

Pebble Creek PTO Meeting Agenda

September 3, 2020

- **Call to Order**
 - Adrienne Shields called the meeting to order at 12:00pm
- **Welcome – Introductions**
 - Attendees: Morgan Moore, Kate Morawietz, Lara Clark, Ali Massey, Kelly Chambers, Megan Johnsasson, Sarah Seidel, Sherri Wine, Monica Palma, Tammy Green, Staci Cocanougher, Leslie Stewart, Beth Hawkins, Jennifer Nations, Leigh Anne Jones, Sarah Dixon
 - Guests: Marsha
 - PCE Representative: Blaire Grande
- **Approval of Minutes from March 2020 Meeting**
 - Sarah Seidel motioned to approve the meeting minutes; Monica Palma seconded the motion. Motion passed.
- **Treasurers Report – Leslie Stewart**
 - a. Balance Sheet
 - b. Transactions Report:
 - a. Beginning Balance @ 2/28/20: \$44,238
 - b. March activity: (\$1,195)
 - c. April activity: (\$94)
 - d. May activity: (\$3,702)
 - e. June activity: (\$107)
 - f. July activity: \$3
 - g. August activity: \$28
 - h. Ending Balance @ 8/31/20: \$39,172
 - c. Forms to Use- email Leslie Stewart (treasurer) if you need reimbursement form or sales tax form.
- **Principal's Report – Blaire Grande**
 - School safety – kids and staff are doing an awesome job wearing their masks; they have been keeping them on very well, and overall the staff is doing a great job of mitigating exposure at our school; only one positive case reported and it did not have an impact on students.
 - Reminder – no school Monday for Labor Day
 - School updates – murals were painted in the cafeteria over the summer to brighten it up; added gym mats to two walls for PE; added a decal of Panther in gym; added decal across doors when you walk in; purchased air purifiers for every class room; purchased 4 more carts of technology; while we did miss our carnival fundraiser, we are doing just fine for the current year!
- **New Business**
 - a. **Election Review**
 - We conducted a vote by email on August 25th to modify our 2020-21 PTO Board Roster – that vote included adding Leslie Stewart as Treasurer, Beth Hawkins as Communications, Paige Kramer for Carnival Silent Auction, Leigh Ann Jones and Sherryl Wine as Kinder Coordinators and Sarah Dixon on VIPS. This vote also

included removing the following: Shelby Hall from Carnival Food, Katie Westerheim from Fun Run/Food Drive and Amy Krupa from Promotions. The motion to approve the Board Roster passed. A current copy of the PC PTO Roster was emailed to you on Monday.

- The 2020-21 PTO Budget was put up for an email vote on June 1st. The motion to approve the budget was passed. A copy of that budget was emailed to you on Monday. Please let Leslie know if you have any questions. Because we did not have a carnival, it is REALLY important that we stay in our budgets!

b. Current Available PTO Positions – Carnival Games (1), Carnival Décor/Promotions (1), Carnival Food (1), Fun Run/Food Drive (1), Promotions (1) and VIPS (1) (note that Staff Relations position has been removed for the current year)

If you have anyone that may be interested in any of these positions, please have them email Adrienne Shields at Adrienne.shields@gmail.com.

- **PTO Procedure Updates**

- i. Roster

- *Anytime there are changes made to the roster, we will have to vote to approve those changes; at this time votes will most likely be through email. If there are approved changes to the roster, a new copy will be emailed to you. The Roster list has contact information for all board members. The term of a Board member is from August 1st through July 31st.

- 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. At city-wide PTO, we were reminded that even if you are only going over budget by a few dollars, it still has to go before the board for approval before you can be reimbursed. If you have any questions – please talk with Leslie and/or myself. Do not spend any money not budgeted for your committee.

- 2. Each Committee is expected to communicate with the Executive Board Members.

- 3. All flyers/PTO information to be sent home or displayed must be approved by the President or Communications Chair AND the Principal. Once approved, flyers then must be submitted to Amy Barrera the Wednesday before the outgoing Monday folder. Information from PTO is printed on yellow paper so anything yellow in the Monday folders should be PTO news.

- 4. Please attend meetings. In order to conduct business, we need a quorum (note – A quorum is 2/3 of our members). Typically, the April or May meeting will be mandatory due to the need to vote on a new budget for 2021-2022. An annual budget is reviewed/revised as needed and completed after we hold our annual fundraiser, i.e., 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. The carnival for this school year is scheduled for **Saturday, March 6th from 11am – 4pm**); we currently need volunteers for that Carnival or it will not happen.

iii. Minutes

*Minutes are taken by our secretary, Morgan Moore. After those 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 prior to our monthly meeting.

iv. Website – pebblecreekpto.org

*This website also has a directory – to access that part of the website it requires a password, use the password "carnival". The website will be updated by Beth Hawkins who is a part of our communications committee – please let her know if you have any questions and/or if you need to update anything.

