

New Emerson Elementary

PTO Meeting

Thursday, April 11, 2019

In attendance: Cy Gollob, Stacey Kristy, Terry Schmalz, Kayla Osborn, Chera Miller, Miriam Rodriguez, Jamie Lewis, Jack Chipchase, Mindy Rollins

Meeting called to order at 3:50 PM

- **Welcome**
- **Accountability Report - Terry**
 - We started our CMAS testing and it is probably the smoothest it has ever gone, because each learner has their own device. Chromebooks seem to function really well with the testing. It has been awesome! Chera agrees that the testing has gone very well this year.
 - We have an opportunity to write a grant that will be due on Sunday. Terry will write it and Miranda will read it over. We tried to write this grant last year for the library, but it was denied. We are trying for it again this year. It needs to be innovative. Terry is going with a theme of: PBL + STEAM = 21st century learners and 21st century workforce. Hopefully we have a chance to get it this time. It would be \$15,000 to go toward the library.
 - Continuing to work on our Unified Improvement Plan (UIP). Chera is a teacher/leader for this program and she goes to evening meetings and brings the information back to us at the school. Our focus right now is Problem Based Learning.
 - To add to that, the second week of June, several of the teachers, including Chera, are doing a class locally for 8 hours on problem based learning.
 - Some of our teachers are teaching the Know Atom curriculum, and 3 teachers are also taking a math class to improve teaching. We are thankful that our teachers are taking some time out of their summers to do continuing education. The tuition for these special courses is hopefully going to be covered by the school district, but if not, Terry will ask the PTO to help fund.
- **Budget - Cy for Kathy**
 - Expenditures this month were \$450.00 for teachers' classroom supplies, \$79.99 for yoga mats, and \$40.00 for childcare during PTO meetings.
 - Current balance is \$10,903.61.
- **Field Day - Cy**
 - Brittany Metz wants to volunteer for field day. We haven't chosen or had someone step up to coordinate. Throughout the course of the discussion, Mindy and Brittany (through text) volunteered to co-chair the event.
 - We have typically done 6 stations or so, consisting of a lot of water games, 3-legged races, giant bubbles. All outdoor, with a backup plan in case of poor weather. Molly has arranged for the fire truck to be there as usual.
 - Steven and Betsy Bair have done snow cones for several years. This will be their last year for that.
 - Mindy asked if we have ever done a dunk tank. Terry said we haven't. One year we did put on shower caps and let the kids throw wet sponges at our faces. Terry said that was painful and we would like to avoid those experiences for the future.

- Miriam will give the planning binder to Mindy or Brittany so they can have a record of past field day stations and organization, etc.
- **Instruments - Jack**
 - We are one instrument away from getting a full set of instruments for the 5th grade class. Last year the music department purchased a bass metalophone. Jack would like a bass xylophone to complete the set, and allow all the kids participating to be able to play the same amount of notes in concerts. The bass xylophone is \$1,130 that he wants, and he thinks he may only have about 100-200 dollars left in the music department budget.
 - Some discussion occurred about the amount of money in our PTO account, and that we have a good balance going into the summer. We decided this was a good use of PTO funds that would benefit all of the kids as well as the music program.
 - Mindy made a motion to give Jack the money he needs for the xylophone. Kayla seconded the motion, and voting was unanimous in the affirmative. Jack will order it and turn in a receipt to be reimbursed.
- **Furniture Policy - Terry**
 - There has been a committee doing research for about 5 years on sick days for students and teachers over time, cases of lice and other communicable illnesses. The committee has decided to phase out all of the furniture in the schools that have fabric upholstery, all stuffed animals and pillows, and things that can't be easily wiped and sterilized.
 - We can't bring anything new into our schools unless it has a 10 year warranty. The school district is going to oversee new furniture ordering from one company so we can't shop around. The couches in the hallways that we use at New Emerson for early bird reading seating will be able to stay for a while longer, but they will eventually need to be replaced also. Many of the teachers have brought in furniture for their own classrooms, and unfortunately we will no longer be able to bring in donated items like these because of the new policy.
- **School Store - Stacey**
 - We got some more prizes for kids from School Store. Some of the extra prizes have been donated to the Curiosity Shoppe, the student-run store in the library.
 - \$521.76 cash in the account. Stacey thinks we will wait until Fall to request the check. The teachers have been made aware of the available funds and they are in shopping mode. Some of them have looked into and ordered some flexible seating options from the website.
- **501-c3 Status - Kayla**
 - Kayla is in contact with Katie and Kathy for more information to send to the IRS. They want the last few years of bank statements, as well as other documentation. Apparently it is random whether the IRS approves non-profit status easily, or whether they ask for people to jump through excessive additional hoops. We seem to be getting the jumping through hoops treatment. Kayla will continue to move forward on this. Thank you to Kayla for her hard work and persistence.
- **Check-in System - Terry**
 - We were going to wait to find out if the district will be funding the teachers' registrations to the STEM institute continuing education classes. If the school district covers those expenses, we will go ahead and move forward with the quote and figuring out exactly the cost and when to order the check-in system for Cherie and the front office.
- **Library Grand Opening/I Love to Read Night - Terry for Miranda**
 - May 14th at 6 PM.

