ROLLING KNOLLS ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION (PTO)

Subject: RKE PTO General Meeting	**Date:** 09 February 2022
	Location: Google Meet
	Time: 6:30 PM
	Created by: Lauren Alexander-Binns

AGENDA

1. Principal's Report	**Tiffany Foster**
2. President's Report	**Elizabeth King**
3. Vice President's Report	**Catherine Bishop**
4. Treasurer's Report	**Melissa Chernovsky**
5. Volunteer Coordinator's Report	**Lindsey Rouse**
6. Teacher's Report	**Meghan Fletcher**

Minutes

Note: Minutes in green front are actionable items and/or questions.

1. Welcome

- Ms. Sindell Membreno is the translator for the evening and made several notifications to parents should they be interested in attending the English to Spanish translation of the General PTO Meeting. She has set up a Google meet to translate to those requesting the translated meeting. Two (2) RKE PTO members attended.
- Mrs. King kicks of the meeting with a welcome, and then passes it to Mrs. Foster, who also welcomes everyone to the meeting.

2. Principal's Update (Tiffany Foster)

Volunteer Opportunities

- Ms. Smith put a link to the Google form in the PTO Google meets chat. The objective of the Google form is for interested volunteers to provide their availability. Then, that form will be provided to Mrs. Rouse, RKE's Volunteer Coordinator, who will schedule accordingly and directly contact volunteers. . Guardians that want to volunteer cutting papers in support of project preparation.

Valentine's day:

- Valentine's Day is scheduled for 14 February 2022.
- Students may wear red, pink (i.e.: valentine colors) for this day to demonstrate love and kindness. However, it is not necessary to dress up festively, but some of the younger students enjoy it.
- Classrooms will also be having a Valentine's Day exchange in their classrooms..
- Notifications were sent out by some teachers to the parents/guardians of their students earlier this week and last.

Traffic Incident:

- Last week, a member of RKE staff was hit by a car (no emergency assistance was required) and they have recovered.

- RKE was made aware, after this incident, that no school employees can direct traffic AND direct guide children across the crosswalk. This is an AACPS Policy, and RKE will adhere to the policy.

Traffic Study (Valley Road):

- The first traffic study in this area was performed in 1984. There have been three (3) or four (4) performed since that time, and this is the fifth (5) traffic study being requested.
- RKE has engaged with MDOT for a traffic study at the road, frontage of RKE, on Valley Road. Mrs. Foster's hope is that when the traffic engineers come to perform their survey, they will see that the congestion of the intersection, the risks and encourage traffic control measures (e.g., lights) to mitigate the issues.
    - *Note: This is NOT the traffic study related to General's Highway*
- Mrs. Foster expressed appreciation to parents and guardians for helping students safely cross the street and encouraging students to better understand traffic and pedestrian safety.
- Mrs. Foster will communicate additional information as they come available.

3. President's Report (Elizabeth King)

Traffic Study (General's Highway):

- Mrs. King provided clarification about the two traffic studies and areas of traffic concern (i.e.: Valley Road, and General Highway) , to ensure the two studies weren't getting intermingled.
- Still awaiting feedback on the traffic study that was performed, through support with AA County Councilwoman Lisa Rodvien. RKE will provide to community when feedback is available.

Virtual Outreach Opportunities

- She asked for help from parents/guardians if they are interested in helping and would like to support having a virtual community outreach evens. Perhaps, the virtual outreach events could be more of a committee structure to help breaking up the workload and events into smaller pieces.
- If parents/guardians are interest, please email the Rolling Knolls General PTO email address: *RollingKnollsElementaryPTO@gmail.com* or, Ms. Rouse @ : RKEvolunteer@gmail.com

4. Vice President's Report (Catherine Bishop)

Teacher's Lounge Donations

- Our RKE teachers need our help at lunch time. They are no longer allowed to buy school lunches (due to the federal grant for free lunches for all students, but this excludes the teachers) and their allotted lunch breaks are too short to go get lunch off school grounds.
- The RKE community is accepting donations of fast and easy lunch break options in the teacher's lounge to help out with this situation.
- To support this effort, Ms. Bishop provided a link to sign up genius, if interested in helping: https://www.signupgenius.com/go/10c044dafa72da7f58-rketeacher

5. Treasurer's Report (Melissa Chernovsky)

2021-2022 Budget

- **See Budget Report for additional details**
- February update (from January 2022), included deposit from RKE Restaurant night, and a couple of outflows from the Teacher's Appreciation, Jane Taylor Honor Books, General PTO expense, and PBIS activities for the students
- Current Balance: $27,965.12
    - Unrestricted Funds: $17,335.53
    - Net Outflow: $3k (estimate based on if the current budget allocations are accurate per the

budget)

6. Volunteer Coordinator's Report (Lindsay Rouse)

- See comments in Elizabeth King's section regarding volunteer opportunities.

7. Teacher's Report (Meghan Fletcher)

- Nothing further to report.

8. Closing (Elizabeth King)

- At the Executive Board Meeting, the group discussed classrooms needing supplies. Mrs. King followed up on the request and asked Mrs. Foster if they are still in need of Dixie cups and Kleenex tissues.
  - Mrs. Foster said they are still in need of Dixie Cups, Kleenex Tissues, and face masks (child size)—as all items are low in stock, and greatly used by RKE staff and students.

- Mrs. Alexander-Binns brought up the discussion for the efforts around translating the Rocket Blast (and possibly the RKE General PTO meeting minutes) from English to Spanish.
  - Intent is to accommodate the entire RKE family. Ms. Smith mentioned that RKE's bilingual teacher suggested putting the content (to be translated) in MS Word and using that. Ms. Alexander-Binns mentioned Computer-aided Translation (CAT) software and will explore both Open Source and MS Word options for ease of use and accuracy of translation.

- Reminder: 11 February 2022 is RKE's Pajama Day Celebration!
- Adjourn at 6:52 pm

2021 - 2022 RKE PTO Executive Board

President ~ Elizabeth King
Vice-President ~ Catherine Bishop
Treasurer ~ Melissa Chernovsky
Secretary ~ Lauren Alexander-Binns
Volunteer Coordinator ~ Lindsey Rouse: RKEvolunteer@gmail.com
Special Events ~ This position is currently vacant
Race for Education ~ Lisa Lyman
Rocket Blast Editor ~ Carolyn Waters: RocketBlastRKE@gmail.com

PTO Questions & Concerns: RollingKnollsElementaryPTO@gmail.com