

# **Pebble Creek PTO Meeting Agenda**

## **September 5, 2019**

- Attendees: Lara Clark, Sarah Seidel, Cheryl Robinson, Megan Jonasson, Kelly Chambers, Monica Palma, Nichole Rodriguez, Hearin Schmitt, Kelly Book, Kate Morawietz, Leigh Anne Jones, Tammy Green, Angelina Snyder, Ali Massey, Shelby Hall, Natalie Johnson, Rachel Mayne, Staci Cocanougher, Erica Hightower, Jill Moore, Morgan Moore, Adrienne Shields
- Pebble Creek Elementary Representative: Blair Grande
- Guests: Ann Hix, Raghu Ganugula, Wednesday Walters, Katie Westerheim, Elizabeth Meline, Melissa Allen, Ganugula Logitha, Jackie Bowling

### **I. Call to Order**

- a. Adrienne Shields called the meeting to order at 12:00pm.

### **II. Welcome – Introductions & Guests**

- a. See third bullet point above for list of guest attendees
- b. Members – double check the information on the Board List to make sure that it is correct

### **III. Approval of Minutes from May 2019 Meeting**

- a. Cheryl Robison moved to approve the May 2019 Pebble Creek PTO Meeting Minutes. Hearin Schmitt seconded the motion. The motion passed.

### **IV. Treasurers Report – Jill Moore**

- a. Jill Moore presented the financial statements and transactions report.
- b. Contact Jill if you need information on your committee's / position's budget – make sure that you stay within budgeted amounts
- c. If you need to be reimbursed, must provide original receipts; tax is not reimbursed; make sure to ask Jill for a tax-exempt form to provide to vendor
- d. Transaction Overview:
  - a. Balance as of 7/31/19: \$60,284.71
  - b. Inflows: \$399.32
  - c. Outflows: \$8,610.40
  - d. Balance as of 8/31/19: \$52,073.63

### **V. Principal's Report – Blaire Grande**

- a. We are having a great start to the school year!
- b. The MAP Assessment tool kicked off this week.
- c. Thank you for the laptop carts!
  - i. 3<sup>rd</sup>/4<sup>th</sup> grade – have their own laptop carts
  - ii. 2<sup>nd</sup> – have their own iPad cart
  - iii. K/1<sup>st</sup> – share iPad cart
- d. We have been able to get funding for some long-needed building improvements, including replacing the broken window in the gym and re-painting the stripe in the gym.
- e. We were also able to give money to new teachers and teachers who moved classrooms / positions – new teachers were given \$300 and teachers who moved were given \$200.

- f. Watchdogs is coming for dads soon – be on the lookout for more information; also trying to brainstorm ways to get moms involved too.

## **VI. New Business**

### **a. Elections**

- i. Vote to modify our 2019-2020 PTO Board Roster – We need to add Leigh Ann Jones to Carnival Silent Auction and Nicole Rodriguez to Fun Run/Food Drive. We need to remove Charlsie McDaniel from Book Fair and Sarah Riggs from Wee Deliver. Megann Jonasson moved to approve these individuals to (and remove them from) their respective positions. Kate Morawietz seconded the motion. Motion passed.

### **b. Current Available PTO Positions – VIPS (1), Book Fair (1), Wee Deliver (1)**

- a. Jacque Bowling expressed interest in VIPS; Tammi Green expressed interest in Wee Deliver. Current board members or Adrienne will reach out to them to discuss the positions and requirements.

### **c. PTO Procedure Updates**

- i. Roster
  - a. Adrienne will email out the most updated roster this week. The term of a Board member runs from 8/1 – 7/31.
  - b. Ignore spam / phishing emails from Adrienne or any other PTO presidents. No money or gift card requests should be coming to you.
- ii. Business Procedures and Committee Budgets
  - 1. Each Committee member is to stay within their established budget. If additional funds are needed, the Board must vote prior to the commitment of the funds. Each committee is responsible for knowing what their budget is (if they have a budget) and are responsible for staying within their budget. Any amounts over budget must go before the board for approval before you can be reimbursed.
  - 2. Each Committee is expected to communicate with the Executive Board Members. Adrienne will get back to you generally within one or two business days.
    - a. Also each committee needs to send Adrienne 1 – 2 sentences with an update on your position and current activities before each meeting.
  - 3. All flyers/PTO information to be sent home or displayed must be approved by 2 people: (1) the President or Communications Chair and (2) the Principal. Once approved, flyers then must be submitted to Amy Barrera the Wednesday before the outgoing Monday folder.
  - 4. Please attend meetings. In order to conduct business, we need a quorum. (i.e., 2/3 of our members). Either ***April or May will be a mandatory meeting*** due to the need to vote on a new budget for 2020-2021. An annual budget is reviewed/revised as needed and completed after we hold our annual fundraiser / Carnival. What we make at the carnival dictates what our budget will be for the following year – and the goal is to be able to fund everything.

