



Schroeder Elementary School PTO MINUTES

MEETING SUMMARY

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|--------------------------|------------------------|-----------------|------------------|
| Meeting Title | PTO Board Meeting | Date | December 1, 2021 |
| Meeting Called By | L. Halfman, President | Location | Virtual Meeting |
| Notes Issued By | D. Fakhouri, President | Time | 6:00pm |

MEETING PARTICIPANTS

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| PTO | B Canfield, Principal L. Halfman, President A. Bluhm, Vice President D. Gilman, Treasurer D. Fakhouri, Secretary | Chairpersons | A. Barauskas, J. Bellini D. Tennant, A. Winters, |
| | | Other | K. Ryan, M. Brink, E. Sementilli, Katherine, D. Tennant |
| | | Absent | |

MEETING MINUTES / DISCUSSION NOTES

- Old Business
 - Jogathon Recap – L. Halfman
 - \$29,000 raised this year
 - Discussed a need to invest in a company or online fundraising opportunity that collects all payments are collected. Over wheleming and for treasurer.
 - Minimal volunteers – next year a need for a chairperson prior to summer
 - Consider working on prizes and tee-shirt sponsors ahead of school year during the summer
 - Consider a tiered sponsorship for tee shirt sponsors
 - Need 2-3 more assisting with set up, tear down committee, do not need 4 floaters/runners.
 - Consider short time blocks for volunteers
 - Trunk or Treat
 - Lots of positive feedback, looking to add a food truck possibly, consider a plan a back up location for inclement weather (Marriott hotel was given an an example or K mart parking lot)
- New Business
 - Holiday plans – A. Barauskas
 - Classroom parties/snack – room parents have been contacted and received the needed supplies for the classroom parties as well as collecting funds for teacher gifts.
 - PTO will provide napkins, cookies and juice for party on Dec. 17th
 - Consider having office send out picture of cookies the PTO is providing so families with allergies can review what will be provided.
 - Teacher gifts – Room parents were instructed to collect money not through school – electronic, mail or drop off at house so teachers aren't in the middle
 - Discussed that the PTO will purchase specials gifts. PTO to work with Mr. Canfield on plans, however Anne will send room parents specials/staffs favorite lists so they can

instruct families of the plans and advise parents that they can purchase separate gifts if they would like to on their own.

- Holiday Staff Lunch – PTO will fund lunch. Mr. Canfield will use his principal fund account for any presents and other ancillary needs.
- Board/Chair Roundtable Updates
 - TSD Presidents council meeting
 - Staffing concerns across district
 - We need to pay our dues- Doug Gilman will handle paying dues.
 - Covid test out pilot
 - Open positions – Reviewed open chair positions, if anyone is interested in getting involved there is roles of different time commitments that are needed. (jogathon, shopper rewards, 5th grade chair)
 - If we can get someone to volunteer we will bring back the cultural chair.
 - Reviewed adding a lost and found chair person to help redistribute lost items.
 - Budget – Next step now that all final payments and donations from organizations have come in for jogathon is to finalize our budget. Doug and Lisa will reach out to each chair person to work through needed budget and school needs.
 - Working through a teacher grant proposal that we will discuss during the next months meetings
 - Financial budget Structure
- Mr. Canfield Principal Report – General School Updates
 - This year some programs have been altered so budget will need to be adjusted.
 - Teacher committee with work to bring ideas for options to spending that money.
 - Lots of professional development taking place for teachers at Schroeder. For example, No Smartboards, moved to interactive Tv’s, mobile teacher stations, work with committees (such as community, red pillar, blue pillar)
 - Thoughts going out to the families affected by tragedy in Oxford but communities as a whole. Hard on everyone including staff. ALICE protocol was shared; A- Alert, L – lockdown, I- Inform, C- Counter E – Evacuate. It is a federally endorsed protocol that was developed after research from previous tragic events.
 - No school Friday Dec. 3rd
- Open Discussion
 - Consider having head room parents send out open PTO positions. Discussed that we need to keep communications streamlined and Dragon Journal should be families sources of all school information. Teacher weekly emails are focused on what is happening specifically in the students classroom. Receive overwhelming feedback on reducing the amount of communications verse adding more communications. The school has worked to streamline communications based off feedback.
 - Kelley Ryan is willing to take on a position, she asked to be contacted.
- Meeting Schedule- First Wednesday of Every Month
 - January 5, 2022 @ 6 P.M. PTO Executive Board & Chair Positions
 - February 2, 2022 @ 6 P.M. PTO Members

Upcoming Events:

- Holiday Shop Started 11/30/2021
- Classroom Holiday Parties- 12/17
- Classroom Valentine’s Day Parties- TBD
- Winter Event- TBD
- March Is Reading Month- TBD