PTO Meeting: February 27, 2023, 7:00pm

Principals Report- Mr. Kling

* Good evening- March is upon us. State testing season- we will begin next week. MISA- MD Integrated Science Assessment. Mid-April 3-5th grade will do MCAP. That includes 4 sessions of math and 4 sessions of literacy. On the days of testing, please ensure students get a good night rest and good breakfast. If they are late- it will have to be rescheduled... they cannot start the test late on a given day. The students will need a fully charged chromebook- as these test will be online.
* Media center update- Mrs. Brockman and Mr. Kling have been planning on a media update- so far, we have gotten some middle shelves that we can have, from another school. We are working with Duran, for a quote for paint- in the next week or so. We are looking into new tables and chairs. Complete paint job will be done over the summer. Thank you to the PTO and those who donated to Race for Ed.
* ‘Our all for books’ coin drive kicks off March 13th. Brought in $2,000 last year. This is to purchase books for the students’ classrooms. We have some incentive for the grade level who brings in the most- pizza party.
* Later in March- it’s Grandparents’ Day. Open house style event, on Friday, 3/24. Start the morning with breakfast in the cafeteria. Grandparents can attend the children’s classroom. The book fair will be open for them to shop together. Classic photography will be here to take pictures of kids and grandparents.
* Mr. Kling will ask for volunteers to help set up breakfast and some funding for food items.
* Also at the breakfast, there will be a performance from chorus, etc.
* Planning- for 5th grade promotion... wanted to begin the conversation about the promotion. Mr. Kling is leaning towards an evening event. Thinking evening before- instead of the chaos of last day of school morning.
* Parent volunteers are usually the 4th grade parents- so the 5th grade parents can enjoy the time with their graduates. Tentative date is Monday, June 12th. (If we don’t use snow days, the county will take 3 days off the calendar)
* We are going to be speaking about the PTO and the by-laws.. talking about the vision of the PTO next year. We will need to secure more volunteers so events can continue without interruption. Mr. Kling wants to continue a successful PTO for the students, families and the community.

Teachers Report- Mrs. Turner

* Just wanted to say thank you for the Valentine treat day for the staff. The desserts were great. Thank you for spoiling us. We were able to enjoy the treats for the week.

