



PTO Meeting Minutes

Date | time March 14, 2023 @ 7:00 PM | *Meeting called to order by* Mark Whatley

In Attendance

Mark Whatley, Emily Stout-Garcia, Brooke Beyer, Susan Lawson, Shawna, Bouligny, Aimee Holloway, Katie Smith, Katy McGuire, and Leah Kletnieks

Approval of Minutes

Emily Stout-Garcia moved to approve the February 14, 2023 meeting minutes. Motion seconded by Shawna Bouligny. All voted in favor.

Agenda

1. Opening
2. Reports
3. Old Business
4. New Business
5. Open Discussion
6. Announcements
7. Adjournment

Reports

Principal's Report – Tom Jones

- No report

Teacher's Report

- No report

Treasurer's Report – Emily Stout Garcia

- 11 checks cleared in February – Mostly teacher reimbursements and committee chairs for event supplies. One check for \$658.25 to Lookout Books for library books. Amazon Smiles increased \$248.55. Paint Night profited \$373.15. Read-a-Thon has \$12,424.99 in deposits so far, more still coming in. We have exceeded our goal for Read-a-Thon and almost at our goal for Stingray Fund and Ice Cream Sales. Our Fidelity Bond has annual requirement to review PTO Financial records. Will ask our CPA what their fee is to conduct review. Will also reach out to parents to see if there is a CPA or someone with financial experience who would volunteer to conduct the review.

PCIC Report – Leah Kletnieks

- 2/21/23 Meeting – Special Ed Overview with Special Ed Director Frank Selvaggio and Special Ed Coordinator Zandra Texeira.
- 3/14/23 Meeting – Review of Elementary Homework Policy. Recommendation for 20/20 model. Kids in 2nd-5th grade will be required to have 20 minutes of reading and 20 minutes of math. Projects are to be done in class. TK-1st grade will do 10/10. Will review middle/high school homework policies next.

Old Business

- Leadership/Ice Cream Sales – Want to have leadership participate in ice cream sales. Will start when we find a new ice cream sales coordinator.
- Growth Mindset Assembly – Dr. Blake Brandes teaches how to not internalize school pressures, how to handle anxiety, and how to persevere when they encounter challenges in their educational and personal lives. Also offers assemblies for teachers as well as parents. For all 3, cost is about \$5,000. Otherwise, they are \$1,500 each. A few other schools in our district has had this assembly. Leah to email PCIC to get feedback.
- PE Equipment – Equipment has been ordered. Have Spent just under \$5,000 of the \$7,000 approved budget. May have a few additional items to order.
- Read Across America – Community members including the Mayor visited the school to read to the students. A parent dressed up as Cat in the Hat and visited the classrooms. PTO provided light refreshments to thank visitors.
- Read-a-Thon update – Exceeded our \$15,000 goal and raised \$15,197. Top Prize earners were announced. We had 153 participants.
- Running Club – may need additional funding for foot charms. Will check with running club chair and bring to next meeting for approval if needed.
- Book Fair – Going great. Had a successful morning shop event. Will have a family shop night on Thursday night.
- PTO Today Membership renewed – gives access to forms/flyers and helpful information when running events. Will email access code so that committee chairs can utilize information.
- Sports Day on 2/15 – lots of sports and school spirit

New Business

- Reading Intervention Printer – will go through school, not PTO
- Spring Carnival Planning – Need committee members. Will send home flyer to get volunteers and start planning.
- Shoe Fundraiser – A lot of work for very little profit. PTO will pass on this fundraiser.
- TK/Kinder literacy support – Requesting funding for literacy programs scholastic news, Big World magazine, star fall journals and other supplies. Total funding needed is \$865.27. PTO provides AR for 2nd-5th grade. TK-1st does not benefit from that so another program to support their needs should be considered.
 - Leah Kletnieks motioned to approve \$865.27 to support literacy needs for TK – 1st grade. Susan Lawson second the motion. All voted in favor.
- After School Enrichment – 2nd session of Skyhawks starts tomorrow. Program has been very well received and well attended. Channel 5 visited the school and did a news story. Skyhawks is providing 5 scholarships for kids in need. We are working on a program for during spring break.

- Open Positions – Still looking for a new Ice Cream Sales Chair, Yearbook Chair, and After School Enrichment Chair. Additionally, the Vice-President and Secretary are finishing their term and we need to fill these positions for the 23-25 school years.
- Movie Night – would like to host another movie night. Will reach out to movie night chair to see if she can do another one.

Open Discussion

- Spring Pictures are March 30. Need two volunteers. Leah and/or Katy will fill in if they are not subbing. Mark will email out request to see if anyone else can volunteer.
- Should PTO get a credit or debit card to handle purchases? PTO consensus is no. Credit/debit cards are harder to manage and implement financial controls.
- Garden – Livermore Green School Garden Network is a group of retired teachers who will manage school gardens and host classrooms. We received a grant for this group to manage our garden but money will only last through remainder of year. Need to brainstorm how to move forward next year. Additionally, during high winds, garden shed door was blown off. Also garden boxes are worn. Possibly need new garden shed and boxes. Will look into supply donations.
- Yearbook needs 4th grades pictures and candids – deadline is next week

Announcements

- Calendar of Events
 - 3/13-3/17 Teacher Conferences/Early Release
 - 3/13-3/17 Book Fair
 - 3/15 Spirit Day – Super Hero Day
 - 3/17 Staff Hospitality Luncheon
 - 3/30 Spring Pictures
 - 4/3-4/7 Spring Break

Adjournment

Meeting was adjourned at 8:44 PM.

Submitted by Leah Kletnieks