**iii. Minutes**

- a. After meeting minutes are reviewed, they are posted to our PTO website. There is a motion at every meeting to approve the previous meeting's notes – please review and be ready to approve or second the motion.

**iv. Website – pebblecreekpto.org**

- a. This website also has a directory – to access that part of the website, a password is required; password is "carnival". The website is updated by Cheryl Robison who is a part of our communications committee – if your committee needs an update on the website, please let Cheryl know.

**v. PTO mailbox**

- a. There is a plastic bin under the teacher mailboxes – located in the teacher break room. PTO also has a closet in the hallway of the old office. Please feel free to check it and collect things that pertain to your committee (maybe clean it out).

**d. City Wide PTO Meetings**

- a. These meetings happen every 6 weeks
- b. Update from most recent meeting: cannot use Venmo for silent auction or carnival ticket sales (Venmo cannot be used for goods or services); can continue using Square.

**e. PTO Insurance**

- a. In the past, this insurance policy has cost us \$600. We are required to carry PTO insurance to cover many what if's and liabilities; our policy is through AIM or Association Insurance Management.

**f. Key Fobs**

- a. Key fobs are registered to an individual and help with the check in process. The fobs are for sale in the office for \$2 each [cash only]; as a thank you to Board Members who do not have one, please see Adrienne after the meeting and she can help you with the PTO discount.

**g. Teacher Grants**

- a. We have budgeted \$6,000 for teacher grants (\$400/teacher). This is an opportunity to better the classroom in a way that is not currently funded. Applications will be sent to all teachers by the end of next week – I will need 3-4 volunteers to form a committee to review the applications in early to mid-October. If you are interested in serving on this committee – please email Adrienne. Fall gets the most applicants; if money is leftover, we will use it for Spring grants as well.

**VII. Committee Reports and Updates**

**a. Book Fair – Kelly Chambers, Erica Hightower (1 opening)**

- a. Fall Book Fair will take place November 1st-7th this year. We will set up on Oct. 30 and preview day will be Oct. 31st. We will be open late on Thursday, November 7<sup>th</sup>; the late night will combine with Science Night this year. The book character parade will take place on October 31st.

**b. Fun Run/ Food Drive – Sarah Schuessler (1 opening)**

- a. The candy cane fun run is scheduled for Friday, December 6<sup>th</sup>, during the school day. After receiving feedback from kids last year, Mrs. Grande wants to

experiment with having the fun run be during the school day and while each grade level is in Camp time. Details are being worked out.

**c. Carnival – Sarah Schuessler, Sarah Seidel, Shelby Hall, Leigh Ann Jones, Kelly Book**

- a. Usually carnival is held the first Saturday in March. However, we had to adjust the date due to spring break. The carnival will be held Saturday, March 21<sup>st</sup> from 11am – 4pm and will be “Beach Party” themed. Our Silent Auction committee is already working on the letter asking businesses for any donations. If you own a business or know of a business that would like to help us – please have them email Sarah Schuessler or Leigh Ann Jones from our Silent Auction Committee.
- b. Kelly Book to contact KBTX in September to secure TV spot for the spring – need girl / boy 4<sup>th</sup> grader and parent.
- c. Adrienne will get in touch with Becky Rowlett to see what was done for decorations last year.

**d. Garden – Candice Hermansen, Tyan Magruder**

- a. Before school started we cleaned up the potted plants at the entrance and replanted what was needed. We added some mulch to the trees and cleaned up the gated garden. Future projects are being planned.

**e. Kinder Coordinators – Locke Newell, Megan Jonasson**

- a. First day of school Boohoo Yahoo event happened and it was awesome! We had around 20 - 30 parents stop by. We scaled back on the food amount this year and still had extra to share with the faculty in their break room. The library was a wonderful place to have it. The location was easy for parents see and remember to stop by after bringing their kiddo to the classroom, especially since it is a room you pass walking to and from the Kindergarten hallway. Lunch duty has been going great! Locke and Megan will be meeting up on Wednesday to coordinate other activities.

**f. Promotions – Amy Krupa, Lara Clark**

- a. Spirit Nights:
  - i. August at Farmhouse was very well attended - still waiting to hear how much we made.
  - ii. September - Papa John's Pizza, Tues, 9/24 All Day - online, carryout, or delivery; we receive 20% sales; you can order online with code "pjfundschoo1".
  - iii. October - working on setting up Altitude for 10/15; have Freddy's scheduled for Tues, 10/29 from 5-8 pm; they donate 30% of sales.
- b. Box Tops: Box Tops is phasing out the collection of the Box Tops clips and going digital – we will be able to send in the clippings as long as they're on boxes. We will ask for box tops to be turned in by Friday, 10/18 so we can get them counted and mailed in for the November 1 submission deadline (make sure your clippings are not expired!). If you haven't downloaded the app yet - we highly recommend it. It's very user-friendly and much easier than clipping and keeping track of box tops--create your log-in, find our school, and scan your receipts; app will search for BoxTops and auto-credit it to our school – we will receive 2 checks per year. March 1 is the spring deadline.

