

## **Pebble Creek Elementary PTO Meeting September 3, 2015**

**Attendees:** Casey Abbeglen, Goly Apgar, Sandy Beavers, Monica Brown, Jamie Cannon, Sherry Caverlee, Amanda Crisp, Stephanie Davidson, Kara Gidley, Jenn Greeley, Shawn Henderson, Jill Homeyer, Lisa Hunziker, Kari Krueger, Amy Krupa, Bessem Oben, Susan Mabry, Samia Mohtar, Kate Morawietz, Hanna Page, Sarah Riggs, Kim Russell, Adrienne Shields, Deborah Veley and Chris Williams.

**Guests:** Jason Blank, Lisa Maddock, Annette Roraback, Terri Ross, Becky Rowlett, Laura Van Dyke and Kyle Whileyman.

**I. Call to Order:**

- a. The meeting was called to order at 12:00 PM by Kim Russell.
- b. Kim welcomed everyone to the meeting and introductions were made by all attendees.

**II. Approval of Minutes:**

- a. A motion was made by Susan Mabry to accept the May minutes. A second was made by Goly Apgar. Motion passed. Minutes were approved.

**III. Treasurer's Report: Susan Mabry**

- a. Instructions and financial forms were provided to the Board Members.
- b. Balance Sheet was presented.
  - i. Starting Balance: \$57,230.75
  - ii. Deposits: \$9,485.98
  - iii. Disbursements: \$15,343.53
  - iv. Ending Balance: \$51,373.20

**IV. Principal's Report: Annette Roraback**

- a. We are off to a great start!
- b. Meet the Teacher was a new format and seemed to go well. Teachers said the participation level was high and it was nice to have the PTO tables available.
- c. We have several new staff members and are excited about the coming year.
- d. Dr. Ealy is making his way through all schools. Prior to school starting, there was an event for all teachers within CSISD: *You Matter*.
- e. Update on legislative session: a few changes to assessments will be reviewed (primarily impacting older grades). Writing may be going down to 1 day on state exam. We are still at Level 1 Phase 1 in Math. Standards are the same this year as last year. School finance hearings are taking place now. We should know more in 6-8 months.
- f. Looking forward to a great year!

**V. New Business**

**a. Elections:**

- i. A motion was made by Susan Mabry to approve the slate and seconded by Monica Brown. Motion passed.
  1. Gardening – Jenny Huang
  2. Kinder Coordinator – Bessem Oben
- ii. Field Day
  1. A motion was made by Jill Homeyer and seconded by Susan Mabry to create a new role to help with the annual Field Day. The motion passed.
  2. Susan Mabry made a motion that was seconded by Lisa Hunziker to elect Jessica Koeneman to the newly created role. Motion passed.

**b. Procedures:**

- i. Stay within your established budget. Board approval is needed to increase budget prior to expenses are incurred.

- ii. PTO Mailbox – Plastic bin in the area with teacher mailboxes. Please give money to Brenda so it can be locked up and secured.
- iii. PTO Closet – check the PTO Closet for needed supplies.
- c. **PTO Insurance:** last year we voted to obtain D&O insurance for our Board. Property, liability, etc. Renewal comes up in October. Susan moved to approve the renewal of D&O Insurance. Jill Homeyer seconded the motion. Motion passed.
- d. **Key Tags:** easy way to check into school. They are \$2 each and can be purchased from Brenda. Board Members who do not have one will be given one by Kim. Money for key tags supports to PTO. Key tags work throughout all of CISD campuses and do not have to be renewed annually.
- e. **VIPS Application:** Application has to be complete annually. It's on the CSISD employment page.
- f. **Teacher Grants:** Each year teachers can apply for grants to help enhance classrooms. Fall PTO Grant application is due September 25.

