

July 6th Meeting Minutes

Attendees: Lisa Devaric, John Tomey, Tessa Cain, Lindsey Higginbottom, Annie Mewborn, Michelle Mackall, Anne Miller, Katie Frase, Lauren Harton and Liz Forte

Communications Support for Admin team

- Overall desire for more communication from the school to parents
- EES has a school specific website that admin can share more often
- EES calendar is updated regularly and has always had events on it. A link to the calendar will be more obvious in the Smores monthly newsletter
- Weekly vs Monthly communication was discussed and monthly seemed like enough for school wide communications
- Teachers will have a question on their fall parent conference google form about communication to get a sense of the overall preference for each family
- There is no standard expectation for communication from classroom teachers. They are just expected to maintain communication with their student's families.
- Facebook posts are more a reflection of what has happened rather than what is coming up because of safety. The page is not restricted and they don't want to advertise to the entire community for safety reasons

PTO Shed proposal

- The proposal was approved by the entire board and will be submitted to Kevin Shafer by Lauren Harton
- Fundraising goal to pay for the shed \$10,000
- Private clubs that have gambling often donate to education foundations because it is required to have gambling on site. PTO will connect with the Masons, VFW, Elks, Lions and the Post for donations for the shed.

Fundraisers for the year

- Race of Education will be our big fall fundraiser. We already own this program so Lisa Devaric will share the information with the PTO.
- We will continue to do the fundraising dinners with local businesses. Aileen Plough offered to continue to coordinate these events with Liz Forte.
- Ornament sales from Kilnborne in November/December was successful and popular last year so we will do that again.

- The PTO will not do a sales fundraiser. The two big catalogs of items to buy are school fundraisers and not PTO fundraisers. We will keep that consistent for continued clarity.

Events for the year with dates and team leaders identified

- Aug 16 - 9 - 11 am in the cafeteria - Red Folder preparation for the year
- Aug 18 - 7 am teacher welcome back breakfast
- Aug 18 - 25 PTO info table in the school during conferences
- Sept 15 - Back to school night and PTO will have a table
- Oct 15 - Race for Education, ice cream social, and pumpkins with Chamber of Commerce if they want to partner again this year
- Mid November - ornament sales for delivery the first week of december
- Dec 20th - teacher lunch before winter break
- Feb 10 from 6 - 8 pm Sweetheart Dance
- April 22 or May 13th - 10 am to 2 pm - Fun Day
- May 1 - 5 - Teacher Appreciation Week
- 5th grade t-shirts

Pto regular meetings for the year

- Third wednesday of every other month with alternating times
- Attempt to have a community presentation at each meeting
- Will have a kids activity table at each meeting
- Will encourage each grade level team to send a representative to every meeting
- Parents will come if they can hear from teachers and administrators
- Sept 21 at 7 pm
 - Will invite all four school board candidates for District 1 and 3 to speak for 5 minutes at the end of the meeting
- Nov 16 at 4:15 pm
- January 18 at 7 pm
- March 15 at 4:15 pm
- May 17th at 7 pm

Officer positions and event leaders

- Katie Frase and Michelle Mackall will share secretary
- Michelle Mackall will take the lead on the Sweetheart Dance
- Lauren Harton will take the lead on the Race for Education
- Liz Forte will take the lead on Fun Day
- Erin Stephens will join the board as the third parent rep

Red Folders

- Assembly date 8/16 from 9 - 11 am
- Printing labels can be done at the school
- PTO has tape to cover the labels
- Approximately 400 folders can be cleaned and recycled
- Target currently has folders on sale for \$0.50 but there is a 100 folder limit for each purchase. Lisa, Michelle, Katie, Liz, Anne and Lauren will all order folders and get reimbursed by the pto.

PTO survey

- Liz Forte will send out a general PTO interest survey this fall

Finances -

- PTO - \$4724 in the bank
- SAC - \$3184 in the bank
- It was decided that we will move \$2000.00 from SAC to PTO to help cover general expenses for the organization.

Other

- The bulletin board right outside the office across from the library will now be the PTO space for all advertising
 - General contact info and board members information
 - Event advertising
 - Get a volunteer to help decorate
- PTO will work with the new Community School coordinator, Katie Fox, to brainstorm parent engagement
- PTO's welcome back letter asking for donation will go out with the red folders
 - Include meeting and event dates in the letter
 - Include all the contact information for the PTO (facebook, instagram, email, website)
- Have a discussion of the history of EES at one PTO meeting to talk about the stuff in the display cases in the front of the school
- Admin will brainstorm volunteer opportunities for families and advertise their needs through the monthly newsletter. Ideas discussed were shelving book and making copies.