

Pebble Creek Elementary PTO Meeting September 7, 2017

Attendees: Sandy Beavers, Beth Bondurant, Brittany Bruggman, Misti Carter, Kelly Chambers, Lara Clark, Kara Gidley, Stephanie Harmon, Shawn Henderson, Lisa Hunziker, Megan Jonasson, Katherine Kleeman, Kari Krueger, Amy Krupa, Rachel Mayne, Charlsie McDaniel, Rebecca Melder, Tammy Mogford, Jill Moore, Kate Morawietz, Sara Riggs, Cheryl Robison, Kim Russell, Hearin Schmitt, Sarah Schuessler, Adrienne Shields and Deborah Veley

Pebble Creek Faculty/Staff: Anette Roraback and Becky Rowlett

Guests: Sharla Burch, Rana Eltahan, Erica Hightower, Julie Jennings, Shawna Thomas

- I. Call to Order – Tammy Mogford**
 - a. The meeting was called to order at 12:04 by Tammy Mogford.
- II. Welcome and Introductions – Tammy Mogford**
 - a. Introductions were made by all attendees. Attendees introduced themselves and the role they have on the board, including guests and PCE staff.
- III. Approval of Minutes from May 2017 Meeting – Tammy Mogford**
 - a. Kim Russell moved to approve the May 2017 Pebble Creek PTO Minutes. Lisa Hunziker seconded the motion. The motion passed.
- IV. Treasurers Report – Jill Moore**
 - a. Tammy Mogford encouraged everyone needing reimbursements to bring receipts to PTO meetings as Jill Moore will be on hand to write checks and signers will also be available.
 - b. Jill presented the budget and highlighted deposits and expenses.
 - c. Revenue and reimbursement forms are in dropbox and in the PTO closet. Please remember that we are tax exempt and cannot reimburse/pay taxes.
 - d. The tax-exempt forms are also in dropbox.
 - e. Deposits and Disbursements:
 - i. Starting Balance: \$67, 991.05
 - ii. Deposits: \$270.29
 - iii. Disbursements: \$740.47
 - iv. Ending Balance: \$67,520.87
- V. Principal's Report – Annette Roraback**
 - a. Welcome back and thank you for making Meet the Teacher a great event.
 - b. Together We Shine – Goals – Campus Improvement Plan
 - i. We did really well on our STAAR Assessment last year. Distinctions were received in many areas.
 - ii. Social/emotional team will be presenting information on building relationships with kids.
 - iii. Morning meeting will be held at the beginning of every day in each classroom. It will be an extension of Assembly. Teachers and staff will be greeting the students and connecting with them each morning.
 - iv. There is an emphasis to work on climate and culture of campus.
 - c. Literacy – working on deeper reading strategies and running records. Several of our kids are high on Pinnell and Fountas reading scale. The teachers are going to be working to enhance comprehension within each level rather than focusing on moving up the scale.
 - d. Math – current focus is advanced recovery and intervention as needed.

- e. Science – the required curriculum for science has changed. This school year, students are required to have a minimum of 30 minutes of science per day.
- f. Assessments – 4th Grade will have assessments during the beginning, middle and end of school to assess progress but they are not for grades.
- g. We are currently working to better prepare our students for intermediate school. Current tests in 5th grade are not as high as we would like.
- h. We have a new Pre-K program. Kristen Jorgensen is the teacher. Students are selected based on economic need.
- i. We currently have approximately 420 Kids. We are the smallest elementary in CSISD based on zoning. Many of our kids have aged out and we lost Windsor Point Apartments when they were changed to college housing.
- j. In 2019, the 10th elementary school will open in CSISD. It may impact our zoning. Anyone interested in joining the zoning committee should email Annette to be added to the list sent to Superintendent Clark Ealy, Ph.D.
- k. The goal for each teacher is 100% face to face conference meetings with each guardian.
- l. School messenger messages will be coming out. Teachers will be corresponding weekly as well.
- m. Becky Rowlett will be working to enhance the usage of the school’s Twitter account. Annette Roraback and Kyle Whileyman will also be increasing their social media presence.
- n. Please be sure to let everyone know that both Annette and Kyle will be as accessible as possible. Annette’s goal is to reply to emails within 24 hours.
- o. Though we didn’t suffer a direct hit, we have been impacted by Harvey. There is a movement called Principals Helping Principals by a Dallas Principal where you can ask for help/help a school. We were assigned a Pre-K campus in Hitchcock ISD. It is a Title I campus and families have lost everything. Annette has reached out to the principal but has not yet heard back from her. This may be a great service project for PCE students. Needs are not yet known but info will be provided ASAP.
- p. State Legislature had a special session this past summer. As part of the law, districts are now required to screen Kindergarten and First Grade students for Dyslexia. Special services department is working to the create assessment.
- q. Annette does not know how waivers may or may not impact state testing based on days missed by other campuses. Annette may have more information during the October meeting.

