

APPROVED: at Sept 20 2016 meeting: see minutes for details

PTO Meeting Agenda/Minutes for June 2016

In attendance: Suzanne Muenz, Mary Cooper, Erika Levin, Larissa Sano, Eric Kennedy, Sara Schneidewind, Jen McNamara, Marguerite Dillard, Linda Hagan, Jing Liu; Brian Weisman

Summary: During our June meeting, we devoted a substantial amount of our time to the treasurer's report. As noted below, the preliminary estimate (at the time of the meeting) was that the PTO had an 11 K deficit. This compares to a budgeted deficit of 18K. Some of the reasons for the deficit include that we took a "book equivalent" pay out from the Scholastic Book fair, we had more students participating in field trips, and we had more expenditures to support new teachers. During the committee reports, we reported out on Bagel Friday (high attendance, generated a profit), Scholastic Books (purchases from the warehouse as well as changes in leadership) and the Ice Cream Social (very popular, and we would like to shorten wait times). We also discussed "new business," which included voting to fund cork strips for the hallways, new books for the common bookroom, and the "Joyful Classroom" book for teachers.

1. Called to order @ 6:40 pm
2. Minutes - Reviewed previous meeting's minutes
 - a. Motion to approve minutes: Margueritte Dillard
 - b. Seconded: Jen McNamara
 - c. Vote: all ayes - voted to approve
3. Principal Report - Mrs. Cooper
 - a. Sixteen kids to state championship (4 teams of 4 students) - all four teams won trophies.
 - b. Thank you to Exec Board and Committee Reps for this past year
4. Teacher Report - Mrs. Hagan
 - a. Busy with field trips, which have been wonderful experiences for the children and great learning opportunities for them
 - b. Thank you for mini-grants, teachers appreciate them!
5. Treasurer Report - Brian Weisman
 - a. Preliminary numbers: deficit of 11K right now, but with a budgeted one of c. 18K. This will likely be about a 7K deficit, once all accounts are settled, etc.
 - b. So this year, we will be able to be in the red, which was actually our goal.
 - c. Some of the reasons for this include: 1) Using book fair revenue in terms of "book equivalent" rather than as \$\$; 2) more children for more field trips (e.g., Mariachi field trip); 3) spending out of mini-grant by teachers (we had a higher percent spending their full amount; 4) new classroom funds, etc.;
 - d. These funds have gone to support great learning opportunities for students
 - e. We still have a slush fund (savings fund) of c. \$60K. This has been a stable cash reserve for the PTO for several years now.
 - f. We have discussed using some of the savings funds to help support important needs for the school.
6. Committee Reports

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- a. Bagel Friday-Sara Schneidewind, Sara Zocher
 - i. We had our last Bagel Friday 2 weeks ago and totally sold out of everything! Bagel Fridays have been very well attended this year and we actually made a profit again this year!!
- b. Book Fairs-Tomomi Kumagai, Suzanne Muenz , Carly Ly, Ping He
 - i. Report coming - Barnes & Noble Book Fair/Bridge Books
 - ii. Went to warehouse sale at Scholastic. Purchased c. \$630 worth of books. Will mostly hold these books to distribute in the Fall.
 - iii. Spoke with Lindsay from B&N - waiting for online total, about \$680 in store purchase, still selling Bridge Books - we will have a better estimate by next week.
 - iv. New member for committee for next year - Ann Lin
 - v. Suzanne will be leaving committee as co-chair; Tomomi will be main chair; need to recruit for a few new people, to help fill chair spot in Fall 2017
- c. Box Tops-Sara Robins
 - i. Fifth grade Ms. Shah's class won
- d. Community Action-Karen Saito, Larissa Sano
 - i. Student council organized a drive for school supplies. These supplies will be donated locally and internationally. Drive continuing until June 17th. Items are being collected in boxes place around the school
- e. Ice Cream Social-Bing Yang, Sara Schneidewind
 - i. The Ice Cream social was last Friday and was well attended. We sold out of 600 cups of ice cream and 500 of the kids' entrance wristbands. My biggest recommendation for next year is figuring out some sort of ticket pre-sale. The lines for the first 40 minutes were LONG!!
 - ii. Moonwalk lines were long - popular item, but hard to manage lines
 - iii. Could look at another option, such as a slide, which is one time up and one time down.
 - iv. Could we do online sales, similar to silent auction - send home flyer, kids bring in money (or pay online)
- f. Learning Garden-Sara Zocher, Becky Locke, Katharina Conlan, Neha Shah
 - i. Fundraiser through Ice Cream social => \$200
- g. PTO Thrift Shop Liaison-Sara Schneidewind
 - i. I just submitted all of our final Promos for reimbursement, so we should be getting a check within a week or so. The King Learning Garden will be one of the featured posters next week (June 19-25) So, go shop and vote for King!
 - ii. Check has arrived - reflected in most recent budget, c. \$1200?
 - iii. Learning Garden has their poster up at PTO Thrift Shop this next week
 - iv. Need a Committee lead for this for next year. Can be done via email, no need to volunteer at the Thrift Shop
- h. PTO Council Rep- Jen McNamara

