

Minutes PTO - 8/16/23 (bolded items)

Attendees in person: Veronica Roof, Barbara Eden, Batya Smith, Kelly Krolkowski, Elise Blalock, Macey Howard, Christi Motlagh, Sara Reed, Nina Miller, Kelly Downs, Niku Desai, Eden Kaye

Attendees on Zoom: Dr. Toney, Sara Pruett, Katie Steigerwalt

Principal Update (Dr. Toney and Sara Pruett)

- General update
- Back to school night
 - Are children allowed
 - Timing and agenda
 - PTO presentation - 2-3 min during the slideshow, will provide 1-2 slides
- Pik-My-Kid? Is the cost per year?
- 1. Projection is 424 and actual is 427**
- 2. Budget from last year corresponds to smaller class sizes this year**
- 3. Back to School Night - Parents only to learn about curriculum, the schedule, PTO**
Some vendors want tables at Back-to-school night, potentially line them up against the gym. Elise will get numbers to Ms. Pruett by Monday, Aug 21, set up bt 415-515.
- 4. PTO presentation during Back-To-School Night, explain that there is one entity (PTO with reserves vs. PTA and Foundation).**
- 5. Macey does community partnerships**
- 6. Pik my Kid - invoice to Viral - unsure if it multiyear or one year, will follow up with him**
- 7. Put QR code for grandparents day for donation**

Spark supporter update (Sara Reed)

- Update on funds raised to date
- Teacher Appreciation funds are lumped into SPARK supporter this year
- SPARK supporter yard sign distribution (the design is in the shared drive under general docs, no date)
- Volunteer interest form loaded on shared drive
- 1. \$31,488 raised thus far (includes check pledges), this includes about 110 supporters, including parents and teachers (roughly 30-40 are teachers and the rest are parents). Over half way to our goal of \$55,000**
- 2. Table at Back-To-School night**
- 3. Have a display of the percentage of families that have joined the PTO; do a thermometer of who has donated**
- 4. Need to be conscious of when we are asking for money**
- 5. Have a slide that says all the items that have been purchased, but also have a calendar of the events so that people know what is coming up**

6. **Everyone gets a yard sign - can we edit the page so that we can ask if they want it**
7. **Volunteer interest form is on the google drive**

Business supporter update (Elise)

- Do we want a banner with the supporters for back to school night?
 - How do we help you allocate the supporter benefit?
 - Osteria fundraiser update
 - updating LGL with the Business supporter funds
1. **Inman Park is still unsure of their give, currently we are between 55-60k**
 2. **If there are late joiners, they can still be put on the Fun Run T-shirt and highlight events that are still coming up**
 3. **Can ask Coach Harrison if we can add late joiners to the Field Day shirt**
 4. **Food at Steam Night - Boxed dinner from a SPARK Supporter (teacher volunteers will be provided a box from PTO). Elise would contact the food vendor and then Kelly or Nina would put a form through LGL.**
 5. **Sweet Auburn wants to do dine out night; will likely skip September and schedule it for first week of Oct**
 6. **One Hope - a wine vendor that will give 10% of the sale with the code, all year**
 7. **Waiting on mock-up from Marietta for the banners**

Fun Run (Batya)

- Shirts - design and cost
 - Rain out policy
 - Fundraising goal
 - Color run if no rain
1. **Need T-shirt logos by Aug 25th**
 2. **Fun Run scheduled for Friday, Oct 27th and will be color run. If it rains, it will be in the gym and will not be color run**
 3. **We buy the T-shirts (the more simple shirt, the more cost-effective). Teachers will have the same shirt as the kids. PTO will pay for the shirts up front for the teachers and they will pay PTO back.**
 4. **Hype week starts Oct 19th, focus will be Dude Perfect**
 5. **This year we are trying to combine the incentives to have class or grade level incentives (will discuss further with administration) instead of giving rewards to individual students, will be given to the class instead, to be more inclusive**
 6. **We use the full-service plan and requires less volunteer support at this level**
 7. **Try to make it a community-focused event**
 8. **If we hit the goal of 30k, kids get to slime admin team**
 9. **In the past, Boosterthon rep would call out the name of the kid that got the prize; could we instead have the teacher pass it off. Macey H. and Katie S. ok with teachers passing out instead of rep and will connect with other teachers regarding this.**
 10. **The point of the fundraiser is campus improvements, ie playground**
 11. **Last year 60k was raised**

Playground update (Batya)

- Turf update
- Hirsch House update
- CHARM update
- 1. **Quote last March for the turf by the playground; in process of getting 2nd quote**
- 2. **Biggest issue with turf is that there is a serious erosion issue coming from the higher elevation (by upper turf area) and the shallow-root trees in the area. Should be an ask from APS**
- 3. **We need to get an As-Bilt blueprint from the school system to know what is under the turf. Dr. Toney has reached out to Larry Hodges; an APS rep will come out on Friday, Aug 18th to check turf**
- 4. **Hersch field - got clearance that the field can be turfed and potentially a playground structure; connected with a rep from DHCA**
- 5. **Connected with a rep from Urban development that could potentially help with putting playground structure there through a pot**
- 6. **CHARM will provide bins for plastic bag recycling; will follow up with Kristen Siembieda**

