



Executive Board Meeting

02/03/2020 MINUTES

Call to Order: 9:09 am

PRESIDENT'S REPORT:

Review of Upcoming Dates:

Feb 5: Class Pictures, Club Pictures, 5th Grade

- Administration to send out ConnectEd announcement

Feb 6: Principal's Quarterly House Party (Heshiki)

Feb 7: Someone Special Dance 7-9 pm

Feb 10: K & 1st Theatre Field Trip (Ovens Auditorium)

Feb 11: 3rd Gr. Theatre Field Trip (Ovens Auditorium)

Feb 13: ENO Jersey Mike's 4-8pm

Feb 5-12: Candy Grams for sale (Drama Club)

Feb 14: Valentine Parties 1:30-2:30 pm

- Only volunteer parents to attend

Feb 17: President's Day – No School

Feb 20: 4th Grade Theatre Trip (Matthews)

Feb 25: 2nd Grade Theatre Trip (Matthews)

March 2: PTO Exec Board Meeting 9am

March 4: Early Release 11:45 am

March 7: Checkers Game Spirit Night 6pm

March 9: Book Fair Teacher Preview

March 10-13: Book Fair

March 10: Kindergarten Beginner's Night

March 12: Pizza & Picasso and Wax Museum

March 18-20: 5th Grade Washington, D.C. Trip

March 23: Boosterthon Kick-Off Pep Rally 1:45 pm

March 25: ENO Smashburger & Marble Slab 4-8pm

March 26: Spring Treats 1:30 pm

March 27: Teacher Workday

April 1: McAlpine Mile Fun Run

April 3: 3Q Assembly

April 6: PTO Exec Board Meeting 9:00 am

April 7: Spring Pictures

April 8: Principal's Quarterly House Party (Heshima)

April 9-19: Spring Break!

Bylaw Discussion & Vote

- See attached changes
- Nominating Committee
 - Update: Reduce the 30 days to 10 days' notice of nomination period, and period will close 24 hours prior to the General Body meeting
 - Additional responsibility for the Nominating Chair: present the slate of officers at the last General Body meeting of the school year
 - Contested items will be handled by the Executive Board
 - Need to define quorum for voting at General Meeting
 - Will have attendees sign in on the Membership List at check in
 - Motion to approve bylaws by Stacey Howell. Seconded. Discussion followed. Vote approved by voice vote.
- Confirm minutes for website
- PTO Members to sign Code of Ethics and Conflict of Interest

Purchases

- \$380.92 – Literacy Live Pizza & Supplies
- \$192.00 –SLP Now membership – online platform for Speech Language Pathologists (Technology Budget)
- \$437.75 – renewal of DyKnow software subscription (begins 4/1/20, 12 month) – software to monitor student activity on Chrome books (Technology Budget)
 - Technology budget is now in deficit.

Supplemental Requests

- New Requests: Nothing to date.
 - Ask Ms. Stitt to remind teachers to submit Supplemental Requests as needed
- Previously Completed:
 - \$33.10 for 4,000 Cotton Balls for Counselor Lessons ('rain cloud' vs. 'light & fluffy' thoughts)



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- *Approved via email 1/9/20 -- Purchased 1/9/20 for \$32.27 on Amazon*
- \$100 for 16 Plants for 2nd Grade Science Curriculum (observe, cultivate, record growth, etc.)
 - *Approved via email 1/14/20 -- Stacey Howell purchased these for 2nd Grade for \$70.00 on 1/28/20.*

SLT Update (1/30/2020 Meeting)

- Literacy Live feedback
- School report card
- Istation testing
 - Statewide testing – results are misleading due to user error and screen sensitivity
 - Encourage parents to discuss results with teachers
 - FAQ is being prepared for parents to send out with results

PRINCIPAL'S REPORT

- Room parents to communicate via emails, not Class Dojo.
- Staff updates
- Classroom Report Card results
 - Met growth for Math and exceeded growth for Literacy
 - High B grade
- Teacher Appreciation gifts – ideas
 - Insulated lunch box with Bento box?
- Upcoming Middle School Principal coffee with 5th grade parents – schedule late March/early April, after Principal's meeting with the parents
 - It would be helpful if current middle school parents would attend

