# ROLLING KNOLLS ELEMENTARY SCHOOL

## PARENT TEACHER ORGANIZATION (PTO)

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| **Subject:** RKE PTO Executive Board (EB) Meeting | **Date:** 17 November 2021 |
| | **Location:** Google Meet |
| | **Time:** 6:00 PM |
| | **Created by:** Lauren Alexander-Binns |

| ATTENDEE | ROLE |
|---|---|
| Tiffany Foster (TF) | RKE Principal |
| Wendi Smith (WS) | RKE Vice Principal |
| Tiffani Easterday (TE) | RKE Teaching Staff |
| Michelle Baccomo (MB) | RKE Teaching Staff |
| Elizabeth King (EK) | RKE PTO President |
| Catherine (Cathy) Bishop (CB) | RKE PTO Vice President |
| 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 |
| Carolyn Waters | RKE PTO Rocket Blast Editor |
| Sarah Seiler | RKE PTO Social Media Coordinator |

**AGENDA**

1. **Principal's Report** — **Tiffany Foster**
2. **President's Report** — **Elizabeth King**
   I. Meeting Dates
   II. Chipotle $609 to Harvest for Hungry
   III. Spirit Wear Sales
   IV. 113 items sold
   V. Staff sale happening now
   VI. Franklin Toys Fundraiser this week
   VII. Another Restaurant Night?
   VIII. Survey?
3. **Vice President's Report** — **Catherine Bishop**
   I. Membership
   II. Monday, 22 November, Teacher Breakfast
4. **Treasurer's Report** — **Melissa Chernovsky**
5. **Volunteer Coordinator's Report** — **Lindsey Rouse**
6. **Race for Ed** — **Lisa Lyman**
7. **Special Events** — **On hold for time being**
8. **Secretary's Report** — **Lauren Alexander-Binns**
9. **Rocket Blast Update** — **Carolyn Waters**
10. **Social Media Report** — **Sarah Seiler**
11. **Teacher's Report** — **Michelle Baccomo**, **Tiffani Easterday**

**12. New Business (Anything New?)**

## MINUTES

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

1. Principal's Report (Tiffany Foster)

- Opened the meeting, welcoming comments and expressed appreciation

2. President's Report (Elizabeth King)

**Meeting Dates**

- Voted on the 2021-2022 Meeting Dates
    - Outcome: All members in favor of meeting dates

**Chipotle Restaurant Night**

- Chipotle Restaurant night, held October 2021, brought in $609. Funds donated to non-profit, Harvest for the Hungry

**Spirit Wear**

- As of the 11/17/21, RKE PTO has sold $198 of Spirit wear, 113 items
- If RKE members want to order additional RKE spirit wear, the deadline to inform Ms. King, by Friday, 18 November 2021.
- **Question [posed by Ms. King]:** Should RKE PTO buy additional ones to have on hand (for the holidays, late orders, etc.)?
    - **Board response(s):** It could be something to consider. If that is the case, recommendation is to order the most popular sales. Based on sales thus far, tie-dye is really popular.

- **Action:** Ms. King is going to check the metrics of the sales and provide to the board for consideration. The most popular was the tie-dye

**Franklin Toys Fundraiser this Week**

- 15 November – 19 November 2021: Proceeds of purchases go to RKE
    - Purchases can be made in the store or online

**Another Restaurant Night and Survey**

- **Question [posed by Ms. King]:** Do we want to do another restaurant night? And if so, where?
    - **Board Response:** Board consensus is that they would be willing to do it again.

- **Action:** Ms. Bishop volunteered that she would make some calls around restaurant and see if anyone is interested. Other board members are welcome to call around, as well.

- **Question [posed by Ms. King]:** Do we want to do a survey of asking parents their preference for a restaurant night?
    - **Board Response:** Based on the limited options of restaurants, it is likely the options would be limited, and it would not be worth it. The Board also discussed, it may be hard to do it again with the time and the availability of the Board.

3. Vice President's Report (Catherine Bishop)

**RKE PTO Membership**

- There are currently 99 Members (up 10 members since the 10/13/21 RKE General PTO Meeting, 10/13/21)

**11/22 Teacher Breakfast**

- The Board discussed days for breakfast, and what the preference would be: bagels or donuts. There was a mention of Carlson's Donuts, by Ms. Lyman, but the consensus seemed to move towards Bagels.
- Ms. Easterday said the preference is to do it on Monday, but could move it to Tuesday, to allow the teachers to do their conferences.

