PTO Executive Board Meeting

Tuesday November 13, 2018, 6:00 pm, Minutes taken by Secretary, Melissa Chernovsky

Principal's report (Shira Dowling)

- Clarification regarding that all funds allocated in the budget need to have a request for fund form filled out in order to receive the money.
- American Education week is November 12-16, 2018 where parents are welcome to visit the school.
- Outdoor Classroom
    - Julie Dieguez proprietor of the Wild Child installs outdoor spaces
        - http://wildchildoutdoors.com/about-julie/
        - She has multiple schools in her portfolio including Ferndale, Monarch, & Benfield.
        - She has also worked for Outdoor Education where she helped to find grants
    - Julie walked the property with Shira where ideas for Rolling Knolls were shared
        - One classroom size space,
        - One phase to be installed by Earth Day (Monday April 22, 2019)
        - Would like to have student involvement in a portion of the project implementation
    - Julie plans to submit a proposal in a few days (from Nov 13) including sketches where installation occurs in phases, and the next meeting they will review the proposal
        - Forming a committee, where Lisa Lyman volunteers & Audrey has a friend for the committee
    - At the next PTO meeting would like to share sketches as well as the Benfield example. Share ideas and discuss project durability
- Race for Education, Shira and Lisa Lyman have an appointment for Friday Nov 16th, to plan the date for the next race.

President's Report (Elizabeth King)

- The PTO has received several thank you notes from teachers for the teacher appreciation gift cards
- Honeysuckle Nursery reached out wanting to provide a flyer for the students to take home. Discussion on type of involvement requested, was it a planned fundraiser vs advertising with discount for flyer recipients. Could this be made into a spirit event?
    - Discussion point were the restaurant fun nights raised funds designated to the backback buddies?
- Mrs. Settinerri requested funds for piano accompaniment for an upcoming concert in the amount of $75. All present were in favor.
- RKE Student Directory – goal to finish the directory by November 21st.

VP report (Audrey McGuire)

- Membership is at 123 members this year (up from 92 last school year) with $4210 incoming through dues/fundraiser (up from ~$3367 last school year) – one check bounced.
- Teacher Appreciation
    - luncheon for October 23rd, during parent teacher conferences went very well where teachers expressed it was very meaningful to them
    - November – was planning a popcorn bar, but given feedback the teachers would love a brunch to be November 28th with setup between 8 and 9 am.
        - Brainstorming ideas: reached out to Sandy Pony and have secured a discount for $1 donuts, Navy Bagel, Michelle's Granola, Grauls for cases of bananas and apples.
        - Recommendations: Bread and Butter Kitchen (where Monica is an owner), Iron Rooster, Carlson's bakery
    - Next event will be a cookie day, requesting cookie donations from parents with recipes provided
    - January – popcorn bar
    - February – soup
    - Teacher Appreciation Idea discussed – purchase large fans for the teacher's lounge which is quite warm, small fans for the teachers with sentiment: "I'm your biggest fan"
- Meditation and Mindfulness sessions on December 10 and January 13
- Facebook – the new site is setup, but a volunteer is needed to manage the site, will request volunteer at the next General Meeting.

Treasurer's Report (Kim Augusterfer)

- Roxanne attended the PTO board meeting today to shadow Kim
- Total equity $39,338, where $9,169 of the total is earmarked backpack buddies.
    - Received ~$2,000 for backpack buddies this year
- 990 tax return, if less than $50000 in gross revenue can be a post card filling instead of 10 pages, may meet this for this year.

Volunteer Coordinator (Lauren Miller)

- Need to gently remind administrators and volunteers to sign into Raptor as "Volunteer" and not as "Visitor"
- Several exec board members who have come to the school to volunteer have been signed in as Visitors.
- Recognizing volunteerism Monthly by grade, in the past has been a rotation of winners with a 15 minutes of fun type of activity

Special Events Coordinator (Catherine Bishop)

- Mother/Daughter event – have a volunteer, to occur in March on a weekend, will need custodian support
- Father /Son – on the calendar for January 9th. Updates to the event include participation by Thrive Annapolis, there will be fair type activities in the cafeteria, and the obstacle course will be revamped, likely into multiple shorter courses (which will require more volunteer assistants)
- Father/Daughter dance – have a volunteer
- Fall Movie night – no volunteers / responses, event organization is limited to picking a movie, ordering pizza, organizing volunteers and hall monitors for the hallways
- Variety night – following up on a contact for a volunteer
- Family Night (restaurant) – Lemongrass / Christine Lewis has expressed interest
- Need to seek volunteers for organizing events, and to train new volunteers for established events where parents have their youngest child in 5th grade; maybe solicit previous organizers of events without new organizers for a checklist / blurb and hours estimate
- Rocket Blast
    - Many parents don't receive it. For this year we can't roll over previous membership into this year and change to an opt out policy. Maybe revisit this idea for next year.
    - Ideas generated to engage parents:
        - send a form letter to all the teachers
        - send a link to the room parents to send out to the classes

Secretary (Melissa Chernovsky)

- Box Tops, $362.90 for the school this Fall 2018.
    - winner of the collection tally is 1st grade, plan to reach out to the teachers after first informing Shira
    - Nicole Gregson was fantastic help during the tally

RKE Staff Report (no attending)

- No report this month

Adjourn ~8:00pm.