ROLLING KNOLLS ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION (PTO)

Subject: RKE PTO Executive Board (EB) Meeting	**Date:** 27 September 2021
	Location: Google Meet
	Time: **6:00 PM**
	Created by: Lauren Alexander-Binns

ATTENDEE	ROLE
Tiffany Foster (TF)	*RKE Principal*
Elizabeth King (EK)	*RKE PTO President*
Catherine (Cathy) Bishop (CB)	*RKE PTO VP*
Melissa Chernovsky (MC)	*RKE PTO Treasurer*
Lauren Alexander Binns (LAB)	*RKE PTO Secretary*
Lindsey Rouse (LR)	*RKE PTO Volunteer Coordinator*
Lisa Lyman (LL)	*RKE PTO Race for Education*
*Sarah Seiler**	*RKE PTO Social Media Coordinator*
*Carolyn Waters**	*RKE PTO Rocket Blast Editor*

**Unable to attend meeting*

Agenda

1. Rocket Blast Update — Carolyn Waters
2. Principal's Update — Tiffany Foster
3. Vice President — Catherine Bishop
    - Teacher Appreciation – Gift Cards Membership
    - Magnet Incentive
4. Budget Report — Melissa Chernovsky
5. Volunteer Coordinator — Lindsey Rouse
6. Race for Ed — Lisa Lyman
7. Special Events — On hold for time being
8. Secretary — Lauren Alexander-Binns
9. Teacher Report
10. President Report — Elizabeth King
    - Wrap Up

Minutes

Note: Minutes in green font are actionable items

1. Rocket Blast Update

   N/A

2. Principal's Update (T.Foster)

- PTO members, present at meeting, provide a warm welcome and introductions of themselves to RKE Principal, Mrs. Foster. Mrs. Foster provides an introduction and appreciation for the warm welcome, as well. Including 18 years as an educational instructor, portion of that time as an Assistant Principal at Tyler Heights, and Principal at Ft. Meade HS.

October is BULLYING PREVENTION MONTH

- Starting on 10/01 and for each Wednesday (in the month of October) that follows, there will be a special theme in support of anti-bullying.
    - For example: On 10/6, there is a Superhero Day to encourage kids to "stand up to bullying". Other days will include a:
        - Pajama themed-day in support of "putting bullying to bed".
        - Jersey Day/sports team day as there is no "I" in team and teamwork for bullying prevention.
        - Unity Day, wearing orange Unity RKE shirts (or other fluorescents), a nod to "glowing with kindness"

MCAT Testing

- MCAT testing is only applicable to students in grades 4th and 5th; it will focus on math and reading.
- Scheduled for: Tuesday, 5 October to Thursday, 7 October 2021
    - 10/5/21- 10/06/21: READING
    - 10/07/21: MATH
- MCAT tests are typically administered in the spring timeframe. However, due to schedule changes, it's been pushed up in the year.

3. Vice President Update (C.Bishop)

Teacher Appreciation

- Teacher appreciation is in progress; with a focus on the front office, based on the heightened, above and beyond support required for the back to school period.
- CB spoke about putting together a movie night gift package for RKE custodians, as well, and will drop off for them at RKE on 01 October 2021.
    - CB needs custodian emails

Membership, and RKE Magnet Incentive

- RKE PTO ordered 300 magnets and Individuals who elect to join the RKE PTO will receive an RKE magnet (i.e.: magnet incentive)
- As of Monday, 09/27/21, there were thirty three (33) RKE magnets sold; majority of magnets were as a result of the Friday PTO form sent home with students on Friday, 09/24/21. Thus 33, additional RKE PTO members.
- The RKE PTO Executive Board (EB) discussed strategies to increase sales and/or dissemination of magnets, including:
    - "Buy one, get on free".
    - Option to purchase magnets outside of the free magnet that comes with signing up for the RKE PTO;

- Selling magnets (via a QR Code with PayPal or Venmo(to individuals waiting for RKE students in the carpool lane (before and/or after school)
    - Is Venmo an option? LAB inquired to the RKE EB
- Selling of magnets at parades (e.g., Halloween parade)
    - TF shared (based on an inquiry by LL) that she just received guidance (from AACPS) that there will be no outside people or parades, as there cannot be any outdoor congregation based on COVID protocols.