TREASURERS' REPORT

- Moved the bulk of PTO funds from checking to savings, as debit cards are not secure. PTO Members should bring a list of upcoming expenses (\$100 and above) to each Executive Board meeting to submit to Treasurers who will then transfer needed funds from savings to cover purchases.
- Projected Expenses for February 2020:
 - \$2850 for McAlpine Mile tee shirts
 - \$150 for Principals Party
 - \$20 for ENO winner
 - \$400 for Book Fair
 - \$1250 for Hospitality (Someone Special Dance, staff birthdays, Valentine's Day)
- Budget Review & Changes
 - Discussion to move remaining funds in the Teacher Supply Fund (\$977.92) to PTO Supplemental
 - Motion to move money by Meg Chriscoe. Seconded and approved via voice vote.
 - Technology Budget
 - After recent purchases, this line item is currently in deficit – will leave it as it.
- January reconciliation is complete

VP BUILDING & GROUNDS

- Proposal for new sink in Teacher Workroom
 - Approved through Todd Sherrill with CMS
 - Scope of work – replace countertops, sink, faucet, fix cabinetry
 - White quartz - \$3950
 - Pre-formed formica - \$2950
 - Motion to approve white quartz option. Seconded and approved via voice vote.

VP COMMUNICATIONS



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- Website Updates – Documents Tab
 - Documents are up to date and can be updated at any time
 - Minutes to come
- PTO Member List
 - List of family names to be included
 - List of names and addresses kept in Secretary's binder
- Financial Statement
 - Original approved version is currently available online

VP SPECIAL EVENTS

- Someone Special Dance
 - Plan to review expenses post event
 - 294 RSVP'd as of 1/31
 - Highest class attendance wins a cookie party
 - 5th grade drawing for two seats at graduation
- Valentine's Day
 - Bus driver Chick-fil-a biscuit breakfast
 - Gift for staff – Sharpie gift pack
- Pizza & Picasso
 - 4th grade sells bake sale and drinks to benefit 2021 Washington, D.C. trip
 - PTO will provide pizza
 - Take online RSVP to confirm numbers
 - Wax Museum and Book Fair will happen that same night

VP FUNDRAISING

- ENO – Jersey Mikes 2/13
- Checkers Game 2/7
- McAlpine Mile
 - Tee shirts - increasing quality of shirts (previous ones shrunk) and updating design
 - Need to order by 2/17

VP PROGRAMS

- Creating a form and process for teachers to ask for planning and/or financial help from PTO
- 4th grade to Raleigh on April 30 – Capitol building and two museums (free admission). TBD Transportation costs – hoping PTO can pay for the buses
 - Will have transportation total for March Board Meeting

FACULTY LIAISON

- Will ask staff to submit any Book Fair requests and remind them about submitting teacher supplemental forms

BOOK FAIR

- Prizes will now come from existing Book Fair merchandise (posters, register items)
- Budget - \$600
 - Décor: \$300, Food: \$200; Miscellaneous: \$100
 - Spent to date: \$236.56 on decor
- Goal – need to sell \$10,400 to make the \$2,600 cash goal (\$2000 + \$600 in expenses)
 - Fall fair sold \$12,019.19
- Will start planning the week of February 17



Executive Board Meeting

Adjournment: 11:03 am



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02/03/2020 ATTENDANCE

PRESIDENT, Catherine Laurenzi

VP COMMUNICATIONS, Suzanne Phillips

VP FUNDRAISING, Kristen Ammons

VP VOLUNTEERS, Vicky Shannon

VP PROGRAMS, Stacey Howell

VP SPECIAL EVENTS, Meg Chriscoe

VP BUILDING & GROUNDS, Scott O'Connell

TREASURER, Christy Hair

TREASURER, Meghan Hitt

SECRETARY, Amy Paridy

AT LARGE, April Dodge

AT LARGE, Katie Killius

ADMINISTRATOR, Dina Modine

ADMINISTRATOR, Laura Bentley

STAFF LIAISON, Jonelle Stitt