VI. New Business

a. PTO Procedural Updates – Tammy Mogford

- i. **PTO Roster** – please be sure to check information and let Tammy know if anything needs to be updated.
- ii. **PTO Box** – the PTO box is located in the bottom left-hand slot in the mailroom. We also have a PTO Closet located in the old office across from the main entry to the school.

iii. Business Procedures and Committee Budgets

- 1. **Budget:** committees need to stay within their established budget. If additional funds are needed, the Board must vote prior to commitment of funds.

2. Monday Folders:

- a. Flyers for Monday Folders: all flyers/PTO information sent home in Monday Folders must be given to Brenda the Wednesday before the outgoing Monday Folders. Please allow time for the President or Vice President to approve the flyers.
- b. Forms for Monday folders will be given back to each committee so be sure to continue to check the PTO box. Please be sure to save any

documents you have in dropbox so that it will be more efficient for next year's committee chairs.

- iv. **Minutes** – please email Tammy with committee reports The Tuesday prior to the Thursday meeting to ensure you are included on the agenda.
 - v. **PTO Dropbox** – please use the PTO Dropbox folder to save important documents that will need to be passed on to incoming Board Members.
 - vi. **SignUp Genius** – website is available for all committees to use as needed.
 - vii. **Websites** – Contact a Member of the Board for current passwords.
 - 1. Pebblecreekpto.org is for Board Members and has information including financials, minutes, etc.
 - 2. Student Directory page includes all students the school is allowed to list.
- b. Key Fobs – Tammy Mogford**
- i. The Key Fobs enable time-efficient check-in at all CSISD campuses. Key fobs are free to new PCE PTO Board Members. Please see Tammy if you do not have one. Others can purchase the key fobs for \$2.00 and replacements are \$5.00.
- c. Teacher Grants – Tammy Mogford:**
- i. We have \$6,000 budgeted for Teachers Grants. In the past, we have had applications submitted in both the fall and spring. Typically, there are very few grants in the spring so this year we are working toward a one-time allocation. Depending on the number of grants approved, we may or may not have another grant application process in the spring.
 - ii. The applications have been provided to the teachers. They are allowed to request up to \$400 per teacher and can group their requests, e.g., two teachers can request up to \$800.
 - iii. The review committee will be meeting on September 29th at 1:30 pm. Please contact Tammy if you are interested in serving on the grant selection committee.

VII. **Committee Reports and Updates**

a. School Upgrades – Tammy Mogford

- i. We have \$21,500 to spend on school upgrades/betterment.
 - 1. During the 2016-2017 school year, we approved funds for walkie talkies but a request has been made to increase the amount to \$5,000 so that all teachers can have a walkie talkie. The request has been made for safety reasons. Cheryl Robison moved to approve \$5,000 for walkie talkies. Misti Carter seconded the motion. The motion passed.
- ii. A request was made by Principal Roraback to reimburse a Pebble Creek teacher for expenses incurred when updating the teachers lounge. After discussion, Kari Krueger moved to approve the reimbursement up to \$30 to the Pebble Creek teacher. Lisa Hunziker seconded the motion. The motion passed.
- iii. The marquee sign outside of the school is in need of repair. A quote for repairs is \$214. Shawn Henderson moved to approve the expense for the repair. Cheryl Robison seconded the motion. The motion passed.
- iv. Future votes will take place at a later date for items including 3rd grade planters and potential furniture replacement.

b. Communications – Kelly Chambers and Cheryl Robison

- i. Newsletter content is due to Cheryl on September 8th.
- ii. The Communications Committee can also assist with flyers as needed.

c. Book Fair – Beth Bondurant, Pam Criscitiello and Carissa Chandler

- i. The theme this year is wild west. All for Books fundraiser is September 18-21.
- ii. Book fair set-up is Wednesday, September 27^h at noon and Book Fair is September 29-October 5th.

