

## **August 11, 2011 Meeting of PCES PTO**

In attendance: Erica Elrod, Jennifer Ginder, Marlene Oliver, Kym Katz-Leroux, Danah Harrison, Allison Elliott, Kristin Berryman.

The group opened with housekeeping and procedural items.

### **I. Procedural Issues**

**Meeting Schedule:** Jennifer Ginder reminded the group that PTO meetings would operate differently this year, with PTO meetings alternating monthly with PTO Board meetings. These meetings are PTO meetings, open to the public:

- October 13 (9:30 a.m.)
- December 6 (evening meeting at 6 p.m., before 7 p.m. Chorus Concert)
- February 9
- April 12

The other months will be PTO Board meetings at 9:30 a.m. If committee chairs or other parents need to meet between the PTO meetings they are welcome to join the board meeting or we will schedule a separate meeting.

**Process for meeting minutes:** Minutes will be reviewed and posted as “draft minutes” on the PCES website within one week of the meeting using this process: Once the Thursday meeting is over, whomever is taking minutes for the meeting (generally will be Lucy Caudill, Recording Secretary) will type up detailed minutes and email a draft of the minutes to PTO Board members and Kristin Berryman and/or Karen Oot by the end of the day the next day, Friday. Members will review minutes and send edits back to Lucy by the end of the day Monday. Lucy will modify the minutes based on edits and send them back to Caroline Mrizek (copying Kristin Berryman) by the end of the day the next Thursday for posting online.

**Communications:** Kirsten Soriano will contact committee chairs and board around the 20<sup>th</sup> of each month to gather info for Susan Lowe to include in the Refrigerator Reminder. She'll also regularly update the website.

### **II. PCES Update – Kristin Berryman**

The school year so far is going well. The only concerns relate to busing assignments. A third bus was added this year and parents are objecting to certain aspects. Kristin planned to go out on the bus route this afternoon to assess the situation.

PCES's Blue Ribbon announcement will take place in September. Nothing public until then.

Kristin met with Boosterthon representatives in July and made a deposit for a joint PCES/PTO fundraising event to take place beginning Feb. 7, 2012. The event will last for two weeks and generated profits of \$20,000 at Cleveland and \$40,000 at Braelin last year. Boosterthon is selective with the schools they choose to work with and Kristin is enthusiastic about this character-building event. The

Boosterthon reps will be in the school during the two weeks, integrating character education into the classrooms, encouraging involvement in this event, where kids take pledges for the number of laps they plan to run. Goal is for parents to get involved directly with kids for event rather than administering program. At this point the event is budget-neutral, as we are approaching this jointly with school.

### **III. Parent Power Update**

Since Meet-the-Teacher on August 4, 42 families have donated \$1600 to the PTO and many more have agreed to volunteer in various ways during the school year. Parents who donate \$50 or more get a free directory and notepad; \$20 donations get free notepad. So far we are giving away 36 notepads and 18 directories. In terms of process, Jennifer will continue to collect Parent Power Pledge forms, give checks and cash deposits to Danah for bank deposit, and enter into spreadsheet. Kym will take over process of completing the spreadsheet, filling in volunteer preferences so that we can give committee chairs a list of parents interested in working with them as soon as possible. There was discussion about how it will be important for committee chairs to not only reach out and contact these parents, but to meet with them and ask them for their ideas. This is the best PR and the best way to do good work (example: Box Top campaign). Parent Power forms have been add to important documents for parents on pces.org and we will send out note to parents thanking them for donations so far and asking them to contribute time and money if they haven't yet. Other notes: all parents who donate money receive a handwritten thank you note. Kym has written 25 and Danah, Erica and Jennifer divided the remaining cards to write and send this weekend. We will divide the future cards up amongst the board as well, and will email one another about picking them up from the PTO accordion file.

### **IV. Curriculum Night & Directories**

CN is Thursday, August 18 and we will conduct short meeting at 6 p.m., where parents will vote on proposed PTO budget. Jennifer will create very basic set of slides (with input from Danah and Allison on their sections) to present from laptop on cafeteria screen (with Caroline Mrizek's help). We will have a PTO table at the event (managed by Lisa Byer) where we will have directories and notepads to exchange with donations and to sell for \$5 each for parents who don't get them automatically with donations. Those parents who have already earned notepads or directories will find them in their child's classroom on Curriculum Night. All Board members plan to be at Curriculum Night to help at the PTO table with donation transactions and to circulate with parents. Committee chairs are encouraged to get an "Ask me about the PTO" sticker from Erica and help out with questions, etc.

Erica has formatted the entire directory, including ads from parent sponsors: Downtown Grill, New Well, Massage Envy and Spirit Night vendor Mellow Mushroom. Big thanks to them and to Erica, Susan Lowe and Kristin for getting this directory done in time for Curriculum Night. Extra copies will be sold at front desk and if there is strong interest beyond our supply we'll consider reordering.

### **V. Fall Fundraiser**

Fundraiser – Kid Stuff coupon books -- will begin August 29. Greg Lanman will have poster at Curr. Night and there will be contest for students, whomever sells the most books gets a \$50 gift card to a yet-to-be-determined place. There may be ties so we'll be prepared to give away more than one gift card. Budget goal for fundraiser is \$3800 with hopes of exceeding that goal. There are about 300 families at PCES this year, 500 students. For every \$25 book PCES gets \$12.50. If we sell 500 books we get \$13.

### **VI. Treasury Report**

Danah presented the proposed budget for the school year. She pointed out a few line items on the report, like the proposed gift to teachers/specialists (\$6300) and Disciplines (\$7,000). The Boosterthon

will be a line item in the budget but will be at zero. Erica moved that we approve the preliminary budget for final approval on August 18 by the full PTO. Danah Harrison seconded the motion. Preliminary budget was approved.

**VII. Other Business**

The group discussed the upcoming Thank-You-In-Advance Breakfast for Committee Chairs on Tuesday, August 23 at 9:30 a.m. at Jennifer's house: 100 Brook Court in Pinegate. The group volunteered to bring various dishes.

There being no further business the meeting was adjourned.