Norfeldt PTO Board Meeting

September 11, 2018 5:35pm

**In Attendance:**

Jessica Borden (co-president)

EJ Greenspan (co-president)

Michelle Wendehack

Jen Derick

Lisa Besman (teacher rep)

Mitra Kabakoff

Demetria Wright

David Weiner

Nakia Alexander

Yukiyo Iida

Elijah Clapp

Elyse Fox

Jessica de perio Wittman

**Approval of Minutes**

“I move that the Board approve the meeting minutes from the June PTO Board meeting.”

Motion: Mitra Kabakoff

Seconded: EJ Greenspan

PASS

**Board**

EJ Greenspan started out the meeting welcoming everyone to a new school year! She showed everyone thank you notes from teachers/staff for gift cards received over the summer. This was followed by introductions around the room.

Since many new people here, we want to go over how things work in the PTO, how meetings run. The main point of being on the Board is to represent and react on behalf of the group as a whole (group is Norfeldt parents and teachers). Rule by consensus- to bring issues to the Board and the majority of the board needs to meet and vote. Jess Borden and EJ Greenspan can spend up to $100 without PTO vote. Other than that, they need to bring everything to the board for approval. Decisions are made after the board meets and has a discussion. The PTO functions at the pleasure of the principal. Before we do anything, we need to run things by Jen Derick and Michelle Wendehack. That includes distributing flyers to the school- flyers/mailings/handouts need approval, too. Ideally, have things/communications funneled to EJ and Jess (they will be the “gatekeepers”) and then they will send to Jen Derick for final approval. If Jen approves it, then can email the flyer/handout to both secretaries (Jill and Kathy) for distribution. There’s a mailbox in the office for the PTO- try to make it a habit to check it once in a while (esp if you have something going on) to see if anything in there applies to you. In addition to the mailbox, there’s an additional drawer that the secretaries keep for money. We want to be sure everyone is aware of their job description this year, especially with so many new Board members.

If you want to know what other PTO members from other schools are doing, we should be able to get in touch with them to share info.

**First issue: PTO Funding Request Procedures**

In the past, funding requests come in to the PTO with no idea what else might be coming down the pipe and very random. We are trying to change that and plan better. Parent requests should also be included in this. Also student council or particular committees can request items. This will be the process by which everybody can have access to PTO funds.

The funding procedures are:

1. Description of the item or proposed use for the requested funds

2. Reason for the request (why is this request helpful/necessary for the school)

3. Specify how many children the funds will impact

4. Dates by which funds are needed

5. Contact info in the event the PTO Board has questions or needs additional info

There will be **two** deadlines to submit (October 12, 2018 and March 22, 2019).

One date is the beginning of the year and the second one will happen right before the auction. Hopefully we will have money from the auction to be able to use for the remainder of the year. Maybe we want to have one at the end of June and/or early August to accommodate things for the start of the next year (i.e., rugs for the start of the new year)? David Weiner said that might be included under the building fund. Need to keep some money on reserve, but we also don’t want to keep money from 3 years ago (we want to be sure the people who raised the money will have the benefit of seeing it put to use for their kids). This submitting of the requests will give people (teachers/parents/committees) a formalized way to request funds. The teachers will send to Jen Derick and she will send all of the requests to the Board.

The Board meetings—we need to be respectful and need to make it a point that we are all here for the same reason (we all care about the school and our kids)- we need to all be respectful of each other and we also shouldn’t leave the meeting and discuss issues with other people. We shouldn’t single out a naysayer to an idea (i.e., if Jen Derick says no to an idea, then we shouldn’t go and announce to other people outside of the Board that she said no).

Jen Derick said it would be nice for the teachers to know ahead of the March 22nd date because WH foundation for the schools raises money and sends money back to the schools for those grant requests. If PTO has already granted the request, then the WH Foundation will be more likely to give money for pre-approved requests. Maybe give a sooner date that is specific for the grants, for example March 1st.

We should meet soon after Oct 1 deadline (PTO general meeting is 10/18 and we’re proposing to meet on 10/25 to review funding request). Meeting will be 10/25 to review PTO Funding Requests. Suggestion was made for the recipients of funds to come back and show pics/describe the event/describe how funds were used and if it was successful.

Motion to use the PTO Funding Request Procedure form made by Jessica Borden. Elijah Clapp seconded the motion, and it passed unanimously by everyone in attendance.

Jen Derick made a suggestion to allocate a general time for each topic in order to help keep meetings on time.

**Budget:**

Fundraising can be fickle (dues and guilt free were down last year, but this year already double from last year)- we do our best to make sure things level out at the end. Hope to bring in ~$35,000 so the budget projects that expenditure. Scholars and residents = external educators (i.e., Just Me, Farmer Tanto), and other educators. There’s a general building fund and also have specialized building funds (i.e., art room, music room, library, etc). We have money to spend that is not included in the budget. This is projected budget- that we will bring in ~$35,000 this year, and that it will be spent on the items listed on the budget sheet. In addition to this, we have a surplus of money to spend that is separate to this proposed budget.

EJ mentioned that one thing we always have done is give $5/child and when the grades plan their field trip, they deduct $5 off of one field trip for everyone. Maybe we can not take the $5 for every kid (and have the parents pay), and can use this money to help the kids who need help for field trips. Jen Derick said the teachers have already been donating the money for families in need, and it’s the Norfeldt Cares money, and there’s no need for deducting the $5.