4. Budget Report (M.Chernovsky)

- MC presented, to the RKE EB, the RKE 2021-2022 budget
    - **NOTE: Please inquire with Melissa Chernovsky for budget details**
- 2021-2022 PTO Balance: $25,467.00
- 2021-2022 PTO Expenditures $14,726.65
- 2021-2022 PTO Budget $14,714.00
- Flexibility(Balance-expenditures) $10, 629.00
- Board discussed the actuals vs. budget numbers, including:
    - RKE PTO EB budgeted $~3k from membership dues, $1300: restaurant night, $300: Amazon Prime Smile
    - PTO Sponsored events, including: $1,125.00 for two (2) events (not yet TBD), $3k for teacher appreciation, and $9,150.00 for student experience (ie: field trip assistance, book giveaways, etc.).

Backpack Buddies:

- CB and the EB discussed the Backpack Buddies Program.
- Items discussed:
    - CB needs to find a volunteer to run the program.
    - Students can be sent home with food (meals) from RKE for the weekend
    - Renee can provide the numbers required per student, to CB

5. Volunteer Coordinator (L.Rouse)

- LR discussed the status of the gardens, and described the clean-up efforts put forth by her and Nicole (last name?)
- Monarch Garden clean-up is in currently in progress; impacts are the season and insect mitigation

6. Race for Ed (L.Lyman)

- The Race for Education is scheduled for Spring 2022
- RKE PTO EB discussed the arrival of the shirts and the spirit wear, and the timeline.
    - No timeline provided at this time.

7. Secretary (L.Alexander Binns)

- No content, other than re-introduction, briefly.

8. Teacher Report

- Reported on behalf of T.Foster, and #1 concerns in the "Teacher Report" are the transportation delays and dismissals. TF applauded the above and beyond efforts of teacher and staff to get students where they need to go.
- As of 27 September, the Pick-up/drop off issues are improving (but not concluded) with regards to the sorting of schedules with students' transportation to/from school.
- Minimal feedback from RKE PTO EB on this item (was already previously discussed earlier in agenda).

9. President report (E.King)

RKE Spirit Wear

- EK received the design options from the vendor for RKE Spirit wear and showed the group various options, to include a black shirt, and a green shirt
- EK shared apparel options with the RKE PTO EB:
  - Sweaters
  - Cardigans
  - T-Shirts
  - Sweatshirts
  - Etc.
- The board agreed that the following color options would be appealing:
  - Tye Dye
  - Black
  - Green (school colors)
- TF asked EK about the option of lanyards, as this is an interest for the RKE teaches and staff.
  - EK inquired with TF re: staff preferences of lanyard (if any). Response included additional specifications:
    - Anti-choke collar
    - Key Ring (for brag tags, ID card, keys, etc)
      - Additional considerations: retractable line on key ring
- EK will send note about the spirit wear statistics. Must complete by November 23.
- RKE PTO EB will review options on lanyards for next engagement

RKE Restaurant Night (10/27/2021)

- Proceeds will be donated to "Harvest for the Hungry" campaign
- RKE restaurant night is scheduled for Wednesday, 27 October 2021
- Noodles and Company is the restaurant of choice, and EK has engaged with them.
  - Update #1 : On 10/05/21, EK sent an email to the RKE EB that noodles in company denied application, no specifics given.
  - Update #2: EK has reached out to Chipotle, for the date of 26 October, 4:00 – 8:00 pm. Awaiting feedback.
    - Chipotle gives 33%, and EK indicate the "Harvest for Hungry" campaign
- LAB mentioned that October is also domestic violence awareness month (including intimate partner violence), and group discussed possibility of an opportunity to support this cause at RKE.

- LAB will forward possible handouts and literature on DV awareness month to T.Foster.

Wrap-Up

- EK discussed the membership form and efforts to translate. EK has email and contact at RKE for translation requests of literature.
- GROWTH MINDSET: TF and EK discussed a new imitative of sharing a topic every month, at RKE, that focuses on cultural diversity, and growth mindset (see “grown mindset”, parents).
    - No set topics set up yet, as of 09/27/21.