- iii. Character dress-up day and parade will be held on October 4th.
- iv. Family Dinner Night with Texas Roadhouse & Flashlight Reading is Thursday, October 5th from 5-7:30 pm.
- v. SignUp Genius will be sent off for volunteers.
- d. Candy Cane Fun Run – Brittany Bruggman and Misti Hill Carter**
 - i. Event date is Saturday, December 9th from 9-10:30 am.
 - ii. Santa and Mrs. Claus will be there and the photographer has been secured.
- e. Carnival – Megan Jonasson and Sarah Schuessler**
 - i. Carnival is scheduled for Saturday, March 3rd from 11 am – 4 pm.
 - ii. Committee chairs are still needed for parties, basketball parties, logistics and partner for food.
 - iii. The theme is *Hollywood Walk of Fame*.
- f. Garden – Stephanie Harmon and Candace Hermansen**
 - i. Special thanks to Lowe’s for the donation to help with the garden initiatives.
 - ii. To date, two thirds of the budget has been used. The committee mentioned the possibility of a potential fundraiser. If a fundraiser is needed, it will be brought before Board for discussion and approval before moving forward.
- g. Kinder Coordinators – Kelly Chambers and Charlsie McDaniel**
 - i. First day of school Boo Hoo Yahoo went well despite the schedule change due to Hurricane Harvey.
 - ii. Volunteers are needed to help with lunch.
- h. Panthers Helping Panthers (PHP) – Shawn Henderson**
 - i. Christmas is typically the first time the committee will reach out with a need.
 - ii. PHP helps Pebble Creek Panthers based on economic need.
- i. Promotions – Lara Clark and Amy Krupa**
 - i. Spirit Night – Farmhouse Creamery all day on Thursday, September 14th. PCE will receive 15% of the sales. (October will be Marco’s and November is Grub)
 - ii. Box Tops collection will be October 18th. Please be sure to cut the box tops out to assist the committee.
- j. School Supplies – Tammy Mogford on behalf of Monica Brown**
 - i. It was an outstanding year for school supply sales. 167 kits were sold, which is the highest ever.
 - ii. Online ordering was very popular.
- k. Staff Relations – Rebecca Melder, Alison Sawyer, Adrienne Shields and Deb Veley**
 - i. Back to School Luncheon was a success. Thanks to all who participated. All who committed to bringing items brought them. This is appreciated and requested throughout the year.
 - ii. If items are removed from the staff relations closet, please be sure to return/replace them immediately as this impacts the committee’s budget.
 - iii. There will be two more luncheons and monthly meetings. They will be themed this year.
 - iv. Please be sure to include room moms and other PCE parents/guardians in the SignUp Genius requests for luncheon/meeting items.
- l. Sponsorships – Maegan Jackson and Katherine Kleemann**
 - i. T-shirt sponsors include: Andrews Orthodontics, Briarcrest Cleaners, Bicks4Kids, BV Pediatric Dentistry, BVOMS, Cashion Dental, Citizens Bank, D. Grimm, Ellison Law Firm, Elms Orthodontics, Goly Apgar – Century 21, Guaranty Bank, HBI, Mariott Real Estate, PC Land Company, Texas Roadhouse and Van Stavern Small Animal Hospital
- m. T-Shirts – Kara Gidley and Lisa Hunziker**

- i. All teacher sizes have been collected and student sizes were completed during registration.
 - ii. Shirts will be delivered soon.
 - iii. The committee will look at the option of a dri-fit and/or hoodie.
- n. VIPS – Hearin Schmitt and Rachel Mayne**
 - i. Be sure to register to volunteer via the CSISD website.
 - ii. The Board Members site has a list of VIPS-approved volunteers.
- o. Wee Deliver – Kate Morawietz and Sarah Riggs**
 - i. Wee Deliver will open September 28th.
 - ii. Stationery, envelopes, glue, stickers, etc. are requested.
- p. Year Book – Sandy Beavers, Stefanie Davidson, Andria Kastner and Heather Kotasenski**
 - i. Order forms will be sent out in Monday folders. Orders will be due at the end of October.
 - ii. Please send pictures to pyearbook@hotmail.com.

VIII. Upcoming Dates

- a. September 11th – Chess/Scrabble Clubs Begin
- b. September 13th – Kindness Club
- c. September 14th – Farmhouse Creamer Profit Share All Day
- d. September 15th – HEB Box Tops for Education
- e. September 15th – 1st Grade Birthday Celebration
- f. September 19th – Faculty Meeting
- g. September 22nd – Scholar Dollar Dress Up Day – Crazy Hat and Hair
- h. September 25th – Chess/Scrabble Clubs
- i. September 29th-October 5th – Book Fair
- j. October 4th – Character Dress Up Day
- k. October 4th – 3rd Grade Math Club and Student Council
- l. October 5th – Picture Day
- m. October 5th – 4th Grade Math Club
- n. October 5th – Family Dinner Night/Flashlight Reading

IX. Adjournment – Tammy Mogford

- a. Tammy Mogford adjourned the meeting at 1:27 pm.

Respectfully submitted,

Kari Krueger

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Secretary, Pebble Creek Elementary PTO