Treasurers Report- Jenny Brandt

* Budget through January- January is usually a pretty busy month. Rise up did $1250 in December. Maggianos was in November. Red, Hot, and Blue brought in $350 for February.
* Pajama day was about $180.
* Program support- chorus support- we gave Rise up giftcards for the helpers. We give Mr. Kling some money each year for incidentals (helping families, etc)
* The SP fund paid for the framing of the Annie Benson’s memorial picture in the lobby.
* The Special fund has $62,000- most of that is for the library refresh.
* The General Operating fund has $15,000.
* The yearbook sales have started- about 65 yearbooks so far.
* Spirit wear sales have started.
* The Father- Daughter dance tickets (3/10) have gone on sale and about 65 tickets have sold.
* March 10th- early bird deadline for the yearbook. The yearbook has a hard stop for payment. The end of yearbook is 3/31. The early bird deadline price is $23. $25 is regular price after the 10th.
* Jenny will go over the bylaws- we presented the bylaws at the last meeting. We must present any changes at one meeting- then present again at the next meeting- then we can discuss and vote. Quick overview of the changes. Every organization is required to have a set of bylaws- ideally, they need to be updated every 10 years. Ours hasn’t been updated. They need updating, as it’s been a long time and things have changed. A lot of this is simply housekeeping things. There are a few things that are not housekeeping. One of the things to change is the terminology. The officer section is something we have worked a lot on- to include updating the positions and titles. We have also eliminated the fact that officers have 2-year terms. We are proposing to change it to 1 year. You may run again if you want, or you don’t have to. We were trying to find a way to encourage people to run for office and to volunteer for other things. We have also tried to eliminate the ‘nominating committee’. It should be up to the organization as a whole to decide. It’s in our best interest to find people to take the place of people leaving. We did include a clause- the chairperson from the given committee should be responsible for the moneys earned from an event and deposit it in a timely manner. We have not added term limits- to encourage people to keep volunteering.
	+ President position- primary POC to the principal- oversees the top of the umbrella; collaboration with all. Setting up calendar, collaborating with the board, heading up the vision for the year, have le-way as terms of when you do things (holiday events, teacher treats, etc). nothing is really set in stone. The yearbook falls under the president. There are great volunteers for these to help. Helps gather volunteers, prepares for PTO meetings. Being like the hard drive- master coordinator. How many hours a week is it? It varies- not always in the school. Anywhere from 2-10-15 hours a week for planning, depends on what is going on. A lot of what is done is behind the scenes. Those hours go up right before a big event (teacher appreciation week, etc). Might be challenging (depends on the person) to hold a 9-5 office job. Tie-ing a lot of details together in a neat bow.
	+ Treasurer position- the biggest responsibility is keeping the books, writing checks, handling money, etc. It’s about once a week- comes in to check the mailbox for any bills that need to be paid. You can do it even if you can’t come in once a week. As terms as time management- there are weeks I don’t do anything for PTO…. other weeks it’s up to 20 hours a week (for a big event i.e- race for ed). As far as skill- it requires organization. Jenny recommends excel as being easier (pivot table, etc), is good. Jenny will write out thorough notes before she leaves the office. There is always another officer that has signage permission on the account and can see what is going in and out. Audits are done once a year. There is a lot of overlap that has happened- meaning the treasurer ended up being responsible for other things (yearbook sales, etc). September is a big month- for memberships, record keeping, etc.. You are the POC for going to the bank for depositing money. Jenny will still be here to help and talk things out, etc. Having basic excel skills is helpful and having attention to detail. Overall, it’s not generally overwhelming. Taxes are due on November 15th.
	+ Vice president position- supposed to be a back up to the president for any duties/ meetings, etc. is not a defined role- fill in where needed. Helps to split the tasks with volunteers, teacher needs, etc.. Amanda has taken over candy grams- not part of VP- just example of taking on something that is needed/ catch all- fill is where needed. There are plenty of weeks where nothing is going on- some weeks are different and more demanding of time. The VP is a couple hours a week- depending on what they are helping with. 0-2-4 hours. You weigh in on decisions with the other board members.
	+ Secretary position- takes notes at meetings and sends to other members and principal via email within a few days. Helps where needed in the PTO and at events.
	+ All of the PTO officers take on other roles as needed. The hope is for more volunteers as a whole to fulfill the different roles and needs as they come up. If these events don’t happen, money is not made (money that is made from events goes towards 5th grade promotion, field trips, etc)
* Jenny will entertain a motion to approve the bylaws. We have a motion on the floor to approve the bylaws. All those in favor- motion passes- we have some new bylaws.
* Other roles will be needed for next year (spirit night coordinators, spirit wear sales, yearbook sales, etc)

Update from the President- Thank you to all who have volunteered this year so far- treat buffets, book fair, spirit wear sales, beautification, movie night (this past Friday brought in $650), etc. thank you to all who attend the fundraising events.

* Dance update- we are moving along with the tickets. We are moving along with the planning. Photographer will be there doing pictures. Snacks will be provided. If you want to come help at the dance- we still need help. We need people during the dance and help clean up. There is a sign-up genius linked on the website and Sunday email. March 10th 6:30-8:30pm.
* Baby photos for the yearbook are due March 31st.
* Please continue to use Amazon smile and box tops (electronic now)

Update on Planned Events

* Yearbook and dedication sales from 2/20- 3/31
* Also need 2 chairs for Mother/ son bowling (4/14)
* Book fair is coming up on March 20th. Sign up genius is up for that as well.
* Math night is March 23rd. Will be a family event and book fair will be open. Slots available for volunteers.
* Next PJ Day is March 31st.
* Mother/ Son bowling is planned for April 14th.

Next PTO meeting is Monday, March 20th.

MOTION TO ADJOURN

Attendees- Mr. Kling, Charlotte Byrd, Jenny Brandt, Abbie Finamore, Allison Turner, Lauren Haines, Maggie Odigie, Missi Walsh, Laura Wood, Regina Flynn, Mrs. Harris, Alexander Mickler, John Newlin, Alice Stanford, Leah Ballard