

## **Carpenter Elementary PTO General Membership Meeting**

Tuesday October 10, 2017

### **Call to order and Welcome**

Kym Randall called the meeting to order at 6:32pm

- Kym asked attendees to provide their name and one example of the best thing your child said to you in the first month of school.

### **Executive Board Reports**

#### President report:

Kym announced that we still have open positions

- PTOC – over-arching body to assist PTO
- PTO Thrift store rep – helps to fund PTO
- Secretary – current secretary has had to step down and we are seeking a replacement. Kym has heard from one person who is interested and will follow up with her.

Kym notes that although we are struggling to increase our participation for PTO meetings, we are getting good responses when we ask for specific help – for example using sign up genius to fill volunteer slots for events, asking for donations of food or help with borrowing specific items.

#### Vice-President report:

Shannon Dunn was unable to attend the meeting but provided the following update by email. Kym read the update during the meeting.

Shannon attended the Carpenter staff meeting on 10/4/17 to give an update to the teachers on what's going on in the PTO. Updates to teachers and staff included,

- Personal thank you for flexibility and patience during heat wave
- Nod to custodians for Custodian Appreciation Day.
- Reviewed topics of 9/19 general membership meeting
  - PTO Thrift Raffle, explained tickets and prizes. If teachers are interested in tickets, offered to deliver to their classroom.
  - Review of mini grants that were funded – easel and the installation of a projector bought with title 1 funding.
  - Review of mini grant process – applications must be in one week prior to general membership meeting.
  - Request for a final push on the fun run in classrooms. Reviewed incentives for teachers to review with students.
  - Reviewed money collection process and drop box.
  - Told teachers to contact Kim Ulrich if they have school wide communication info for Paw Print or e-notes.

- Reviewed October calendar. Invited teachers to trunk or treat. Also requested that all teachers take advantage of book fair and add books to their classroom wish lists. Parents love to support their teachers, and it's unfortunate if their wish list is empty.

Shannon noted that teachers are confused about the money collection process in the classroom and would like more guidance. Shannon will create a document that outlines ideal process, bundle with 10 envelopes, and put in each mailbox.

Shannon reached out to our contacts at the Penguin Patch and Little Caesar's to confirm our fundraiser dates. Penguin Patch is confirmed for the week of December 11<sup>th</sup> and Little Caesar's is confirmed for Jan 9-24<sup>th</sup> with delivery the Friday before the Super Bowl.

If anyone has information that they would like passed to the teachers during the staff meeting, you can email it to Shannon at CarpenterPTOVicePres1@gmail.com

#### Secretary report:

Kym provided an update on the secretary position which is currently open. One person expressed interest through email. Kym will follow up. Kym asked if anyone in attendance was interested. Becca Nielsen will fill in while a permanent replacement is found for the year.

- Minutes were posted online
  - Michael Johnson moved to accept the minutes as presented, Niki Coatney seconded the motion.
  - Vote: None opposed, 1 abstaining – Kym Randall
  - Motion to accept minutes from 9/19/17 passed

#### Treasury report:

Amber Beattie opened discussion with July – September 2017 treasurers report. A copy of the treasurer's report was emailed prior to the meeting as well as provided in hard copy at the meeting. Amber noted that there were several community donations from Amazon Smiles, Coke tops, Busches, and Kroger. Staff discretionary funds are also starting to be used, the mini-grant approved at the last meeting was also paid. There were a few equipment costs and other odds and ends listed in the report that everyone received. There was also a PTO thrift check that came in unexpectedly, which is good news.

Amber has been working on getting processes down on paper for teachers to put money into the lock box so that office staff doesn't have to be involved – easier for Amber too. Using the bags for teachers will work well and has already been working.

Fun run numbers are not included in the report but will be included next month. A question about Fun Run was asked - will it be a pain to have kids turning in money twice because of the rain delay? Niki Coatney did not think so and will get together with Amber to count the money once the new deadline has passed. Kym also noted that she and Shannon were reaching out to businesses to sponsor the Fun Run for the future.

- Kathy Owens made a motion to accept the treasurer's report, it was seconded by Glenn Timpe
- Vote: no one opposed, 2 abstaining votes – Kym and James (new attendee, kindergarten parent)

- Motion to accept treasurer's report passed

Kym explained the PTOC rep position and benefits and called for a representative one more time.

- We are currently the only school who does not have a rep.
- Glenn has accepted the invitation to go to the next meeting while we seek a permanent replacement
- Michelle Read re-iterated the need for a PTO Thrift representative as she is not able to keep representing Carpenter now that her children have moved on to Scarlett.