**g. School Supplies – Monica Brown**

- a. We sold 164 school supply boxes. There was 1 box left over – and that box was donated on behalf of PTO to the school for Mrs. Watson to distribute as needed. I have not heard of any problems or missing items – let Monica know if there are any problems and we will get it fixed.

**h. Staff Relations – Hearin Schmitt, Rachel Mayne, Staci Cocanougher**

- a. Had a successful back to school luncheon for the teachers and staff with Fajitas & Taco Salads from Chuys. The dessert selection was impressive and very well received, so thank you to everyone who brought something! The next staff meeting is Tuesday 9/17. A sign up genius will be going out Monday, 9/9 so be on the lookout to help bring tailgate themed snacks. If you sign up to bring something, please make sure to bring it that day, or text Hearin to let her know that you are no longer able to bring it in time.

**i. T-shirts – Ashlee Schoenvogel, Monica Palma**

- a. We are ordering 536 T-shirt's plus 10% extra for the rest of the year (for students). Order will be placed between tomorrow and Thursday so we have time for the first field day in October. There is an online store set up for additional orders for family members, and the link was posted to Facebook this week - the deadline to order additional short sleeve shirts, long sleeve shirts as well as hoodies is on Sunday, September 8<sup>th</sup>.

**j. VIPs – Angelina Snyder (1 opening)**

- a. We had a good turnout at the PTO table at Meet the Teacher. Many stopped to ask questions and take a pencil/bookmark. The PTO received a good number of volunteer sign-ups but many have not been "approved". If you have not completed the on-line background check please do so; if you want to volunteer on campus, you must be approved through the background screening process with CSISD.

**k. Wee Deliver – Kate Morawietz (1 opening)**

- a. Need 1 more committee member. Will be sending out the form for kids to make stamp designs. More details to come soon – but there will be dates for when we will announce the stamp design winners, as well as who the 4th grade postmasters will be.

**l. Yearbook – Ali Massey, Catherine Chesser, Natalie Johnson, Megan Jonasson**

- a. Yearbook committee met over the summer and got log-ins set up; will be meeting very soon to delegate parts of the yearbook out. The online store is already open on Balfour.com, and we will be sending a flyer home in the Monday folder ASAP.
- b. We are looking at potentially raising the price after the deadline to encourage timely ordering and better manage / anticipate the number of yearbooks we will need to order
- c. Pictures – last year, we had a designated "photographer" per grade; make sure to snap pictures if you are at school functions and upload to the Balfour app.

**m. Communications – Cheryl Robison and Kelly Chambers**

- a. The first PCE PTO newsletter will be sent home on September 16 and the deadline will be THIS FRIDAY, SEPTEMBER 6. If you are submitting content to be

included in the newsletter, please email the content to c.robison05@gmail.com. If available, please email an electronic copy of any flyers, including graphics. Below you will find a list of all the deadlines for the year. Also, if you haven't already, please take a look at your part of the website and let me know any updated information for this school year: [www.pebblecreekpto.org](http://www.pebblecreekpto.org). The newsletter deadlines are as follows:

September

Content Deadline: Friday, September 6th

Monday Folder/Posted Online: Monday, September 16th

October

Content Deadline: Friday, October 11th

Monday Folder/Posted Online: Monday, October 21st

Throughout the year, if you have items for the website or Facebook, please email them to c.robison05@gmail.com AND kchambers02@hotmail.com. Items will be posted as they are received.

### **VIII. Upcoming Dates**

- a. September 3<sup>rd</sup> – September 27<sup>th</sup> – MAP Growth Beginning of Year Assessment window
- b. Friday, September 6<sup>th</sup> – Deadline to submit information for the 1<sup>st</sup> PTO Newsletter (submit information to Cheryl Robison – more information sent in email from Saturday, August 31st)
- c. Tuesday, September 10<sup>th</sup> – Kindness Club meeting after school
- d. Tuesday, September 24<sup>th</sup> – Papa John's Pizza Spirit Night (All Day - online, carryout, or delivery. We receive 20% sales! You can order online with code "pjfundschool")
- e. Friday, September 27<sup>th</sup> – Scholar Dollar Dress Up Day – Crazy Hair Day
- f. Tuesday, October 15<sup>th</sup> – Altitude Spirit Night
- g. Saturday, October 19<sup>th</sup> – Clothing Drive for Chrissy's Closet (go to Facebook page for more information and/or if you want the link to their Amazon wish list)
- h. Tuesday, October 29<sup>th</sup> – Freddy's Spirit Night
- i. Thursday, October 31<sup>st</sup> – Book Character Parade
- j. Friday, November 1<sup>st</sup> – Thursday, November 7<sup>th</sup> – Fall Book Fair
- k. Friday, December 6<sup>th</sup> – Candy Cane Fun Run

### **IX. Meeting Adjourned**

- a. Adrienne Shields adjourned the meeting at 12:57pm.

**NEXT MEETING: Thursday, October 3<sup>rd</sup> at 12pm**