

East Olympia Elementary PTO Meeting Minutes

January 19, 2022 @ 4:00 pm

EOE Library

4:09pm **Call to Order**

4:09pm **Welcome - President Desirea Marrs**

- Introduction of officers and members present: Diane Murrey, Teres Stricklett, Phallon Cavelli, Rana Longworth, Penny Kocan, Liz Masunaga

4:09pm **Approval of December Meeting Minutes**

- Approved as presented

4:10pm **Principal's Report - Liz Masunaga**

- Covid is crazy right now and using up a lot of time, resources and man-power; staff is being spread thin; in order to shut down the school 10% must be absent though this was surpassed already and there is no plan to shut down; 3 confirmed connected cases to shut down a classroom; quarantine time has changed to 5 days (kids are still returning sick)
- Patty was given envelope of cards but there is no one available at school to cut them; Rana offers to do so
- Suggestion to share Amazon Smile with new parents; utilize EOE website, FB and weekly newsletter to get the word out
- Panorama Family Survey was filled out by 164 parents at school; feedback was generally positive; safety numbers were high; common feedback included parents want back in the school and many are unable to join PTO at current meeting time
- To address the PTO meeting time suggestions included recording and posting meetings, changing times each meeting and sending out a survey to get feedback on a better time for those interested in joining; meeting time has been an ongoing issue

4:22pm **Treasurer's Report - Teres Stricklett**

- We owe Meghan \$30 for the tax on Quickbooks; Desirea & Teres to sign check
- Bank is physically closed & only the drive-thru is open; Teres needs to make sure future deposits go through separately and not as one lump sum so that it can be tracked easily
- Diane needs forms for Bank Card signed by current signer to move forward
- School Store was approved for \$150 to purchase prizes for kids but nothing has been purchased; Ms. Bell sent list a few months ago; Liz is going to reach out to Ms. Bell and have her connect with PTO
- Fall Fundraiser teacher funds are restricted funds in PTO budget; no teacher has used their funds yet; teachers may be confusing Fall Fundraiser funds with teacher funds; Liz to check with Edith to confirm that she has the teacher list with current balances; teachers can send a list to Teres for purchases OR submit receipts

4:32pm **Current Business**

- **Calendar:** This was never send to Patty - Liz will share; dates were all approved; Rana confirms May 6th for teacher appreciation with Sweet Lee's (\$300ish); Rana also plans for roses and cards for teachers - Liz said Mr. Schneider can't be tasked with helping with cards since he is a teacher himself and staff is overwhelmed right now
- **Fundraising:** Liz suggests fundraising for new baseball benches and school supplies; school supplies are the greatest need; suggestions to raise funds this year for next years school supplies - teachers drop lists in May; Phallon brings up that current board can't determine how next years board spends funds or dictate purchases outside of their term
- **Spirit Wear:** teachers can't collect PTO funds as per their contract; Kristie from the front office will contact Phallon
- **Vintage Spirit Wear/Cookbooks:** Inventory was shared and discussed; Diane shares that owner of Limeberry approved PTO to sell shirts during Spirit Nights (inside only); Teres will have PTO cost of vintage shirts by next meeting; Diane motions to sell vintage t-shirts for \$10 each, Teres seconds - motion approved

***Liz left early to get her child at daycare due to a school outbreak**

- **Readathon:** Readathon committee plans were shared, Readathon will have a Space theme and encourage students to set personal goals; PTO will come up with school specific prizes; plans to make a donation to cover all \$.01 prizes for students was shared, as was a plan to donate to teachers for the purpose of helping kids who are unable to raise funds; Book-list with prizes was shared - Diane suggested coupons from local restaurants as prizes; Book Trade to help supply books was discussed - Desirea stated that something similar was done last year for students; next step is a meeting with Fun Run Time

- rep and Patty to discuss plans and details; Patty is on board with current committee plans
- **Book Fair:** currently waiting for Patty's approval
- **Spirit Nights:** Limeberry will be January & June; Teres shared information on Humble Cow and says owner is eager to participate; Phallon will reach out to Humble Cow; Teres can help run Spirit Night on Sun, Mon, Tues only
- **May Fundraiser (Penny War?):** TABLED - meeting ran long

5:22pm **Old Business**

- **Pacific Northwest Theatre:** Meghan needs to be contacted about this

5:23pm **Additional Agenda Items**

- Phallon asks if we have any information on how the yearbook is progressing; all are unsure; Diane will reach out to committee chairs for updates and details

5:25pm **Task Review, Next Meeting Date - February 16, 2022**

- Phallon - Humble Cow, Readathon meeting with Patty/FRT, reassess Spirit Wear plans & talk to Liz/Kristie
- Phallon & Diane - Cookbook count
- Diane - Reach out to Yearbook Committee
- Teres - Find out PTO cost for vintage shirts, get approval for Bookfair
- Rana - Cut cards for Patty
- Penny - Survey for PTO meeting time

5:26pm **Adjournment**