PTO meeting minutes 6/4/2019

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| Location: | Jacob Wismer library |
| Date: | Tuesday, June 4th, 2019 |
| Time: | 6 pm |
| Attendees: | Amy RoskowskiJoan McFadden Erika Heslin Alison GuilfoyleCara CoatesJyothy VemuriMargaret Maes Mamta SahitaLauren MauerySonia LallSonia SahuShauna RaksheAnand KrishnakumarJennifer Politsch |

# Agenda items

1. Welcome and introductions
2. Voting on open PTO board positions for 2019-20

Open positions and nominations:

1. President—Sonia Lall
2. VP of fundraising—Shalini Sivas
3. VP of community events—Alexandra Yau
4. Volunteer co-coordinator—Pooja Madan
5. Secretary—Shauna Rakshe
6. Member-at-large—Sonia Sahu

**Vote: all nominations confirmed unanimously.**

1. 2019-20 PTO calendar important dates
* Yellow highlighted means needs follow-up with new activity chairs
* Let Amy or Cara know new event dates so they can be scheduled with facilities
* Movie night moved to January
* School will not host packet pickup & meet-and-greet this year
	+ Class assignments will be available in ParentVue by first day of school
	+ Supply dropoff will be first day of school (15 min allotted at beginning of day)
	+ EPI supplies will be delivered by chairs (Amy & Shauna)to classrooms
1. Thank you to outgoing board & new board members
2. Principal’s report
* More teachers allotted to JW
	+ 4 classes in K and grade 1
	+ 5 classes in grades 2-5
* New website launched yesterday
	+ Can post videos
	+ Can translate into many languages (checking needed)
* Thank you to outgoing board members
* Couldn’t accommodate all 5th grade guests for year-end assembly, so will have extra, only-grade-5 assembly as well
* Will tape choir performance, etc and post on new website
* New website has different address; google Jacob Wismer or go through BSD
1. Vice principal’s report
2. End of testing today
3. After walk/bike to school day, PE teachers suggested PTO organize similar events more than 2x/year, possibly once per month. Would need parent volunteers
	* Could form walking groups (“walking school bus”)
	* Could marathon kids club get points for walking to school?
	* Make this a chair position?
4. Jogathon planning has begun for 2019-20
	* First Benevity payment has been processed
	* Matching depends on time of donation/quota for matches
		+ Communicate to parents when to donate
		+ A lot of theoretically matched donations were not actually matched
	* Should we count or not count matching funds when awarding prizes?
		+ Solicit proposal from Jogathon chairs (not present at meeting)
5. VP community events report
* Jennifer Pollitsch: field day
	+ Volunteer numbers rising
	+ No visitor stickers this year; volunteers with badges only
1. Volunteer coordinator (Mamta)
* People still signing up for badges
* If you need a new background check, you’re supposed to get an email; should happen automatically, but only if you gave permission originally
* Changing colors of lanyards is too much work
* If you’re not in the computer system, you need a new background check: you won’t be allowed in school
1. Volunteer coordinator (Margaret)
* Chair positions still open:
	+ Author visit
	+ Directory—possibly will be filled by Jenn Little
		- Digitize directory?
	+ Spring dance
	+ Clothes closet co-chair
	+ OBOB overall co-chair and grade level chairs
		- Priya (chair) is putting together a flyer about grade level chair responsibilities
		- Need to get set up now so kids can read over summer
		- Remind Caroline Hari there is money in current year’s account
			* Meant for party, but party was not organized
			* Must use this year by June 30th
			* Use to buy books for next year’s OBOB, to keep in library
	+ Book fair co-chair
	+ PTO webmaster
		- This is part of secretary’s job, but very time consuming
		- Either webpage or Facebook page should be maintained by activity chair
1. Treasurer’s report
* Go over budget now and adjust for next year:
	+ Gift card/scrip—delete (company gone)
	+ Pledgestar cost is overbudgeted
	+ Delete variety show
	+ Taxes
		- Budget 550, spent 565
		- Suggest budget 600
	+ Teacher funds
		- 300/classroom for supplies
		- Additional 700/grade
		- Suggest deleting grade level pool, increasing individual amount
		- Suggest March deadline
		- Increase individual amount to 475/classroom for supplies
	+ Junior Great Books
		- Is money needed to update books next year?
		- Keep on budget for now, ask chair to investigate
	+ Delete reading club
		- Nobody sent kids
	+ Summer reading retained
	+ Boxtops is changing to an app platform; may lower amount earned
	+ Jogathon
		- Received approx. 90 k this year
		- Wanted TVs, instead gave money to teachers (due to budget cuts), 2nd steam night, 2k to copying; used some for grants to teachers, carryover to next year
		- Suggest keeping amount projected at 55k, but come up with goal for any additional funds collected

**Vote: budget adjusted as suggested by treasurer**

1. PTO liason grade level report
2. New business/adjournment

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Create green team chair position; recruit volunteer | Margaret Maes | Sept. 2019 |  |
| Proposal re: matched vs. nonmatched Jogathon donations | Jogathon chairs | Sept. 2019 |  |
| OBOB book budget proposal | Shauna Rakshe, Cara Coates | June 30th, 2018 |  |
| Create webmaster chair position | Margaret Maes | Sept. 2019 |  |
| Revise 2019-20 budget as per vote  | Cara Coates | Sept. 2019 |  |
| Recommendation on Junior Great Books budget for 2019-20 | JGB chair, Cara Coates | Sept. 2019 |  |