### **Committee/School Reports**

#### Principal's report:

Michael Johnson opened discussion by updating members about the work currently going on with NWEA testing cycle 1. Testing has been occurring in math and reading. Parents will get results at report card time. Teachers and students are currently in the make up week for the testing.

Michael asked - How many people walk their students to carpenter everyday? Use a bus? How many drive? He then asked - What is our perception of the parking lot? Answers included, 1) Congested, 2) hard to get around people who are consistently not following the rules in the drive thru lane and parking lot, 3) terrible, 4) You have to arrive early just to get a place in line and get stuck trying to get out, 5) getting stuck in the parking lot means that kids are late getting into the building, 6) It is not safe for kids at all – hard to see them darting across the lot and across the streets, 7) drivers seem more in a hurry, are not paying attention sometimes.

Mr. Johnson is getting numerous messages about cars that are not moving and blocking up the lot. The issue is better when Mr. Johnson or Pittsfield Police are out there, but they can't be out there all the time. It is becoming more of a safety hazard with more students attending school at Carpenter. Needs to be fixed.

Michael presented a solution he has been working on for the past 2 years:

- Officer Colman, Swift, and Mr. Johnson went to AAPS to ask for a shuttle bus.
- Parking lot near Ichiban has allowed us to use the space as a shuttle pick up and drop off
- There will be a staff member posted there
- More students being dropped off at the shuttle stop means fewer cars in the parking lot and surrounding streets at pick up and drop off times.

Michael stated that we need to be able to fill the shuttle bus (50 students) in order to keep the service. It will be free to Carpenter families. PTO members showed support for Michael to move forward with this and to announce details to parents in the coming week.

Michael announced that Officer Coleman is retiring in December. Carpenter has not been without him for 28 years. There will be an assembly to send him off in style and Michael requested support from PTO in organizing the farewell. There is no replacement for Officer Coleman's position.

No teachers present for Teacher's updates

### Fundraising updates:

Kathy Owens provided an overview of fundraising updates.

- Vendor fair is Nov. 18. There are 22 vendors already signed up and they are looking for ideas to get people to attend to shop
- Movie night is Nov. 10. PTO will need to pick 3 movies for students to vote on. Kathy is looking for suggestions. Looking for movie suggestions
- Revel and Roll family night is scheduled for Nov. 21. We can sell cards at the event and they will do a dine and donate from 4:30 – 8pm. The back room is rented to us for free. 10% of food and drink sales will come back to Carpenter. Niki Coatney will work on a flier for the event and sell tickets outside the office 2 days before the event and at the vendor fair. Niki and Kym will get together to further discuss logistics
  - Concern was raised about having a fundraiser on the last day of school before thanksgiving because it will be hard for teachers and staff to get there. Will attendance also be low for students leaving town the next morning? What other dates could be possible?
  - Discussion was tabled until Kym and Niki could talk more. Updates will be brought to the November meeting
- Chipotle dine to donate is Nov. 6. They give 50% back to the school.
  - Concern was raised that parent teacher conferences are also that night so teachers will be unavailable to participate – students really like to see their teachers at these out-of-school venues. Can we at least sign up to bring the teachers dinner from Chipotle?
    - Kathy will see if we can move the date – at the very least we will consider for next time not overlapping

### PTO thrift update:

Michelle Read is still selling tickets for PTO raffle. We have sold about 85 out of the original 100 she reserved for Carpenter. Highlighted points included,

- Deadline to turn in unsold tickets and money is Nov. 7 and the drawing is Nov. 11
- Prizes include – 1, \$1000 prize, 2 \$500 prizes, 8 \$250 prizes, 3 \$100 gift cards to the Thrift store
- All the money from the raffle comes back to Carpenter

### PAC Update:

Next meeting will be at Slauson in the media center at 6pm. This is different from the usual location. District reps will be there from 6:15 – 6:50pm to address concerns from parents and the general meeting will begin at 7pm

### Student Safety and Support Committee update:

Veronica Shallcross was unable to attend the meeting, but emailed Kym updates to be read.

