

PTO Meeting Minutes April 15, 2020

Sheila Baumgardner
Mya Erickson
Katie Rupp
Jen Cooper
Jo Salicos-Murphy
Spring Paterson
Jenea Phillips
Audra Gilman

Spring makes a motion to approve March's meeting minutes. Jenea seconds the motion. All in favor. No opposed.

RFF form and request of payment forms needed to go to Sheila, she has received them. Sheila is looking for what funds have been allocated in the budget, and what has been used for this year so far. Sheila's budget has been frozen at this time. Teachers are going to look into things they need to continue to teach this year. She also wonders if our budget will allow roll-over of funds this year? One of the questions will be if we can do individual group roll over (OTM, Library, Book Fair, etc) or does it have to go into one group fund? Do we need to check with Joanna Strout with the school district's stance on what the PTO must keep or spend on our PTO budget. Sheila will look into this.

Line items that we will probably be able to roll over due to not spending any more money from them this year:

Library
Music
PE
Technology
Party Budget
Field Trips
Track and Field
Recess Equipment

We will allow teachers to purchase items to be sent to their home address and then we will reimburse. The PTO does not have a credit card. Do we want to look into one for a Zoom meeting subscription, for Quickbook subscription, larger orders for staff purchases, etc? Jen to discuss with Chase (our bank) about what our debit card options may be.

5th grade celebration - since this is a PTO thing and not a school thing can we do something still before the end of summer ends (if restrictions lessen)? PTO agrees that funds can still be used into the summer.

Jen's address is ok to give out for people to send RFF and request for payment forms.

Virtual Staff Appreciation - There is still \$300 in hospitality cart fund that wasn't used. Sheila would like us to use this for staff appreciation. Sheila wants to create a lawn sign and a delivery bag with pen/notepad/etc and to put them in the yards of each teacher. We will look into community options and online options for pricing after the design is done. Staff appreciation is for all staff, 62 total members. She has the bags so the additional cost is for the lawn signs.

Ideas the PTO came up with were:

Signs on windows for each class with butcher paper

Chalk-the-walk

Flowers

Virtual Gift Cards

Picking up student's stuff - Last week of April teachers will pack up each student's items in a bag. Per last name, you will come in a certain time frame to come and pick up the student's things. Info will come in Friday's newsletter. Medication pick up is tomorrow but it seems as if there are families who haven't been called to pick up their medications. If a family has left something specific Sheila is going to have to be the one that grabs the item and makes arrangements to pick up. Can school supplies be distributed out to families who may need the assistance? The district is recommending that items be returned to students in May.

A new Phase 3 with District learning targets that they want covered through the end of the year will come out starting next week. The teachers of teachers will be the ones that create the lessons, with our teachers supplementing the lessons. But our Music and PE teachers will still do their lessons. Grading and reporting information will be coming at some point.

School wide assembly/community connection time - this is a district requirement for each elementary school. ESL/Intervention resources will hold off for a little while to get all programs in place before adding this on. Sheila will look into sending out the link the night before so that families can access it earlier on Friday, PTO will also send the link out to parents on Thursday or Friday.

Jo makes a motion to move \$600 from the general fund to the staff appreciation fund. Spring 2nd the motion. All in favor.

Meeting adjourned at 7:20