

Pebble Creek PTO Meeting Minutes
September 6, 2018

Attendees: Kelly Chambers, Lara Clark, Staci Cocanougher, Jennifer Greeley, Shawn Henderson, Megan Jonasson, Andria Kastner, Kari Krueger, Amy Krupa, Jennifer Letz, Ali Massey, Charlsie McDaniel, Teresa Mecham, Tammy Mogford, Jill Moore, Morgan Moore, Kate Morawietz, Sarah Riggs, Cheryl Robison, Hearin Schmitt, Ashlee Schoenvogel, Adrienne Shields, and Brittany Taunton

Pebble Creek Faculty: Blaire Grande and Becky Rowlett

Guests: Lindsay Bamy, Beth Hawkins, Erica Hightower, Julie Jennings, Stacey Kiessling, Susan Mabry, Bridget Rose and Sarah Seidel

I. Call to Order – Adrienne Shields

- a. Welcome – Adrienne Shields called the meeting to order at 12:00 pm and welcomed all attendees.
- b. Introductions – all attendees introduced themselves.

II. Approval of Minutes from May 2018 Meeting – Adrienne Shields

- a. Tammy Mogford moved to approve the minutes from the May 2018 meeting, Herrin Schmidt seconded the motion. The motion passed.

III. Treasurers Report – Jill Moore

- a. Information/Balance Sheet
 - a. A vote will take place during a future meeting regarding school betterment.
 - b. We will be seeking feedback from teachers regarding the annual mini grants they receive at the beginning of each year.
 - c. Budget and Carnival Budget were presented. If anyone finds that they will have a shortage, additional funds must be approved prior to PCE PTO funds being spent.
 - d. Balance Sheet as of July 31, 2018:
 - i. Beginning Balance: \$55,903.27
 - ii. Inflow: \$307.71
 - iii. Outflow: \$832.89
 - iv. Ending Balance: \$55,378.09
- b. Forms to Use
 - a. Reimbursement forms are the same as in the past. Forms will be in the office. We are tax exempt. Please present the tax-exempt form when making a purchase on behalf of the PCE PTO. We are unable to reimburse for taxes.
 - b. We have a dropbox and new members will be added. The forms are there and on our Board Member section of the website as well.
 - c. Audit – an audit took place in August with Adrienne Shields, Jill Moore, Tammy Mogford, Cheryl Robison and Kari Krueger. The audit results were turned in prior to the due date of September 1.

IV. Principal's Report – Blaire Grande

- a. Thank you so much to everyone. We appreciate you.
- b. The Amazon gift cards and new furniture are appreciated as well.
- c. As a new Principal, change will be expected. We have several new teachers and are proud that they sought positions at Pebble Creek. They interviewed with Mrs. Grande, Mr. Whileyman and others as appropriate. They had multiple offers and chose to be a part of the Pebble Creek family.
- d. The next CSISD School Board meeting is scheduled for September 18th. Zoning for the new elementary school may be discussed.
- e. The morning assembly process has changed based on District policy due to safety. All visitors will be required to sign-in at the front desk.
- f. Walker dismissal has changed as well and seems to be working.

- g. If anyone has ideas to improve Pebble Creek Elementary, Mrs. Grande is open to discussion.
- h. Parents Matter is scheduled for Thursday, October 18th at 6:30 PM. Parents Matter has been moved to the Fall to give parents information earlier in the year.
- i. Schoology is new to CSISD. There will be a learning curve so please be patient as we all work to learn all that it has to offer.
- j. Mrs. Grande strives to respond within 24-48 hours. If you haven't heard from her within that time, please follow up as the message may not have made it to her. Adrienne Shields responded that responds in the same timeframe.

V. New Business – Adrienne Shields

- a. Elections – typically the Board for the upcoming year is set in May of the previous year. For various reasons there were positions to fill over the summer. We need to officially vote in those members today. Currently, we still have 1 vacant position. Cheryl Robison moved to approve the nominations below and Kate Morawietz seconded the motion. The motion passed.
 - i. Fun Run/Food Drive – Kristen Capener & Lauren Pope
 - ii. VIPS – Jennifer Letz
 - iii. Yearbook – Ali Massey
- b. PTO Procedure Updates
 - i. Roster – Please check spelling and all other information on the roster. Make any corrections necessary and initial by your name. An updated version will be sent out, including those just voted onto the PTO Board.
 - ii. Business Procedures and Committee Budgets
 - 1. Committees are to stay within their established budget. If additional funds are needed the board must vote prior to commitment of the funds.
 - 2. All flyers/PTO information sent home in Monday Folders must be given to Amy Barrera the Wednesday before the outgoing Monday Folder
 - 3. All flyers/PTO information to be sent home or displayed must be approved by the President or Communications Chair and the Principal or Academic Coordinator.
 - 4. Please attend meetings. We realize there are a few who are unable to attend due to work. They discussed it with Adrienne prior to accepting the position. For voting purposes, attendance is needed for quorum.
 - iii. Minutes – please email Kari Krueger and Adrienne Shields me your committee reports the Tuesday before Thursday's meeting. This is helpful in keeping accurate minutes of the meeting.
 - iv. Website – pebblecreekpto.org. There is a great deal of information on the website. Please see Adrienne Shields for the Board Members password.
 - v. PTO mailbox – there is a plastic bin under teacher mailboxes and the PTO closet located in the hallway of the old office.
- c. PTO Insurance - \$600 is paid on an annual basis and was approved last year.
- d. Key Fobs – With the new safety procedures, the key fobs will help make your entry into CSISD campuses much more efficient. Each fob is registered to an individual. The key fobs are sold in the office for \$2 each. As a thank you to Board Members who do not have one, a key fob will be given to you.

