

## PTO Meeting Minutes; October 23, 2017

1.) Treasurer's report: (Jen Janssen) The beginning balance on September 1, 2017 was \$37,728.92. The income for the month was from Dominos (\$80.00). The expenses for PE equipment, field trips, garden club, library, art, special education tech, playground equipment, music, literacy were all payed out (total \$6625). Also, the anti-bullying assembly (\$350), garden tasting (\$17.02) and Stampede shirts were also paid (total \$2737.50). The ending balance on September 30, 2017 was \$28,079.40.

### 2.) Mini grants:

a.) First grade teaching team asked for teaching tools. These would be most beneficial with 2 units of inquiry and would impact about 80 students. The leveled books would also be able to go into the reading room. Request was for \$195.80. All voted Yes.

### 3.) VIPs report/updates: (Tracey Johnson)

a.) T-shirt order updates: Tracey will send orders out very soon, Rian will take over this duty when Tracey leaves.

### 4.) Old business

a.) Directory update: (Amanda Waldron) Amanda was able to get logged in, got herself admin rights, also can give access for room parents to have higher admin level so can do sign up/volunteer organizing instead of sign up genius. It was suggested we start to regularly put the directory link into the weekly Friday folder. Cost of the directory is ~\$449 for the year. Also, it would be great to add the directory link to the Riffenburgh website and make sure it shared at volunteer orientation so it will start being used by room and pod parents. It was approved by all to continue to enroll and keep the directory in hope by next year it would be more widely used by families and volunteers.

b.) Dutch mill orders: (Amanda) Bulk of orders arrived by hard copy because the shipping costs went up for shipping online.

c.) Marker recycling: (Amanda) Most rooms have the bins to recycle the markers now. Crayola takes them back to reuse and repurpose. It is free service. Add this information to the Friday folder also so Susan can get it added weekly.

d.) Scrips gift card program: (Amanda) Unfortunately the program is not as easy as assumed. In order to manage the retrieval and selling it would take someone dedicated to just this and it is just too much for Amanda to take on at this time. Possibly look into a card program that reloads and profit goes to PTO like the soccer related cards at King Sooper. More to come in the future on this one

e.) Santa shop: (Rebecca) Is set for early December and it is important that this year the items are scanned for quality. Any items not worthy of being sold should be tossed BEFORE Santa shop begins. A few parents came in deeply upset by the quality of the gifts their kids bought.

### 5.) New business

a.) Book Fair by Scholastic: (Rebecca McCarthy) It will run from November 7th-10<sup>th</sup> and a sign up went out to volunteers.

b.) Grant Writer: (Merav Tsubley) This topic only briefly got covered. It manifested more into a discussion about how to structure the mini grant writing. In terms of the mini grants it was suggested that more structure in the grant process for our teachers is wanted. Merave suggests we create a committee for grant review. Create a submission process/guidelines. Possibly tier our grants so there is a cap but maybe once a year offer a 2k to 5k grant for an innovative idea. Create yearly strategic plan and make it clear to parents and let yearly fundraising goals be transparent. Have the group pick a goal (innovation, technology, applied learning etc) and relay that to teachers. Have them come back to the group with a proposal that follows a certain format. Encourage them to go big and really develop something that will make a change. Maybe allow teachers to put small grant requests out at the silent auction so parents can purchase for their kids teachers. We should try to do a survey for the teachers to complete on what they would like to see for the grants or support from the PTO. How satisfied are they with the support we give? Have a committee created to review this and give feedback to the group so we can set more defined goals that the teachers will find helpful.

c.) Bi-laws for PTO: (Merav Tsubley and Rebecca McCarthy) Table these until next month's meeting. Bilaws are meant to help identify who members are and what the goals of the PTO are. It was discussed that meetings such as the yearly schedule of events and budget talks should be required to be attended by all PTO officers and at least one parent advocate.

d.) New Members: (Merav Tsubley) Important to capture who is coming to the PTO meetings and where their expertise may lie so we may get more skills or have more people to go to in a time of need to ask for assistance. Need more participation so maybe do a challenge to all members who regularly come and ask them to bring one to three friends next time.

6.) School Accountability Committee Report: (Melanie Mierzwa)

a.) The next meeting is 7:30am on December 11, 2017

b.) School performance was put in the October newsletter to summarize progress at Riffenburgh.

c.) Transparency in budget issues and changes in allocation of PTO money was discussed. Mrs. Mierzwa's thoughts on this were shared and discussed.

7.) Principal's Report: (Melanie Mierzwa)

a.) Roadrunner Stampede: It was requested that more movement needs to occur for volunteer support before the Stampede.

b.) School website: This website needs work/development and it is necessary to have a staff member be the person who is in charge of the edits. We need to find a staff member with the time to do this.

c.) Facebook: can we get more active on this. Can we get the admin rights so we can have someone in charge of our marketing and spreading the word about events etc. at Riffenburgh?

Wrap Up: At the end of each meeting it is suggested to create an ACTION LIST. This will help parents who have offered to assist in something and easy place to go to be reminded what it is they offered to do during the month leading up to the next PTO meeting.