws, need to be approved
- Bank told Kathy that we need non-profit status in order to open new account
- Michael Kuzminski joined the meeting to provide an update/discuss bi-laws
  - Organization structure under CO state laws – 3 levels:
    - 1) Members (parents, staff, administration) – elect the Board of Directors
    - 2) Board of Directors (BOD) – elects/appoints officers
    - 3) Officers – handle day-to-day tasks
  - Member meeting can be held once per year to discuss PTO and elect BOD, then BOD would hold meeting to elect or appoint officers
  - BOD Meetings
    - Quorum – minimum number of members (can be a %)
    - Voting members – one vote per family, one vote per teacher/staff
    - Notice should be sent to all eligible members – via email, Peachjar
  - Executive sessions – just Board members (unlikely to be needed)
  - Two documents
    - Articles of Incorporation – a public document filed with the Colorado Secretary of State that forms the non-profit organization
    - Bi-laws – outlines how the PTO operates
      - Follow general format, but also specifies some things
      - Not a public document, but have on PTO website
      - Can be changed by the BOD
  - Source of funds – dues, fundraisers, grants
  - Agreed to go with co-chairs instead of one chair

## 10. **Fall Fundraiser Event (Miranda)**

- Much progress has been made by the – will be held 10/5 @ the Colorado Readiness Center; there will be food, cash bar, music, silent auction
- Voted to approve PTO donation of \$1,000 to cover initial expenses (deposits, etc.), with additional funds to be reimbursed to PTO

## 11. **Miscellaneous Items (various)**

- 5<sup>th</sup> grade design challenge – New Emerson learners are competing against three other schools
  - Presentation tomorrow night at R5 high school
  - Winning team earns \$100
- Kindergarten orientation is on 4/26 @ 5pm – PTO has time slotted to “recruit” parents
- Annual donation to the Math & Science Center – agreed on \$500, consistent with last year

## 12. **Closing**

- The meeting was adjourned at 5:40pm