October 6, 2020, 6pm

RKE PTO Executive Board Meeting (REMOTE)
Attendees:
Elizabeth King
Jazmin Lawhorn
Jillian Fleshman
Melissa Chernovsky
Catherine Bishop
Lisa Lyman
Maggie Sosman
Wendy Smith
Carolyn Waters
Lndsey Rouse
Michelle Baccomo

Principal's Report (Jazmin Lawhorn):

- Reopening Update: Discussion of return to school plan and Dr. Arlotto's report to Board of Education
    - Despite timing we will need to prepare the building including making safety protocols part of habits and procedure
    - Staff finding out information at same time as parents and public
    - Will meet as a leadership team to look at teachers questions and logistics

Treasurer's Report (Melissa Chernovsky): Budget of $22,250 with no significant inflows or outflows since June

- Backpack Buddies: Restricted funds of $10,629 also have not changed. Backpack Buddies program is on hold right now but families in need are having their needs met by the school.
- Anticipating $4000 in dues, but need a big membership push.
    - Can we promote the google sign up form? Send out through the classrooms? Maybe through announcements?
    - Discussion about whether or not, and how to encourage teachers and staff to join the PTO, Ms. Lawhorn will give them time to join during the staff meeting.
- Teacher Appreciation: discussion of gift card program this year
    - Not much in the budget, discussed ways to stay in budget but show appreciation and create excitement.
    - Decided to do a raffle for 5x $5 amazon gift cards and 2 free PTO memberships at the Wednesday staff meetings. Teachers will be added to the raffle as they join the PTO. Motion to pass, approved by all.
- New student T-Shirt update
    - All handed out, maybe missed a couple but teachers will check with their class and let us know

    - Lisa says there are some in the PTO closet from past years too including bigger sizes.
    - Tell teachers so we can get shirts to anyone who didn't get one.
- Health and Safety line item
    - Nothing to add now
    - The county has provided hand sanitizer
    - We may be able to identify needs closer to re-opening
    - Student support has been addressed and Ms. Covington-Alexander is working with families to meet needs.

Fundraising (Lisa Lyman):

- Restaurant Nights
    - October 19th Noodles
    - November 16th Chipotle
    - There will be a code to order online
    - Can teachers email out to classes, like they would put a flyer in childs' folder in years past?
- Holiday Spirit Wear (Elizabeth)
    - Do we want to participate? Online ordering, 24 item minimum, PTO sets the price
    - Need sales to happen Oct.15th- Nov 15th for holiday distribution
    - Elizabeth will email to follow up.

Communication

- Rocket Blast (Carolyn)
    - Make it for teacher-facing too
- Questions for staff and teachers: How can PTO help with parent communication? Should parents be regularly logging into Google Classroom to stay up to date?

Volunteer Coordinator's Report (Lindsey Rouse):

- Beautification Day- to be announced, clean up and pruning around outdoor classroom and front of school
- Lindsey is trying to connect with our "eco-buddy" from Arlington Echo for butterfly garden and enhancing the outdoor classroom
- Mulch--we need it, can we reach out to the community to see if anyone has a contact that might donate?
- Room parents--still working on this.

First General PTO meeting must occur in October according to bylaws. This will be held remotely. In addition to a brief meeting we will schedule a "Q&A with Ms.Lawhorn". We plan to have a moderator to keep the meeting on track and to read questions submitted by participants in the chat. We will receive some questions before the meeting.

Adjourn 8:04pm