

## September 19, 2019 – PTO Executive Meeting Notes

### Presidents' Reports

- We plan on mulching and weeding around the school sometime in the next month, possibly making it a school-wide event. We will reach out to several landscaping companies to get bid on the mulch and the costs of doing it ourselves versus having the company lay it.
- With the privacy concerns recently, there is some thought about planting trees for privacy around the playground. In talking with the resource officer, it sounds like they might have some concern about visibility and the fact it might prevent staff from seeing someone suspicious. If this is more of a safety vs. a beautification issue, this might be something best explored from the School District perspective versus PTO's end.
- Our next general meeting is October 3<sup>rd</sup> and John Simpson and Jo Doll will speak about current events and plans in the district. We will have childcare as there was good feedback about that at the last meeting.
- We plan on doing a school wide survey in the spring (maybe in January) to get input into what the priorities are for next year with regard to our budget and what projects parents would be interested in funding. Perhaps we can reveal the winning project at the Trivia night in a grand reveal.
- STEAM Night is coming along well and will be October 8<sup>th</sup> at 6:00 p.m.
- The First Planning Meeting for Trivia Night will be on October 16<sup>th</sup> at 7:30 p.m.
- We are considering various options for Square point of sale devices and the security implications of many people having the password. Perhaps we need to change passwords regularly and we can consider what type of device we want since there is a big range of price points.

### 1<sup>st</sup> Vice-Presidents' Reports

- The Staff Appreciation Committee & Room Parent Committee Chairs are meeting this week to discuss opportunities to combine efforts between the two since there is a lot of overlap in what they do.

- We are working to establish a procedural process for committees to track their budgets, request payments, reimbursements, etc.
- We are also working on establishing written guidelines for the committee chairs for their positions for continuity between years and to make it clear they understand their roles, timing of their events, the resources that are available, etc.
- *My Membership Toolkit* is live and we are meeting with that chair to learn the program and get the info out to the various committee chairs.
- Fall Festival is coming along well and the chairs want to make plans to come to a meeting at some point to talk about the outcome, plans for next year, etc.
- There has been an ongoing discussion about the Scholastic Book Fairs and if we want to have one or two a year moving forward. The one in the fall this year raised a lot of money and was very successful.
- At this point, the plan is just to have one Scholastic Book Fair in the fall and do something else in the spring, maybe something with Novel Neighbor at Black Top ball for summer reading lists. The teachers liked the kids making “wish lists” instead of buying during school hours.
- Do we want to provide childcare during conference? Per the equity liaison, that would be a good idea, but there may be some issue with the fact that conferences overlap with Adventure Club hours.
- We need to discuss consolidating/streamlining committees at an upcoming meeting.
- Blacktop Ball is moved to Friday, May 1<sup>st</sup> as the original date (May 8<sup>th</sup>) is a half day
- The November general meeting will be at 8:45 a.m. and a “Coffee Meeting” to allow parents to make meetings at different times.

## **2<sup>nd</sup> Vice-Presidents’ Reports – Nothing to Report**

### **Treasurer’s Report**

- Although there is concern with the current budget, we need to stick with it for the year at this point since things are already in process. Next year, we need to have a budget in place before the school year begins. Although we can cover our overage from surplus this year, we can’t continue to do that every year.

- We need to come up with a system next year to ensure that budgets are clearly being communicated to committee chairs and let them know what will happen if they go over budget.
- One and Done has raised \$7200 this year, which is good, but significantly down from years past. At least for this year, One and Done is the project of the entire EC, but for next year, there is some consideration to adding a Fundraising VP as an executive committee position as it might be helpful to have a knowledgeable person dedicated to this role versus having all of us try and do just a little.
- BEST Grant Application: Melissa Keller requested \$250 to purchase a “Makedo Construction Kit” for her class. Apparently, this includes various parts which can be used to make things with cardboard, it is reusable and could be used by multiple classes. Her request for funds was approved for vote of the Executive Committee.
- Fall Festival likely went over budget because they didn’t know they had a budget – they have spent \$5801 so far and still have invoices outstanding. If they go over their budget, it will come off of profits.

**Corresponding Secretary’s Report – Nothing to Report**

**Welcome Committee Report**

- There are upcoming Dine Out Events at Layla on September 24<sup>th</sup> from 5 p.m. – 9 p.m. and one at Jet’s Pizza after conferences.

**Equity Liaison’s Report**

- Equity in Education Meetings are set for September 24, October 22, January 28, February 25, with two more dates TBA in the late spring. They are from 5:30 p.m. – 7:00 p.m. and open to the public. We will promote on Facebook to encourage attendance.
- There are some new very good guided reading collections in the library and some talks in the works to get the library some additional resources.

**Teacher’s Report – Nothing to Report**

### **Principal's Report**

- PTO shed was cleaned out and a number of old and broken tents were discarded.
- There should be additional information about the Safety and Accessibility Projects shortly and elevator construction at Bristol will likely be on the back of the building by the library starting next summer. These issues should be addressed by John Simpson at the next General PTO meeting on October 3<sup>rd</sup>.

### **Upcoming Dates**

October 3, 2019 (7:00 p.m.): General PTO Meeting in Library

October 8, 2019 (6:00 p.m. – 7:30 p.m.): Bristol STEAM Night

October 16, 2019 (7:30 p.m.): First Planning Meeting for Trivia Night

October 17, 2019 (7:30 p.m.): Executive Committee Meeting in Library