## VI. **Committee Reports and Updates**

- a. **Boosterthon:** Pep Rally is September 28. Event is October 9. Boosterthon is a fundraiser that includes character lessons and laps the day of the event. Every child gets to participate regardless of pledges. Volunteers will be needed. If you are interested, please let Kim Russell know.
- b. **Communication:** Kim Russell presented on behalf of Tammy Mogford
  - i. 1<sup>st</sup> newsletter deadline is September 11.
  - ii. 1<sup>st</sup> is hard copy and the remaining newsletters will be online.
  - iii. Newsletters are produced every 6 weeks
  - iv. You will be able to receive the newsletters electrically by signing up online
  - v. Monday Folder – Deadline for inclusion in the Monday folder is the Wednesday prior to the Monday it will be included in the folder.
- c. **Book Fair:** Sherry Caverlee
  - i. The Book Fair is scheduled for the 1st week in November. Volunteers will be requested at the next meeting.
- d. **Candy Cane Fun Run:** Scheduled for December 5, 2015.
- e. **Carnival:** Casey Abbeglen
  - i. The majority of the Committee Chairs are in place but committee members are needed.
  - ii. Logistics Chair is needed. If interested, let Casey know.
- f. **Garden: Jamie Cannon**
  - i. Prior to school starting, a meeting was held with Annette Roraback for immediate needs and long term projects.
  - ii. Potential fundraiser for bricks if approved by the PTO Board.
  - iii. The fountain is in need of a pump. Annette is talking with an Eagle Scout regarding the possibility of this being his project. The pump is \$400. There is a possibility that funds could be re-allocated for the pump if he is not able to purchase it as part of his project.
  - iv. The 1<sup>st</sup> grade garden is being redesigned.
  - v. The Cub Scout Pack will be cleaning the garden in October.
- g. **Kinder Coordinators:** Bessem Oben
  - i. Thanks to all who have volunteered to help with Kinder lunches. Spots are still available so please let Bessem know if you are able to help.
  - ii. Volunteers will be needed for fall parties.
- h. **Panthers Helping Panthers: Jill Homeyer**
  - i. Jill gave an explanation of Panthers Helping Panthers.
  - ii. Information will be provided at a later date regarding how Panthers Helping Panthers will be helping provide books during the book fair.
- i. **Promotions: Goly Apgar**
  - i. Spirit Nights

1. September 15 from 5-10 PM at Papa Johns on Rock Prairie
  2. October 22 at Outback
- ii. Please begin/continue collecting box tops.
  - iii. Kroger/Target Card info has been approved and will be sent out in the Monday folder.
- j. **School Supplies: Monica Brown**
- i. Thanks to those who ordered school supplies. Prices have slowly gone up but we haven't increased our prices. We will discuss in March whether or not we need to increase costs going forward.
- k. **Staff Relations: Deborah Veley**
- i. Deborah provided and explanation of the committee. Volunteers donate food and beverages for the teachers to have at their meetings. The committee hopes to open up the pool of contributors by contacting the room moms. The committee will plate the items for you. Please bring food in disposable items so that plates don't need to be returned. Joiners will be sent out to request items. They may change a luncheon to a breakfast for one of the 3 meals provided.
- l. **Sponsorships: Jenn Greeley**
- i. There are a total of 13 total sponsors. All will be thanked on the website and kids will send thank you notes.
- m. **T-Shirts: Jill Homeyer**
- i. Thanks to the online registration, the initial order for student shirts has already been placed. T-Shirts will be in mid to later next week. Monday folder will include order form for additional shirts. This year, long sleeve shirts and hoodies will be available.
- n. **VIPS: Kara Gidley and Lisa Hunziker**
- i. If you need volunteers, please let the committee know.
  - ii. If you would like to volunteer, please let the committee know.
- o. **Wee Deliver: Kate Morawietz**
- i. Wee Deliver will open around October 5. Stamp pages will be sent home with students so they can draw and submit stamp designs.
- p. **Yearbook: Sandy Beavers**
- i. 19 yearbooks were sold during Meet the Teacher. Yearbooks will be on sale through October. Please place your order soon.
  - ii. The committee will be collecting pictures by email at [pceyearbook@hotmail.com](mailto:pceyearbook@hotmail.com). If submitting photos, include the homeroom teacher's name. The committee is trying to get pictures with at least 2-3 students.
- VII. **Upcoming Dates**
- a. September 18: Junior Great Books Training at 8:15 pm
  - b. September 28: Boosterthon pep-rally at 1:45 pm
  - c. October 1: Next PTO Meeting at 6:00 PM in the cafeteria
- VIII. **Adjourn: Kim Russell** adjourned the meeting at 1:11 pm.

**Addendum:** On September 8, 2015, a motion was made via email by Kate Morawietz to allocate Boosterthon funds to cover the front picnic area. Adrienne Shields seconded the motion. A vote was conducted via email and the motion passed.

Respectfully submitted,  
 Kari Krueger  
 Secretary