VI. Teacher Grants – Adrienne Shields

- a. We have budgeted \$6000 for teacher grants. It is an opportunity to better the classroom in a way that is not currently funded. Applications are sent to all teachers. 3-4 volunteers will be needed to form a committee to review the applications. The goal is to meet prior to the next PTO meeting if possible. Teachers are permitted to request up to \$400/person or more as a group.

VII. Committee Reports and Updates

- a. Communications – Cheryl Robison, Kelly Chambers
 - a. The newsletter is distributed approximately every 6 weeks. The deadline for the initial newsletter is September 7th. Cheryl is available to help with flyers as needed.
 - b. Kelly handles Facebook/social media for Pebble Creek PTO.
- b. Book Fair – Charlsie McDaniel, Misti Hill Carter, Kelly Chambers
 - a. All For Books will be September 10th-September 21st. The Book Fair will be September 28th and October 1st-4th. Book Character Parade will be Friday, September 28th.

Family Dinner Night is scheduled for Thursday, October 4th. Volunteers will be needed to help make the event a success!

- c. Fun Run/ Food Drive – Kristen Capener, Lauren Pope
 - a. The Fun Run is tentatively scheduled for Saturday, December 1st. More information will follow as the committee chairs were just elected today.
- d. Carnival – Megan Jonasson, Sarah Schuessler
 - a. There is a need for at minimum 1-2 people to help with Silent Auction, at least 1-2 people for Parties, 2 or 3 for Games, 1 or 2 for Kids Raffle and 1 for Logistics.
 - b. For those new to Pebble Creek Elementary, the Carnival is our major fundraiser and next year's budget will be based upon funds raised.
- e. Garden – Candice Hermansen, Tyan Magruder
 - a. Before school began, the pots at the front of the school were freshened up with new potting soil and new plants to replace those that died over the summer. The pond area was weeded and mulched. The pump to the pond broke over the summer but is being looked into. The plants that were planted in the raised beds as part of the second-grade butterfly garden project last year all made it through the summer beautifully! We are delighted that more teachers are utilizing these outdoor learning areas!
- f. Kinder Coordinators – Monica Palma, Ashlee Schoenvogel
 - a. We are seeking volunteers to work during lunch. 1 volunteer per shift is great. The committee chairs will work with the room moms to create a schedule for the year.
 - b. Boo Hoo Yahoo had 15 people in attendance. Next year, the committee may look at doing something during Meet the Teacher.
- g. Panthers Helping Panthers – Shawn Henderson
 - a. Shawn spoke with Mrs. Watson. There is currently a need for Halloween costumes. If you have any you can donate, they can be placed in the bucket out front or given to Mrs. Watson.
 - b. Chrissy's Closet continues to be a blessing for CSISD.
 - c. Prior to book fair, Student Council will be selling lollipops for \$1 each to be used toward book purchases.
- h. Promotions – Amy Krupa, Lara Clark
 - a. We are waiting to hear back from Farmhouse.
 - b. Box Tops are due October 12th. If possible, please try to trim the box tops and place them in labeled baggies or use the form for ease in counting.
 - c. We will be at Freddy's on September 25th. Freddy's contributes 30% back to the PTO.
- i. School Supplies – Monica Brown
 - a. Placing the school supplies in the classrooms worked well.
- j. Staff Relations – Hearin Schmitt, Rachel Mayne, Jennifer Greeley, Brittany Taunton
 - a. Items will be requested throughout the year. Our thanks to everyone for their participation. If you sign up and are unable to keep your commitment, please let a committee member know.
- k. Sponsorships – Maegan Jackson, Katherine Kleemann
 - a. Because several Carnival add on sponsors were secured during Carnival last year, no further sponsorships were requested.
- l. T-shirts – Brittany Bruggman, Staci Cocanougher
 - a. 4th Grade voted during Meet the Teacher and the t-shirts should be delivered within 5 days. Additional items will be available for purchase online. All teacher sizes have been received and student sizes were collected during registration.
- m. VIPs – Morgan Moore, Jennifer Letz
 - a. There is a master list of volunteers and it will be shared on dropbox. Very few yellow forms were collected. Mrs. Rowlett will look into finding the additional forms.
- n. Wee Deliver – Kate Morawietz, Sarah Riggs
 - a. We are sending out the letter to get stamp designs on September 10 and they are due back September 17th. We will announce October's stamp design winners on September 27th along with the 4th grade post masters and will open up for letters. Stamp winners will be announced in October, November, December, February, March and April.

- o. Yearbook – Andria Kastner, Teresa Mecham, Ali Massey
 - a. Order forms to be sent home in Monday folders. Payment for yearbooks can be made online or via cash or check. Orders will be due at the end of October.
 - b. Pictures can be submitted using the Balfour app.
 - c. 4th Grade is currently working on the cover art.

VIII. Upcoming Dates

- a. Friday, September 28 - Book Character Parade and Book Fair Opens
- b. Wednesday, October 3 – Fall Picture Day
- c. Thursday, October 4 – PTO Meeting, (12:00 Noon), Book Fair Dinner (6-8pm)
- d. Monday, October 8 – Parent Conference Day
- e. Thursday, October 18 – Parents Matter (6:30-8pm)
- f. Friday, October 26 – Crazy Hair Day
- g. Wednesday, October 31 - Fall Parties

IX. Meeting Adjourned – Adrienne Shields

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

Respectfully submitted,

Kari Krueger
Secretary, Pebble Creek Elementary PTO