CORL STREET ELEMENTARY
PTO BOARD MEETING

November 5, 2019

In Attendance: **PTO Board Members:** Dr. Kelly Mark (Principal), Jennifer Pencek (President), Jackie O'Hara (Vice President), Peter Miraldi (Secretary) **Committee Members:** Kristine Schwab (Book Fair), **Parents and Guests:** David Hutchinson (School Board), Kate Hooper (5th Grade Teacher), Natalie Slane, Rebecca Thorsen, David Miller, Sam Seidel, Samantha Banning, Mike Banning, Kate Woodruff, Chenying Wang.

Call to Order: 7:03 PM

I. Welcome/Introductions/Remarks: Jennifer Pencek welcomed everyone and we introduced ourselves.

II. Principal's Remarks: Dr. Mark reported:

A. Everything worked well with the parade; thanks for attending.
B. The second basketball hoop will be up shortly.
C. If your child's dismissal plan is different from the beginning of the year (e.g., new pickup person), you need to notify the teacher/school with a note ahead of time (all grades, K-5); Copy the front office or call to make sure if short notice.
D. Check your child for lice periodically so we can catch it early and prevent the spread.
E. Thanksgiving break is from Wednesday, November 27th to December 2nd (First day back is December 3rd).
F. Someone asked about absence forms.
    a. Dr. Mark said you can contact Kathy at kaa17@scasd.org

III. School Board Report: David Hutchinson reported:

A. New playground should be ready in the fall.

Motion: Kristine motioned to approve the minutes and Dave Miller seconded. Minutes approved.

V. Treasurer's Report: Emma will report at our next meeting.

VI. Committee Reports:

A. Book Fair: Kristine Schwab reported:
    a. We had a successful book fair.
    b. We raised about $1500 during the doughnut hour.
        i. Kate Hooper said 5th graders appreciated the reserved doughnuts.
    c. Wednesday raised about $3000; Thursday raised $3000; Friday raised $1500, totaling $7500; we get $4079.
    d. E-wallet generated $500.

VIII. New business

A. $5 Book Fair Gift Certificates: Jennifer said that Mrs. Shoffner said PAWS ticket winners get $5 gift certificates.
    a. Kristine Schwab said that this money is covered and doesn't need to come from PTO.
B. School-wide Positive Behavior needs: Dr. Mark asked if the PTO could pay about $200 per year for student prizes.
    a. Jennifer said that this could come from our undesignated funds.

MOTION: Samantha motioned to designate $200 per year from our undesignated funds for student prizes. Dave Miller seconded. The Motion carries.

C. PTO undesignated funds update: Jennifer said that we have a lot of money in our undesignated funds.
    a. Jennifer suggested that if anyone has needs or suggestions to let us know.
    b. Rebecca Thorsen suggested a line-item for school improvements which would save the PTO time.
    c. Dr. Mark mentioned that a new logo may be developed for Corl Street Elementary and displayed; this could require funding.
    d. Kate Hooper asked about the garden budget.
        i. Rebecca mentioned that it is a separate line item.
    e. Mike Banning suggested that we specify an amount of money (reserve) that we would like to maintain.
    f. Dave Miller asked if there was any interest in allowing students to propose ideas to help the school (they could write/present proposals to the PTO).
        i. Jennifer said that the teachers could provide guidance.
        ii. Dr. Mark said that she would let teachers know about the opportunity.
        iii. Kate Hooper suggested that this could be a service-learning opportunity.
        iv. Peter suggested that the 5th grade students could propose a class gift every year.
    g. Chenying asked if the PTO could provide school supplies.
        i. Jennifer said that this will be discussed in detail at the December meeting.
D. Sunshine Fund: Jennifer is seeking clarification about the use of the sunshine fund, money designated for people in financial need (supplies, coats, etc.)
    a. Jennifer said that we have about $7000 in this fund.
    b. Jennifer said that Emma suggested that we could have a cap on these funds per family, year.
    c. Samantha Banning asked about the intent of the funds and if they fund activities outside of Corl Street Elementary.
        i. Answer: they can be used for other activities.

d. Kate Woodruff suggested limiting outside activities but not school-related needs.
e. Natalie Slane suggested that we could help families and work with organizations to get additional help.
f. Jennifer said that parents usually contact Dr. Mark or a social worker.
g. Jennifer suggested that we can administer this fund on a needed/situational basis.
h. Rebecca suggested that we should define the Sunshine Fund purpose clearly so the decision maker has clear guidelines.
i. Jennifer asked for examples and the following were suggested:
    i. Food (groceries), shelter, and clothing on a needed basis, but not permanently.
    ii. Eye exams, dental visits.
    iii. Activities, not necessarily specific to Corl Street, with discretion.
    iv. Emergency expenses (hospital, electric bill).
    v. Dr. Mark or the school counselor can make the decisions.
    vi. The context is important and can determine the need-basis.
    vii. One-off events. Non-recurring expenses.
    viii. Jennifer said she will create a list to vote on for next time.

E. Nurses for field trips:
    a. Kristine asked about nurses for field trips.
    b. Dr. Mark said that the district contracts with nursing services.
    c. The nursing agency chooses which event they can attend and gives 24- to 48-hour notice if they are unable to assist.
    d. We will be able to reschedule trips such as the Water Treatment Plant.
    e. The field trip form has been revised and will help the process to identify medical needs.

IX. Other business.

A. Line item for 5th Graders' Planners
    a. Kate Hooper asked about funds for planners for 5th graders.
    b. They cost about $300 for all of the 5th grade students.

MOTION: Kristine Schwab motioned to fund 5th graders' planners for $300 annually from discretionary funds. Mike Banning seconded. The motion carries.

MOTION: Kristine Schwab motioned to adjourn. Mike Banning seconded. Motion carries.

Meeting Adjourned at 8:10 PM

Next Meeting: Tuesday, December 3; 7:00 PM
*Minutes prepared by Peter Miraldi on November 5th, 2019