

The Exploris School

# PTO Meeting 9/06/16

**06 September 2016 / 8:30-9:30am / Elementary School**

## **ATTENDEES**

Brooke Somers, Christine Hutchens, Renee Anderson, Summer Clayton, Cheryl Rodgers, Tessa Tanis

### **Last Meeting Follow-up**

- Brooke made a motion to approve the August minutes. All in attendance approved. She also advised that the PTO Board needs to determine who approves the changes to the bylaws and then they will be sent electronically for approval.

## **NOTES**

### **Executive Committee**

- Brooke Advised that Christine should be the Exploris Board representative for the PTO
- Renee made motion to approve
- Brooke seconded motion
- All in attendance approved

### **Board Meeting Update - Christine**

- A lot going on and several decisions to be made
- At the next meeting they will be voting on new organization software and process
- No action items at this meeting

### **Building & Grounds Update – Summer**

- The process regarding the new building is complicated
- Legal reps for Exploris are navigating the process with the development group to get the best result for the school
- Working to extend current Elementary school contract past this school year in case it is needed. Verbal agreement has been given thus far.
- Brooke requested than Shann look into water bottle refill stations

### **Communications - Renee**

- Brooke and Renee to meet to update blog function
- Renee to meet with Becky and Cornelius to facilitate communication consolidation as much as possible for PTO, Teachers and other blogs/emails
- Determine the best way to get the most info to the parents and staff with the least amount of duplication

- **Parent/Guardian Facebook Page**

- This is not a PTO sponsored site
- Brooke to determine who approving parties should be
- Nick D'Uva has deleted anyone that is no longer in the Exploris directory
  - Plan to implement this practice once a year
- Brooke to check on Admins and delete as necessary
- Summer requested that Brooke and Renee enforce that the page is to be used in a positive manner & Delete any negative chains

### **Budget – Christine**

#### **· Teacher Lunch**

- Amanda has requested funds to provide lunch for staff on 10/3/16, during fall break at one of the two school locations
  - No funds designated in budget
  - Getting volunteers this week is difficult
  - \$350 in teacher/hospitality fund that could be used

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#### **· PTO Website Funds**

- Renee to look into moving everything to Google drive, which is a free service
- Wufoo forms
  - Carpool forms
  - Parent Involvement forms
- Wordpress
  - Charge for storage and spam filter

#### **· Teacher Stash and Spirit Wear**

- Brooke requested correction to PTO budget for \$1000 for teacher stash as this was discussed last year
    - Christine to add to budget
    - Christine added \$220 to teacher spirit wear line item to balance budget
    - Teachers now have \$100 each to spend
- Renee made motion to approve both items, Christine seconded the motion, All in attendance approved

#### **· Lamination Machine at Elementary School**

- Rachael is retrieving an estimate
- Summer suggested that designated people be selected to run the machine

#### **· Equipment Grants**

- Christine asked if there was anything specific in mind for this line item
  - Water bottle refill stations?
  - Lamination machine?
  - Technology needs are ongoing but Challenging for Elementary school because of low band width

#### **· Club Grants**

- Board discussed that there is no set breakdown among clubs
  - Needs may vary & clubs are supported by participants
- Brooketo send form to apply for grants with a deadline to submit for each cycle
  - 10/31 – Fall (to be earlier next school year)

- 1/31 – Spring

- **Professional Development**

- This came through Amanda

### **Volunteer Update - Brooke**

- **Crew Volunteers**

- Received crew volunteers for every class (some have more than one)
- Brooke sent crew lists to each volunteer
- Need to be sure we are using crew volunteers
  - K-1 teachers for lunch coverage
  - To send signups for activities
  - To recruit for open positions

- **Recruiting for Open Positions**

- **President Elect**

- Let volunteers settle in and see who gets really involved
- Send email after communications meeting

- **Middle School Dance Chair**

- Have some interest from a few parents and following up on possible co-chairs
  - Ø Middle school students could help

### **Upcoming Events**

- **Adult Social**

- Moved from November to December 1<sup>st</sup>
- Development team is handling
- Event will be renamed and will be treated as a thank you to the parents

- **Craft Fair**

- November
- Laura Johnson interested in chairing again
- Aleesha to reach out to determine what needs to be done
- Boylan Art Festival is an option for 8<sup>th</sup> graders as well

- **Middle School Dance**

- First one will be in December

- **December Thanks**

- Cheryl and Brooke in charge

- **Fall Picnic**

- Consider changing date
  - Teachers thought it was too much at that beginning of the school year
- Consider changing the time of day because of parking issue
- Communicate parking options & Consider shortening to 2 hours
- Summer to send survey to parents to ask preferences on picnic and to get feedback on 1<sup>st</sup> trimester

### **Next Meeting**

· October 11th at 8:30am, Elementary School Art room