

PRAIRIE VIEW ELEMENTARY PTO

October 2016 General Meeting Minutes

Date, Time, and Location: Monday, October 10, 2016 at 6:30pm in Mrs. Northrop's room

Meeting Called to Order by: President, Nicole Adams, at 6:33 pm

Board Members Present: Nicole Adams, Sarah Green, Tracy Curtis, Gina Bemis, Cara Spink, Paige Agidius, and Sarah Kingrey

Staff Members Present: Dr. Gonzales, Mrs. Snider, Mrs. Danica, Mrs. Mulder, Mrs. Bagnall

Please Note Commonly Used Abbreviations:

PVE: Prairie View Elementary, **PTO:** Parent Teacher Organization, **PVPTO:** Prairie View PTO

Nicole Adams, President, opened the meeting with greetings and introductions.

Nicole asked for a motion to approve September 2016 meeting minutes:

Motion by Cara Spink to approve September 2016 meeting minutes

Seconded by Gina Bemis

Result: PASS

Presentation: Mrs. Bagnall gave a presentation regarding the new elementary conference schedule. It is now on a semester format with conferences occurring in October and February. The students will have 2 and a half days off to accommodate conferences rather than 5 half days.

FUNDRAISING REPORT: Paige Agidius, Chairperson

❖ **Cookie Dough Sales:** Paige and Sarah Green (Cookie Dough Chairperson) discussed the fundraiser.

- Big thank you to co-chairs, Sarah Green and Jessica Folsom
- To date, total sales were at \$58,515. That includes \$1500 in online sales. At this time, the final amount that will be going to the school has not been calculated.
 - Nicole stated that the money received will go toward line items and any remaining money will be used for grants.
- There was a discussion regarding if the PTO will continue with cookie dough next year or do APEX in the fall.
 - Sarah stated cookie dough takes a lot of time and there are very limited volunteers for it.

- Cara Spink said that maybe we do APEX fun run in fall and only an online fundraiser
- Sarah Kingrey stated that cookie dough gets the least amount of volunteers when compared to other volunteer opportunities
- Mrs. Snider stated that the ability to make an online donation through APEX is a great option
- Mrs. Mulder stated that it would be nice to only have 1 fundraiser for the school year
- Paige Agidius stated that the APEX leadership lessons are a great tool for the students
- Nicole stated that Cookie Dough sales were lower this year than they have been in the past. We need to look critically at our fundraisers for the future.
- A parent in attendance asked if we could tell the difference between how many cookie dough sales came from parents selling at their work. He stated that if we do not continue with cookie dough, that is money that we would not otherwise get from sales.
 - ◆ **It was decided that the PTO will continue to discuss this and make a decision at a later date.**

❖ **Ongoing Fundraisers:** Paige Agidius

- Box Tops have been collected and volunteers are working to cut them out
- Popcorn Friday money will go back to the teachers for spending. PTO should know the exact amount that will be given to each teacher in the next month or so.
 - Dr. Gonzales asked about a plan to accommodate new kids that come in during the year.
 - ◆ Forms will be in the New Student Packets and the pass will be prorated.
 - ◆ Popcorn can also be purchased with \$1 cash each week
 - ◆ Teachers receive a pass each week that can be used to buy one student popcorn.
- Business sponsorships have brought in \$900 with 9 businesses currently signed up

VOLUNTEER AND PROGRAMMING REPORT: Sarah Kingrey, Chairperson

- ❖ Thank you to all the volunteers who helped with Otis Spunkmeyer Cookie Dough, Fall Picture Day, Popcorn, Art-a-Baloo, Book Fair, Box Tops, and Donuts with Dads!

- ❖ Sarah stated that Donuts with Dads and the Book Fair kick off went great.
- ❖ All teachers have been subscribed to the PTO blog email. Permission to do so was granted by Dr. Gonzales. Teachers can copy and paste any information from the PTO blog onto their own blogs.
- ❖ **Book Fair:** Oct 6-11th
 - All the money raised from the Book Fair will go to the library, not to the PTO
 - Andy Knaggs will be the new chair for the book fair beginning next spring.
- ❖ **Staff Appreciation:** Paige Agidius, Chairperson
 - October 19th and 20th
 - Volunteers needed to help decorate the staff lounge on October 19th from 3:30-4:30pm
 - Lunch and dinner will be provided to staff on Oct 20th.
 - ◆ Volunteers for the potluck can signup at:
 - <http://www.perfectpotluck.com/meals.php?t=RBDB9702>
 - ◆ Volunteers needed to help cleanup afterwards from 7:00-8:00pm
- ❖ **Cookie Dough:** Distribution will be the week of November 7th. More information will come out at a later date
- ❖ **Winter Extravaganza:** Chairperson is still needed

TREASURER'S REPORT: Cara Spink and Gina Bemis, Co-Treasurers

- ❖ Cara and Gina reported on financials through October 10, 2016
- ❖ Switching over to Quickbooks online is causing some delays

*Motion by Paige Agidius to approve Statement of Activity through October 10, 2016
Seconded by Gina Bemis*

Discussion: Teachers will be reimbursed one time with a check up to \$125 for their classroom stipend

Result: PASS

Nicole stated that the PTO is moving to an online grant request form and must be turned in 2 weeks prior to the PTO meeting in order to be reviewed for that upcoming meeting.

