September 17, 2019, 6pm

RKE PTO Executive Board meeting
Attendees:
Elizabeth King
Jazmin Lawhorn
Audrey Baran
Melissa Chernovsky
Lindsey Rouse
Lisa Lyman
Michelle Baccomo
Maggie Sosman

Presidents Report (Elizabeth King):

- Welcome, introductions, and thanks.
- Thank you Audrey for work done to provide dinner for teachers at Back to School Night.
- Principal Jazmin Lawhorn
    - Personal introduction and thanks.
    - Appreciated the Meet the Principal event, compiling folders, BTS night dinner and all staff gift.
    - Introduces RKE theme: We are all in this together. Hope to find success in partnerships and collaboration, inclusion and being part of the RKE family. How can we all work together for students?
- We are waiting for more info on where the printed calendars are, a two page version is available online.
- Proposed to move budget to top of the agenda, board agrees.

Treasurer's Report (Melissa Chernovsky)

- We have $28,571 in the bank at fiscal year end (end of June). This is $10K less than last year because we spent money on the outdoor classroom. And 10K of this $28,571 is restricted for Backpack Buddies.
- Highlights of the money spent last year: $13.9K on the outdoor classroom, $4K restricted for backpack buddies, $4852 spent on Race for Education (Race for Education net 17K, year before was 22K, because we lowered the goal). We spend about $19K on an annual basis, $18,400 was spent last year. We need this income to remain sustainable with current activities.
- Outdoor Classroom is separate line item from general operating expenses. Kona Ice Truck on Field Day came out of Outdoor Classroom budget ($600).
- Most line items will remain the same this year, highlights of the discussion:
    - Classroom Enhancements= gift certificates for teachers. This has already been spent $4500 ($100/teacher) this year.
    - Fieldtrip Assistance= Each grade gets $400. Last year PE and Art didn't use this so we will not allot for them this year. We will add in pre-K. Teachers need to

remember to take into account the Regional Program when using the Fieldtrip Assistance. The Regional Program does not get separate funds and are grouped with their grade. We will count on $400 for pre-K through 5th and music (Ms. Settineri). Set for $3200.
    - Cosmic Cart= has changed to one card instead of Rocket Dollars but will still need the $1k. [There was an aside discussing whether or not the card system is working well encouraging good behavior in the hallway or at times when the card wasn't out for the teacher to see. Ms Lawhorn agreed to look into this and follow up.]
    - Events = budget is same as last year, $500/event and make up any difference by charging a fee. Keep 4 existing events as "placeholders".
        - Need mother/son event (bowling?)
        - Maybe merge some of the "placeholder" events for a bigger all school inclusive dance? Will revisit later in the year.
        - Movie Night was discussed and suggested it occur early in the year to set a nice tone. Oct 18 or 25th? Use an inflatable screen and show the movie outside. Ms. Lawhorn suggested possibly looking for parents with businesses to sponsor and be announced at the event. Can serve popcorn and pizza. Food truck lines were too long when tried before.
    - Science Night was discussed. It is a bigger line item ($1500) and possibly not as well attended. Could it occur during the school day? Good way to also show off science fair entries.
    - Cultural Arts= do we want to do more?
    - Race for Education = this year will finish Phase 2 of the outdoor classroom. There are capital expenses that need to be set aside. Lisa and Elizabeth will find out more and report to Ms. Lawhorn.
    - Accompanist at concerts= need to add $200 to the budget. Should be a recurring annual expense.
    - 5K= didn't do it last year, because no one willing to run it.
    - Mighty Milers= Trying to get started for fall on Tuesdays and Thursdays after school. Want to make a team for the Ripley Race Nov. 11th.
- Decided to wait to finalize the full budget next month.
- Elizabeth motioned to pass individual line items of Fieldtrip Assistance for pre-k - 5th and music ($3200) and Classroom Enhancements ($4500). Audrey Seconded. Passed.
- If Movie Night budget needs approving before November we will reconvene either in person or via email.
- We will update form for directory making it more clear that all information shared is voluntary. No photos close up of kids but your own.

Vice President's Report (Audrey Baran)

- We currently have 88 members and $3466. We are missing 3 paypal transactions and one check. Audrey is following up with these families. Forms are due Oct 1 so hope there will be more.

- Teacher Appreciation dinner during back to school night we used Italian Market. They gave discount and were great to work with and would love to work with us in the future.
- Gift cards for teachers have been given out.
- Oct 15th will provide lunch for teachers during parent conferences. Leftovers will be in teacher lounge for the 16th.
- Custodian Appreciation is coming up will do what have done in the past.
- Need to hand off the PTO position to someone next year because graduating.
- Elizabeth suggested setting up a Google Drive to help keep track of info when passing off PTO positions to new people.
- Ms. Lawhorn suggested encouraging the staff to approach admin or teacher rep to communicate with PTO to help streamline communication.

Volunteer Coordination (Lindsey Rouse)

- Will be meeting with Ms. Covington-Alexander and Ms. Lawhorn to discuss how to track volunteer hours. V-Volunteer is the program they use at Bates and was suggested by the former volunteer coordinator.
- She is compiling room parent lists and lists of people who have watched the video orientation and who have background checks. If you are fingerprinted you don't need another background check.
- PTO does not think they can contact people with expired background checks.
- Lindsey will provide Cathy Bishop links to the orientation video and background check form to put into the Rocket Blast
- Need to encourage volunteers to check out when leaving the building to turn in their sticker. This will help track volunteer hours and is for safety (so we know they have left the building).

Race for Education (Lisa Lyman)

- Lisa investigating taking it online this year. Will report back at a future meeting.

Teachers Report (Michelle Baccomo)

- Staff grateful for dinner at back to school night and gift cards.

Box Tops (Melissa Chernovsky)

- New Ap for box tops, will send out a form explaining it.
- No longer collecting by classroom
- Will move main collection bin to main office.

NEXT MEETING: Oct 1st in the Media Center

- General meeting
- Ms. Lawhorn to introduce herself and answer questions
- Future general meetings should have a discussion topic or presentation. Possibly do this at the end of the meeting to keep people around.

- Need to move Dec 10th general meeting, possibly the to the 3rd. Discussed alternative times (4:30pm, 9:30am and having the meeting before the concert) to try to get a bigger audience. Decided to keep the same time.
- SIDEBAR: Need to add a checkbox on the directory to sign up for Rocket Blast, numbers were down last year because we did not do this.

Adjourn approx. 7:55pm