Donation question by Jessica Borden- Hall High grad party—most other PTO’s around town are contributing the same $100 as does Norfeldt. Jessica mentioned maybe using the $100 for our own 5th grade party. We also used $500 for graduating Hall HS senior scholarship. Demetria mentioned it might be as an appreciation for them to help with field day/helping in the classrooms, etc. and she thought it might be a nice thing to continue to do, everyone agreed.

Jen Derick mentioned the kids who do the backpack program for the weekend during the year (kids whose families rely on the food to help feed their families over the weekend): these families who need the food over the summer are faced with transportation issues in order to be able to get the backpacks with food.

Yukiyo Iida asked if we still do Amazon Smile (yes) and she suggested to make a single sheet with all of the codes necessary for Amazon Smile, Shutterfly, etc…

Nakia Alexander has Go Cards for sale.

EJ asked for a motion for a pass to approve the budget (Demetria Wright motioned, Elyse Fox seconded) and passed unanimously.

**Rug funding**- we have 3 outstanding room rug requests-

1. Mrs. Moses has an old rug she bought with her own money, and Jen said it’s old and she needs a new one.

2. Lauren Montano is resource specialist; she’s new and doesn’t have a rug.

3. Mrs. Andrada- librarian has carpet in the library, and she is requesting the same rug that is used in the other classrooms since the kids know how to use the rug and helps with following directions.

Motion to approve the other 3 rugs (moses, andrada, and montano) made by Elyse Fox and seconded by Jen Derick and approved by all.

**Gardening**- Jennifer Shagensky asked for gardening tools for the spring. EJ Greenspan will ask her to submit a funding request form.

**Mural**-Jen Derick, Yukio Iida, Nakia Alexander, and Anna Branch are meeting to discuss the next steps in getting the mural approved. The idea is to get a mural on the wall across from the front office as a way to build community and to reflect the ideas that Norfeldt supports- diversity, representation, inclusion. Maybe having initial conversations with the community- maybe bringing in a speaker to talk about values of the school and community, and it can be an evolution of all of the ideas that we’re talking about.

**Books-** Things such as diverse books and higher level books in the library- librarian has the biggest chunk of the budget--- any library books come out of her budget, which comes out of the building budget, and it’s specific to the library (not the classroom). Jessica Borden said it’s helpful for the parents to know the building budget (~$61, 408K)- and Jessica said the PTO can help bridge the gap for needed funds. Elijah Clapp mentioned to ask librarian directly for specific books.

Classroom books- everyone got 10 books from their wish list for diverse books. Teachers give wish list to Jen Derick. Also, teachers request books at the book fair, but many parents don’t know that they have a wish list. Maybe bring in a publisher to see what’s new and to maybe buy new guided reading books.

**Technology-**

Michelle Wendehack facilitates the tech committee, and we have 10K to use now. Jen Derick said if we were to order 26 more chrome books ($200 each) then every classroom grades 3-5 will have chrome books (1-1 ratio). We have an empty cart, and next year we will ask for new chrome books to go in that cart.

Grades 3-5 have an iPad cart, and we want total of 25 iPads to make a full cart (so we need 5 more to make 25, and we also need 5 more for the library cart to bring it to 25). Note that we have very old iPads for grades 3-5, and we will soon need to replace them. Jen Derick said they have factored that into the budget. For parent use in the office- welcoming schools, registration, google translate, etc…

26 chrome books

11 iPads total (bundle of 10 is cheaper, but $300 each)- one iPad is for the office

We need 25 more mice and 25 headphones.

We can make a motion of approving all of these tech requests up to 10K?

K, 1,2 each have 8 iPads in each room. Kindergarten would like more iPads in each room.

Jen Derick will talk to Eric (IT) and will discuss if we should get 26 chrome books or 31. We have 10K, and will spend it-just won’t exceed the budget.

Majority of teacher iPads don’t work anymore and need replacing as another next step. Tech refresh will help with replacing those next year.

**Yukiyo Iida-**

Yukiyo suggested to send out summer fin’formation so that we can get more help for early fall stuff happening. Accessibility for people is an issue for some people to attend events (i.e. no handicap parking at bottom of the hill for fall picnic)

Do we want to have a rain date for the fall picnic in the future (this year’s picnic was cancelled due to weather)? Might be tough to schedule with so many activities early on in the school year, but might also be nice to have, esp for new families

**EDI-** Yukiyo Iida

Will pick certain events and will try to make them more inclusive for everyone (i.e., include special needs kids for bingo night with a small table for those people)

Working with Mrs. Andrada to display diverse books and also with the teachers to figure out what percentage of classroom books should be “diverse” books and a goal in mind for what we want in each classroom.

**Teacher gifts-**

Think about holiday gift giving:

People don’t want to be room parent because they don’t want to spend out of pocket money. Do we collect money for the para if your kid doesn’t use it? Mrs. Besman will take polls. We need to get on the same page and be uniform for who we collect money for, and to be clear to room parents. Jen Derick said max $50/teacher is the limit per gift card. Maybe eliminate holiday gifts?

**Board Member Term Limits-**

Is there a term limit on PTO board membership? According to the Bylaws, “The term of each officer on the Executive Board shall be 2 years beginning on the first day of the school year and ending on the last day of the school year of the second year. A person may be elected to the same or other office for more than one term, however, shall not exceed two consecutive terms in the same or other position. In the event that no nominee can be found for a specific office, the incumbent may, with the unanimous (2/3) vote of the existing officers be elected to serve for an additional term.”

**Spirit Wear-**

Elyse Fox is revamping spirit wear to make it more athletic and to include shorts. Maybe present it for Bingo night?

Motion to adjourn made by David Weiner and seconded by Demetria Wright at 8:15pm.

Minutes compiled by Mitra kabakoff