- i. No meeting, no report
 - i. Space Camp - Neha Shah, Ping He, Nithya Rajesh
 - i. Kids had fun, learned a lot, things went well.
 - j. Spirit Wear-Ben Ewy
 - i. Ben will be traveling for work during PTO meeting, but submitted report. We have some excess inventory from the final printing which means we have a head start on next year! So much fun to see kids and parents showing King Pride by wearing Spirit Gear at school events!!!
 - k. Student Directory-Sarah Wentzloff
 - i. Will be sending notice out to registered families, because the directory will close sometime in the summer. This will be the last chance to print off information if you want to save it.
- 7. Old Business
 - a. Positions needed: AAPAC, First Day Packets, PTO Thrift Shop, Traffic & Safety
 - b. First Day Packets - Helen Kaplan and Sarah Wentzloff
 - i. Request - can we go back to doing paper to recruit volunteers to help?
- 8. New Business
 - a. Innovation grant requests
 - i. Tack Strips for King School - to hang art work, etc
 1. Request: \$4,320 for eight feet of two inch cork strips to replace existing material.
 2. King has 1" cork strips that are used to hang student art work, etc.
 3. The strips are old and have not been replaced in a long time (might even be the original).
 4. These would be wider than current strips, which might help them last longer, and help them hold up more items (and the two-inch strips seem to get better reviews).
 5. The District is not currently allocating funds to school for these types of improvements.
 6. These are used by Mrs. Wayne and other teachers to help show the work for students.
 7. Installation would be done by custodians or request to the district - but Mrs. Cooper will check on this.
 8. We could consider breaking this into different years (part this year, part in the Fall 2016, to spread out the expense)
 - ii. Replacement books for Book Room
 1. \$3,000 request for this year (and ongoing request for next two years) - get a set of six books of one title, levels A-Z, and each book costs c. \$5/book. So we be able to purchase about 100 different book titles with these funds.

2. King has a book room (in old teacher's lounge, current World Language room), that stores books that teachers use for guiding reading sessions in classroom
 3. Teachers take these books out of book room, use them for guided reading as the primary source of reading material
 4. Our books are old, and have not been replaced in c. 10-15 years. Also, the Common Core now recommends that about 50% of guided reading books be non-fiction
 5. Goal would be more modern titles, more non-fiction, more recent literature
 6. There would be a book committee that would help make purchasing decisions
 7. Could we set aside some of the \$\$ from Scholastic Book Fair to help purchase some of these texts? This would not be an option for some of the A-K graded readers (Scholastic does not carry these). However, some of the non-fiction through Scholastic would be great/useful. Or we could take the cash from the Book Fair, and use it to purchase books from other Publishers
 8. We can look at Scholastic Catalog in the Fall and prioritize purchasing choices.
 9. Could we allocate X amount of money from the Book Fair, to go towards the book library? This would allow us to prioritize - e.g., X% from Scholastic Books, then the PTO could decide to allot funds from its General Fund to support additional purchases.
 10. Do we want to dedicate money from this school year to begin this process? And then we could wait until Dec 2016 to make additional purchases based on Book Fair options?
- iii. Funds to purchase books for Joyful Classroom Readings
1. \$900 - c. 35 books at \$26/book
 2. Staff has voted to adopt a new school culture approach to working with students. This classroom management approach is based on the Responsive Classroom training system. The teachers have agreed to get trained in this new Responsive Classroom approach to managing classroom dynamics. This is what the UM student interns have been trained in.
 3. Teachers will get training, but do not get individual books as part of the training.
 4. The funds would allow each teacher to have one of these training manuals.
- Note that Innovation Grants are usually given a guideline of \$500/grant. Our usual budget is \$2000 for the Innovation Grants.
 - Note that we have not previously discussed needs for the book room. These have not been updated or replaced; the books get a high amount of use; and the King Book Room

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library is dated and insufficient to meet current needs for the teachers and students. These guided reading books are used during “reading workshops,” and teachers work with student groups with these books; reading groups are given these books to read and to discuss comprehension of the material, pose questions, etc. The mini-lessons that guide these discussions are based on curriculum from the Common Core. Renewing/replacing these books will be a multi-year process.

Book Room Motion: To pledge \$3,000/year for three years to enhance the book room through the purchase of new books. We will try to spend Book Fair Scholastic dollars where possible, for example if we use \$1,000 Scholastic dollars, then we will allocate an additional \$2,000 in PTO funds to help enhance the book collection. These funds will likely not be spent until the 2016-2017 fiscal year.

Motion to approve: Erika Levin

Seconded by: Suzanne Muenz

Vote: all voted “yes”

Cork Strip Motion: To purchase 2-inch cork tack strips to replace the current tack strips around the school. This motion is to spend the funds from this year’s budget (2015-2016).

(We discussed whether this expenditure be in this year’s budget or next year’s budget. We also discussed forming a committee to help with this and whether there were other options to

Motion to approve: Erika Levin

Seconded by: Brian Weisman

Vote: all voted “yes”

Joyful Classroom Book purchase: To purchase 35 books for teachers, staff, and SIT team using funds from this year’s budget.

Motion to approve: Suzanne Muenz

Seconded by: Jen McNamara

Vote: all voted “yes”

(As an aside, we discussed the need to talk with Ms. Fitzpatrick about her budget next year, specifically about the amount of money that will be available. We also discussed the option of not buying as many classroom books for teachers, but to direct some of the Scholastic dollars towards enhancing the Book Room).

9. Meeting Adjournment @ 7:54 pm
 - a. Motion to adjourn: Jen McNamara
 - b. Seconded: Suzanne Muenz