4. Treasurer's Report (Melissa Chernovsky)

**November Status:**

- 2021-2022 Budget (See Budget Report, this includes November status and details for items below)
  - Two deposits for November with membership dues that have come in, adding $700.
  - No disbursements.
  - Total Balance: $28,187.55
- Please use Amazon Smiles for RKE great way to support

**Harvest for Hungry:**

- Based on the money brought in from Harvest for Hungry (via restaurant night, $609), and the monies dispersed, it was just about "equal in, equal out".

**WRT Winter Concert: 12/15/21**

- **Question [posed by Melissa Chernovsy**] Should PTA write a check for $200?
  - **Response, from Michelle Baccomo**: Ms. Setteneri is only using a CD, but she will reach out to Ms. Mattingly about if they will need an accompaniment.

- **Action:** Ms. Baccomo will reach out to Ms. Mattingly regarding accompaniment for winter concert feedback.

**Audit**

- Audit of last year's books has been completed (2020-2021): 100% received; all accountable.

- **Action:** Need a signature of the audit form, and will pdf and email to Elizabeth King. King will get to Ms. Love and Foster and submit.

5. Outdoor Education/Volunteer Report (Lindsey Rouse)

**Outdoor Education and Volunteering:**

- Some parents have called and asked how they can help with this initiative, and the direction provided is to stand by at the moment.

**Community Outreach:**

- RKE Parents are interested in outreach to the Hispanic Community, and want to get more of the community and RKE Hispanic families involved, via a listening session.
  - Ms. Rouse asked them to hold off due to the pandemic.
  - In the past Annapolis library was used, but concern if there is enough room to keep it safe with space proximity requirements.

- **Question (posed by Ms. Alexander-Binns):** Are there creative Covid-conscious alternatives, which would allow the listening sessions to still occur? Such as Virtual?

- **Board Response(s):** Board held discussions related to the question and brainstormed alternatives, such as community center, library (but not sure of restrictions with Covid), Google meet.

- **Action:** Board to continue thinking of ideas for facilitating community outreach initiatives (e.g. listening sessions), in the current Covid-conscious environment
- **Action:** Board can work with bilingual facilitators for this community outreach effort (including ESL teachers).
- **Action:** Board members, Ms. Rouse, Ms. King, and Ms. Alexander-Binns, will get together on a call, to further discuss outreach effort.
- **Action:** Ms, Rouse and Ms. King will connect their POCs and RKE staff who are interesting in helping this effort.

6. Race for Ed (Lisa Lyman)

- Preparations and brainstorming continues for "Race for Education".
- Ms. Lyman shared ideas regarding creative ways to motivate RKE students, such as participants will get a different color or bracelet for each lap, and each grade could get a different color (consider tie dye, as well. Which ties into the possibility for a tie-dye Race foe Education shirt).

- **Question [posed by Ms. Lyman]:** Should the t-shirts for the race for education be ordered now or later?
  - **Board Response:** The Board discussed various options. There are concerns that it the shirts are ordered now, they may not fit, or they may get lost in the meantime.
- Board Consensus: Complete the Spirit Wear order at this time, and then wait for the Race for Education order. Consider ordering tye dye, for the Race for Education shirts.

7. Special Events

- On hold for the time being.

8. Secretary's Report (Lauren Alexander-Binns)

- Nothing further to add.

9. Rocket Blast Update (Carolyn Waters)

- Publication will be provided on a monthly basis
- An earlier initiative was brought back up: translating the Rocket Blast, into Spanish, and providing an English and Spanish LAB can review and try some other automated options and then have it sent to
- Discussions of how best to translate it were discussed amongst the board. Ideas included, using software that could translate and having Ms. Nambiar look over the Rocket Blast, in the role of Quality Assurance and Quality Control, Ms, Foster mentioned that Gaston (AACPS) can help, as well.

- **Actions regarding translation for Rocket Blast are below:**
  - Ms. Foster to check in with Gaston for bandwidth to support
  - Ms. King to check in with Ms. Nambiar for bandwidth to support
  - Ms. Alexander-Binns to test out automated open source methods to support

10. Social Media Report (Sarah Seiler)

- Ms. Seiler has been performing market research about how other schools are using social media (such as twitter accounts, Facebook, etc.). Ms. Seiler discussed some ideas, but due to time constraints of meeting, she will provide remainder of updates via email, to the Board.

- **Action:** Ms. Seiler will provide a write-up about what other communities are doing (schools and PTO), and will share with the Board, via email about to share what they are going and how to build their Board.

11. Teacher's Report

- Nothing further to add.

12. New Business (Anything New?)

- Nothing further to add.

**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*