Completed projects for the SSSC include,

- Pep Rally – Introduction to bullying, OK2SAY and Build and Inspire school themes
- Wednesdays – Wear orange to show support for unity (kindness, acceptance, inclusion)

- Classroom Door decorations – School-wide initiative to support bullying awareness
- OK2SAY Resources Available – Teachers informed on program via email from Principal
- CLUB COOL publication - submissions now accepted for student artwork – through Nov 6th
- Watch for Bullying and Stop It in Its Tracks – New location of tracks around the school throughout October
- October National Holidays Recognized – Lobby TV rotating through slides all month
- Share the Inspiration – Lobby comment box table receiving/giving words/drawings of inspiration

Developing SSSC projects include,

- Open Forum – Ritchie has requested more time so that he may better plan with A2PD. Post NBPM to revisit bullying awareness later in the school year. Would like to offer as open forum
- Sarah Martin (BE SMART) will present at open forum on October 25th. Ready to advertise – awaiting confirmation on MPR reservation for October 25th from 7pm-8pm
  - SSSC does not have resources to provide childcare or food unless PTO assists
- Unity Day Ceremony/Assembly – OCOBER 27th, 2017 - Need help from school staff, kids and PTO
- United We Sing – Awaiting approval to work with Ms Borders on songs for assembly
  - Needs include time for Ms. Borders to work with students on songs, piano accompaniment for songs, assistance with technology such as slide show, projector, Youtube channel facilitation
  - Also need a presenter for the assembly and would like students to have speaking parts as well. Would also like to have certificates available for chuck e cheese for students as rewards.

### **Unfinished business**

Michelle Keller made a motion to open the discussion on the mini-grant again. It was seconded by Crystal Bissell and all members were in favor of the motion. There were no votes opposed and no abstentions.

- Ms. Borders marimba mini-grant has been resubmitted – alto marimba is most important at a cost of \$270. New mini-grant was distributed for consideration during the meeting.
  - There was a question from a member - are there resources for these kinds of things through AAPS? Short answer was no, there is no fine arts budget. AAPS can pass a bond and teachers can apply for grants to fund needs.
  - Additional question - has Ms. Borders asked other schools or other sources? The question was asked last time, but there was no answer in the new mini-grant app.
  - Members wanted to make it clear that they did not want to turn down teacher requests, but because the current PTO budget is in a deficit, careful decisions need to be made.
- There was a motion to table the discussion again and ask Ms. Borders to attend and/or answer questions in light of small funding pool this year
  - Kathy Owens made the motion and Niki Coatney seconded
  - Vote: all in favor with no opposition or abstentions – motion passes

- Kym and Becca opened discussion about a need to refresh the mini grant application to try to get better answers ahead of time in light of extremely tight budgets. Becca offered to create an online version of the mini-grant application and to create more structured questions that could help provide much needed information to save time for the teachers and PTO members voting on these applications.
  - Question was asked: Can we also discuss whether teachers can come to present the mini-grant? There were concerns about the downsides - Can teachers make it to meetings after teaching all day? Will it discourage other teachers from coming if there are already teachers representing at the meeting? Could we have a PTO person who monitors the mini-grants and follows up for additional info? - Becca offered to help with this

### **New Business:**

Secretary position nominations – previously discussed in the meeting. Kym will follow up and also asked again if anyone else was interested.

Michael also reminded membership that we need to fill the PTOC position – critically important

Parent Teacher Conference appreciation – PTO will provide dinner for teachers on Nov. 2

- Becca and Chris Nielsen will provide pulled pork sliders main dish and vegetarian black bean burritos – they will provide a list of sides and other needs to put on a sign up genius. Niki will help with the sign up genius

Dads Dudes and donuts – Laura O’Leary is organizing this. Look for the sign up genius

Moms and Muffins – Pete agreed to organize this again this year.

Millage Update – election day Nov. 7<sup>th</sup>

- Request is a renewal for existing funding, no one’s costs will go up – we need to be ambassadors for this. This is for special education – if it doesn’t pass, AAPS is bound by law provide these services regardless, so if it doesn’t pass, the money will have to come out of the general fund and will be a hit to the district. This is not a big election so the danger is people not coming out to vote.
- Teachers and AAPS employees cannot advocate for this – they can provide information, but can not try to sway votes. PTO members need to step up and advocate for this so that AAPS does not lose money through the general fund if it doesn’t pass.

Other comments and questions?

- Michael and Kym asked - How do we increase our attendance here?? We need to mobilize to get attendance up for parents.
  - Questions included - Can Shannon bring a sign up to the next meeting with teachers so that we have teacher representation at each meeting? Could we ask if teachers would volunteer when they come, to share a success or story from their classroom as part of their participation in the meeting they sign up for? What is keeping people from

attending? How can we make kids an active part of the meetings in order to try to increase attendance?

- Other brainstorms: Can we incentivize attendance? Can kids write a letter to parents in class asking them to attend PTO meetings? Can we help parents understand what we do in another way? Can we have student presentations on grade level news and issues?
- Issues: working schedules, length of meeting, how spread out the community is now, others
- If we are going to have time for engagement and membership enrichment, we need to streamline the business aspects – which means doing more ahead of time.

Meeting adjourned at 8:24pm