Swag Update (Kati Phillips)

- Update on swag sold thus far
- What else has been ordered

Teacher appreciation and Room Parent update (Katie and Barbara)

- Teacher appreciation update
- Room parent roles
- Teacher breakfast 8/25
- Grade level ambassadors (Batya)
- 1. **Working with Macey on getting holes filled for room parents (most rooms have a parent already). Recruiting add'l support if needed**
- 2. **Have teachers inform parents at Back-to-School night if they have a room parent**
- 3. **Room parent is going to get the email list from the teacher and it must be BCC**
- 4. **Money from PTO is going to the teachers**
- 5. **Macey will send results from survey from teachers regarding what help teachers want from the room parents and that will be communicated to the room parents**
- 6. **Want to limit communication from room parents - the role will be more to coordinate the teacher's needs.**
- 7. **Teacher b'fast is taken care of**
- 8. **Grade level ambassador (Batya) maybe work with room parents to do a community, grade-level activity, doesn't involve teachers; Have consistency among the grade level (either no-cost or low-cost), ie popsicles in the park, movie in the gym, etc.**

9. **Room Parent role would be different from ambassador and the focus of the room parent is for classroom assistance, whatever the teacher needs**

STEAM night and Enrichment update (Kelly D and Nina M)

- Enrichment update
 - Meeting with Kristin Siembieda update
 - Boxed dinners at enrichment nights? If so, Elise, could you please provide list of SPARK business supporters
1. **Steam Night is Sept 21st**
 2. **Nina and Kelly D. have reached out to many vendors, but many require payment to participate**
 3. **Nina will send follow-up email next week and also prioritize which paid vendors we want to use**
 4. **There is a vendor that wants to do an event during the day as well as during the evening and will be ~\$450**
 5. **Make an LGL form for the boxed dinners**
 6. **Post on the parent page for parent volunteers for STEAM night**
 7. **Can we do a potted plant seedling during STEAM night (like what we had done last year during international night)**
 8. **Make sure vendors know that it is a true volunteer event, will not be reimbursed**
 9. **Need a sign up link for the booth volunteers for STEAM night and a separate link for parent volunteers for the evening (ie handing out boxed dinners)**
 10. **Need to start marketing for STEAM night**

Membership toolkit (Christi M)

- we have a phone call on 8/17
 - Reminder to everyone on communication timing for info to be put in to Spark-e
1. **Will update about Membership toolkit at the next meeting**
 2. **If need something in Spark-e, send to Christi's gmail account**
 3. **She does all the planning for it on monday and sends it out on Tuesday**

Co-Treasurer Update (Viral and Kelly K)

- Review budget and start fresh
- Potential Vote on taking some money from reserves
- Can we do cashapp or zelle? Many families do not have venmo

Teacher Update (Katie Steigerwalt and Macey Howard) -

- Clarification on teacher grants, is there a want for this currently?
 - General teacher update
 - Number of teachers that have joined PTO so far
1. **In years past, teachers had written grants for certain things. Was there a budget, which line item does it come out of, is it grade level/class level? Is there a need or**

expectation at this time? In the past, it was supposed to be something out of the box, like a training to attend. Per Sara P., not a huge need for it. Working more toward getting PBL - Project Based Learning (for STEM certification). If there were an opportunity for grants, they would be used toward PBLs. Will likely take it off the budget at this time.

SAD update (Veronica Roof)

- Business supporter appreciation night at Allison Gordon's house
- IPNA - meeting on Sept 20th, could someone attend if Veronica cannot
- 1. Eden, Veronica, Elise and Niku secured the Trolley Barn for SAD, scheduled to Friday, Mar 22, 2024**
- 2. Typically Fox Bros is the most often used**
- 3. We can purchase beverages on our own**
- 4. The wine stroll said they will donate whatever wine they have left**
- 5. Will ask Alison Gordon if she would do the Business Partner dinner (date TBD)**
- 6. IPNA - IP is in litigation and is incurring significant cost, currently president of IPNA says they will donate either 10k or 7.5k, but potentially can be reduced. The meeting is on Sept 20th at 730pm, can anyone attend the meeting if Veronica is out of town (Kelly K. said she could do it if Veronica cannot, but may be fruitful for non-IP member to join the meeting as well).**

Co-presidents update (Niku and Eden)

- Budget and reserves
- Vote on donating money to Ms. Greene for painting the hallways
- 1. Will send an email next week about the amount to donate to her**
- Not doing mid-year teacher fund
- Upcoming dates
 - Back to School Night, Aug 24 5:30-7 pm
 - Teacher B'fast Aug 25th
 - Steam Night, Sept 21st
- 1. Will move the next PTO Board Meeting to Sept 13th at 530 at the school**