- We have 10 door prizes right now, but we still need some more. Whoever was helping with the silent auction for the gala, put some of the silent auction items aside that would be appropriate for Love to Read Night. So we do have some of those items.
 - Typically PTO has provided about 10 gift cards to the local book store, Out West Books. The owner really likes us and might be generous if we show up in person to purchase gift cards.
 - We will have kids presenting on the different areas of the library to our guests. They will demonstrate how the green screen works, they will show the new reading clubhouse, the Curiosity Shoppe student store, Lego wall, etc. Thank you to Mindy Rollins who has been working on painted signs to go on the stairs leading up to the reading clubhouse, which feature the business logos of our larger donors. Many of the donors have asked about the library and are anxious to see how their funds were put to use.
 - It will begin in the gym, with Kelly Clingman being the MC. The drama club will do a skit for the whole group. After we dismiss from the gym, people will be free to roam to the other areas of the library and discover. Members of the community who donated to the library will be invited to this event.
 - We will try to have a press person to cover the news of the event.
 - Miriam has talked to Wave 11 about performing at this event, and she will let us know when she hears back.
 - Food is provided by parents and attendees, with book-themed appetizers or snacks.
 - Miriam will be making sugar cookies for the event. She asked about cookie shape ideas, and we suggested gears or light bulbs. Messages on the cookies could say "Thanks" or "Thank you" or "Welcome" or "STEAM".
 - Cy asked if we need to send out a letter to parents to ask for prize donations, but the group said that we would get too many donations that way. Terry said in the past the teachers have usually asked one person and the word just spread and the prizes came in.
 - Miriam thought maybe we should just take about \$100 of PTO budget to buy two Ozobots, in addition to the ten \$10 gift cards from Out West. Stacey said we could get a blue one and a white one for \$43 and change, each. We can ask Kathy if she will order these things.
- **Secretary's Day - Terry**
 - Kelly Clingman has been in charge of this in the past. A letter is sent home to parents to have each child bring in a flower, however that is interpreted, and fill vases for Cherie and Michelle. Miranda and Terry will take care of the advertising for this.
 - **Staff Appreciation Week - Terry**
 - Terry will talk to Kathy about budget and what PTO typically does for this week. Kathy usually orders lunch for the staff from Cafe Sol on the Wednesday of this week. We will follow up with Kathy on this.
 - **Officer Elections - Cy and Terry**
 - We need to check the by-laws about terms for officers, and promote PTO to incoming parents.
 - Jamie will get with Miranda to do a short presentation on PTO to the incoming kindergarten parents during kindergarten roundup.
 - Terry will check with Kelly about what she had talked about at previous kindergarten roundups.

Next PTO meeting will be on May 9th at 3:45 PM

Meeting adjourned at 4:54 PM

Minutes prepared by: Jamie Lewis