- Mrs. Mulder requested some form of confirmation that the submission went through.
- It was discussed that Dr. Gonzales would include the grant request submissions in an email to the teachers regarding that month's upcoming PTO meeting.

- Irene stated that future grants will not be honored if not submitted by 4pm, 2 weeks prior to the PTO meeting.

❖ **6th Grade**

- Cara and Gina broke down what the 6th graders earned last year when they were in 5th grade. The expense of at or around \$600 has been already approved to fund a field trip to the MAC Museum

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❖ **3rd Grade:** Mrs. Danica

- Requesting the purchase of supplemental materials for the 3rd grade reading program. It would be used for all the 3rd grade classrooms

➤ *Motion by Cara Spink to approve \$1600 plus tax and shipping for the supplemental reading program material*

Seconded by Gina Bemis

Result: PASS

❖ **Kindergarten:** Mrs. Snider

- Requesting money for memory books and plastic protective sheets for all kindergarteners. Cara Spink requested once a month reimbursements.
- Requesting a 2nd grant for funds to cover the STA bus ride for an all day field trip for all kindergarteners in December for students that are 6 years of age on day of trip. 5 years and under are free to ride the bus.

Motion to approve up to \$640 for 80 children for the purchase of memory book supplies.

Seconded by Gina Bemis

Discussion: *Nicole stated this will likely become a line item moving forward, as well as kindergarten tshirts. Regarding tshirts, she stated we would see where things were at the end of the year.*

Result: PASS

Motion by Cara Spink to approve \$75 to cover 25 students STA bus fare for a class field trip

Seconded by Gina Bemis

Result: PASS

❖ **LAP Program:** Mrs. Mulder

- Requesting RAZ Kids subscriptions for all students in K-3rd grade (18 classrooms) and 1 subscription to Kids A to Z.

➤ *Motion by Cara Spink to approve \$1980 for RAZ Kids subscriptions for all K-3rd grades and 1 subscription to Kids A to Z.*

Seconded by Gina Bemis

Discussion: *Nicole asked if there was a way to track use. Mrs. Mulder stated yes there is and that the teachers could be asked to print out a usage report at the end of the school year. Dr. Gonzales asked Mrs. Mulder to email all the teachers regarding tracking usage and also to double check if there were any teachers that do not want a subscription for their classrooms Dr. Gonzales also asked Mrs. Mulder to show parents how to use RAZ Kids during the upcoming LAP open house.*

Result: PASS

❖ **4th Grade:** Cara Spink on behalf of Mrs. Wisser

- Requesting reimbursement for Owl Presentation that was done last week

Motion by Cara Spink to approve \$175 reimbursement for Owl Presentation

Seconded by Gina Bemis

Result: PASS

❖ **1st Grade:** Sarah Green on behalf of Mrs. Leighty

- Requesting funds to purchase supplies for Vanessa Behan Crisis Nursery blankets.

Motion by Sarah Green to approve \$121.62 for Vanessa Behan blanket supplies

Seconded by Cara Spink

Result: PASS

❖ **Mrs Wolfe:** pennants for gym

- **Tabled**

- ❖ **Bites 2 Go:** Dr. Gonzales on behalf of Mrs Wolfe
 - Requesting funds of \$1584.00 to cover an additional 10 kids for the year. There are 4 more students in need that will not be covered in this grant request. Bites 2 Go will find sponsors for those 4.
 - Nicole stated that the Dorian grant of \$1000 may be used to cover part of the funds needed. She will contact Dorian to make sure they approve of the grant being used for Bites 2 Go. We may need to look for outside sponsors for the program in the future.
 - Sarah Green stated we can put Bites 2 Go applications in the new student packets.

Motion by Cara Spink to approve \$1584.00 to cover 10 more students for Bites 2 Go.

Seconded by Gina Bemis

Result: PASS

OLD BUSINESS: none

NEW BUSINESS: Nicole Adams, President

- ❖ Brooke Ellefsen fund run on 10/22 from 2:30-4:00 pm with silent auction as well.
 - Information is on the PTO website and forms were sent home with the students.
 - Joanne Hustead stated how much Brooke has given of herself to the school and, for the last 5 years, has never missed bringing something homemade for staff appreciation.

PRINCIPAL'S REPORT: Dr. Gonzales

- ❖ Interviews are taking place on 10/11 to find a replacement for Mrs. Lindquist who has taken a job teaching at Midway Elementary
- ❖ Dr. Gonzales is continuing to work on building relationships with the new families at PVE
- ❖ 6th grade was given a one time allotment of \$3000 from the Prairie View building fund for camp.
- ❖ The only students on the waitlist are in kindergarten and 1st grade.
 - Paige Agidius inquired about full day kindergarten and if/when it was likely to happen.
 - Irene stated that PVE does not have the room to do full day and the state won't force the schools to do so since the state won't provide the funding to make more room.

Nicole stated that on November 9th, the 3rd grade lantern walk will take place.
Also, Art-a-Baloo starts up this month. Thank you to the volunteers that are making that happen.

Motion by Sarah Green to adjourn meeting

Seconded by Paige Agidius

RESULT: PASS

Minutes compiled by: Tracy Curtis, Recording Secretary