v. PTO mailbox

*We have a plastic bin under the teacher mailboxes located in the teacher break room where our mail is sorted - I will check the mail periodically and then contact you if the mail pertains to your committee. I also receive emails asking questions, and I will forward those to your committee. Once PTO is able to return to activities on campus, we have a supply closet in the hallway of the old office that we will need to sort through.

c. City Wide PTO Meetings

*These are typically held once per month; our PTO president and treasurer usually attend; there are different meetings for elementary and secondary schools; meetings historically focused on rezoning and growth, but we do expect to see a shift in the focus of those meetings this year.

d. PTO Insurance

*In the past, this insurance policy has cost us \$600; the bill is paid in October. We are required to carry PTO insurance to cover many of the what ifs and liabilities; our policy is through AIM or Association Insurance Management.

e. Key Fobs

*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.

f. Teacher Grants

*We have budgeted \$3,000 for teacher grants. It is an opportunity to better the classroom in a way that is not currently funded. Applications will be sent to all teachers in September, and 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 Shields.

• Committee Reports and Updates

a. Carnival – Sarah Seidel, Nichole Rodriguez and Paige Kramer

*As of right now, the Pebble Creek Carnival is scheduled for Saturday, March 6th from 11am – 4pm. We have some silent auction items and we have games ready to go since we were unable to have our carnival this past March. We need volunteers to fill: Carnival Food, Carnival Games and Carnival Decorations/Promotions – if we don't have those volunteers in place, I will visit with Mrs. Grande regarding other options for fundraising.

b. Garden – Candice Hermansen and Jennifer Nations

*We have added seasonal plants to the pots at the front of the school to welcome students and parents to the 2020 school year. We also filled in the pond and planted grass where the pond was to add a valuable outdoor area for the kids and staff to utilize for mask breaks, etc.

c. Kinder Coordinators – Leigh Ann Jones and Sherryl Wine

*Had a virtual Boohoo/Yahoo Event on 9/01 and had several families attend.

d. Promotions – Lara Clark

- a. Box Tops – We are continuing the transition to digital, but will still accept clippings if not expired; We are unsure if any have been sent in from last year before the school closed– Amy Barerra will check and get back to us.
 - i. Virtual box tops is really easy! Just download the app, login, find school, and take a picture of your receipt; for online/curbside ordering – just forward email receipt to receipts@boxtops4education.com; Lara will work on a flyer to get that information out to parents since digital response has not been great.
- b. Spirit Nights – none scheduled yet; we are still trying to figure out what the perspective of restaurants might be – do they want us to continue spirit nights to bring in additional business, or does the profit share take away funds that they might be needing as business has been down. If you have any ideas, send Lara an email! Marco’s has reached out to Mrs. Grande expressing interest in participating, so Lara will contact them.
 - i. Maybe for this semester, we host a spotlight night instead of a Spirit night as a thank you to those places that have always been generous and helped us out in the past!

e. School Supplies – Monica Brown

f. T-shirts – Ashlee Schoenvogel, Monica Palma

- a. Tshirts for students have been ordered and should arrive early next week; online store is still open for additional family member shirts; also selling masks with the panther logo

g. Yearbook – Ali Massey, Natalie Johnson and Megan Jonasson

- a. Online store is open at balfour.com; this year’s yearbook costs \$20
- b. We will especially need help from faculty and teachers getting pictures of the kids, since PTO and parents are not on campus; Mrs. Grande will send an email to the staff to let them know of this need.
- c. Parents can submit meet the teacher or first day of school pictures to Ali (can text her directly [see roster contact info] or submit through image share app)
 - i. If you use the Image Share app, the code for our school is 126985
- d. Make sure virtual kids pictures get put in yearbook as well – not a lot of virtual learners at the moment, but we do want to get them included!
- e. Megan J. is the designated photographer for us this year, once we are allowed back on campus!

h. Book Fair – Kelly Chambers, Erica Hightower and Monica Palma

- a. WILL be a book fair, it will just look a little different – book fair to take place on November 9th; mixture of in-person and online; no parents or volunteers, rather

it will be run by library staff and school staff; kids will visit the store at school; there will be an option to use an e-wallet OR can just give your child money to spend; will also be an option to order books online and everything will be delivered directly to your house; PTO will help her out as much as we can!

i. Communications – Kelly Chambers and Beth Hawkins

- a. Kelly is in charge of Facebook – if there is anything you want announced on social media, please let her know
 - b. Beth is in charge of the website – if there is anything you want up on the website, please let her know
 - c. The website contains a link for all committees – if you can look at your committee and see what needs to be updated or changed, please do that and just let her know.
- **Meeting Adjourned**
 - Adrienne Shields adjourned the meeting at 12:44pm

NEXT MEETING: Thursday, October 1st at 12pm