

Hubbard Woods PTO Exec. Minutes  
February 11, 2015

Present at Meeting: Georgie Geraghty, Amy Boehm, Heather Pigott, Julia Werner, Byrd Rhyne, Jennifer Hayes, Erin Donaldson, Tracey McDowell

- I. Welcome and Introductions - Georgie Geraghty
- II. Approval of the Minutes - Tracey McDowell
  - A. The January minutes were not approved because not all had read them. They will be considered at the March meeting.
- III. Principal's and Teacher Report - Byrd Rhyne
  - A. Retreat was a huge success, thanks to PTO
  - B. PTO Parent Party, thank you for a great event
  - C. Meeting for coding club next week at Crow Island
  - D. Daniel meeting next week with Trisha to discuss playground options
  - E. 100th year celebration plans underway
    1. looking at child centered activities for the year to celebrate
      - a) visual timelines and games/activities identified for each decade
      - b) groups of children to study different decades
      - c) possibly have a parent dedicated to being the liaison for each decade
    2. potential open house at end of the year for alumni, students, and community
    3. kick off event at beginning of year to coincide with 100th anniversary of school opening
  - F. Conferences are next week
  - G. Kid President last Friday. Very well received by students.
  - H. Final teacher evaluations are coming up for teachers
  - I. World Traveler lunch is greatly appreciated
    1. kids try new things
    2. great learning opportunity
  - J. Valentine's Day will be celebrated on Friday
  - K. Supply lists
    1. not everyone likes The Write Stuff, possibly  $\frac{1}{3}$  of teachers
      - a) folder issue- not all the same colors
      - b) white boards not correct size
    2. difficulty with teachers determining one list for an entire grade
- IV. Budget - Amy Boehm and Julia Werner
  - A. Streamline budget process
    1. Try to arrange meeting with President, VP, Treasurer, and Asst. Treasurer before April meeting to update Exec. at April meeting

2. Same group will meet in May to finish budget, attempt to approve at May board meeting
  3. Discuss approved budget at final meeting of the year with new board members
- B. Profit and Loss show we are breaking even
- C. Made about \$100 with Parent Party
1. 75% of people bought through PayPal
- D. WGST account money is all Todd's from DVD sales; not WPSF
1. need to reconcile accounts to make sure Todd was credited with all dvd sales and remove bank fees from his account
  2. note that WGST requests do not come out of ways and means, should come out of this separate account
- E. 82 people participated in Afghanistan World Traveler lunch
1. Nichole Kain took over treasurer role for World Travelers
  2. Tine Tschackert stepped up to be co-chair
- F. Mayfest
1. PTO website works for any single click event
    - a) will not work for multiple forms because it cannot generate a spreadsheet itself
    - b) Dee Macey is looking for a third party source to be able to process multiple forms
    - c) raffle ticket selection is tricky
      - (1) talk to Mayfest chairs about buying tickets in advance but not having them tied to specific raffle prizes
      - (2) children would put tickets in boxes themselves
      - (3) names would be on raffle tickets
- V. President's Report - Georgie Geraghty
- A. Parent Party, 115 people attended
- B. Changing picture vendors to Stuart Rodgers
1. will check into group photo options
- C. World Travelers food necessitates a change in policy
1. issues with children coming with allergies
  2. form will change to make clear that the food is NOT allergen free and that parents must contact vendors directly regarding all allergy questions
  3. Olivia Hoyt will attend all future World Traveler lunches
- D. Erin Donaldson has designed new letterhead
1. should tax id number go on the letterhead?
    - a) no
- E. Family Math Night date has changed
1. Crow Island has revamped their Family Math Night, Judith Campbell will be in touch with the CI match facilitator to see if there are any changes we are interested in applying to ours
- F. Teacher Appreciation co-chairs have met

1. massages may be offered
  2. less aggressive ask of parents to donate specific things
- G. Lois Peterson was sent flowers on behalf of the PTO
- H. Trisha Kocanda would like to come back and meet with Hubbard Woods parents to discuss her action plan
1. would like to come in March or April
    - a) potentially in March
    - b) open to everyone
    - c) hold meeting at school and invite parents
  2. hold regular meeting on March 11 at Tracey's house
- VI. Past President's Report - Heather Pigott
- A. Met with Nominating Committee this morning
    1. list of about 30 different people who could potentially hold positions on the PTO Executive Committee
    2. making calls right away, hope to have slate as soon as possible
  - B. Erin will stay on in her current role for another year
  - C. Add a new position to the board as Assistant Communication Chair
    1. learning curve for first year
    2. two year commitment
      - a) divide the tasks
      - b) assistant first year, second year lead
  - D. Move to add position to the Exec. board
    1. motion approved
- VII. Vice President's Report - Jen Hayes
- A. PTO board dues must be paid by all Exec. Committee members
    1. newly slated board members must have paid their dues for the year
    2. Amy will look into checking status of board members
  - B. Trisha spoke about PARCC at the Central PTO meeting
    1. will send communication from district to parents clarifying options
- VIII. Communications Report - Erin Donaldson
- A. School board meeting report
    1. Trisha gave midyear report
      - a) a lot of people in favor of all day kindergarten
      - b) will produce action plan
      - c) STEM project discussed
    2. Staffing and enrollment
      - a) HW down 6%
        - (1) 1st grade would be reduced by one classroom
  - B. Facebook page
    1. met with Lauren from Crow Island who maintains their two Facebook pages
      - a) general Crow Island page

- b) Crow Island 75th Anniversary page
- c) needs to be tied to a website
- d) establish as a page not a group
  - (1) allows you to take off anyone that is negative
  - (2) person in charge could easily change
- e) Todd Burleson will be approached to head up HW 100 Year Anniversary Facebook or webpage
  - (1) need to be on page and guiding conversation
- f) not interested in creating a PTO sponsored Facebook page at this time

C. PTO website

- 1. permission granted for photos to be used on website
- 2. Dee is working on treasure hunt
  - a) make it child centered
  - b) have teachers mention it in their newsletters
  - c) have it be a story on WGST
  - d) offer prizes, potentially a popsicle party for class

D. Green Team newsletter

- 1. need someone with graphic art skills to make Green Team banner
  - a) put it in volunteer form for next year
  - b) put advertisement in Item for graphic designer
- 2. Liz Kunkle helping write a blurb for April

IX. Discussion and Decision Items - All

A. Holiday Gift Policies

- 1. Crow Island has had 95% parent participation with gift donations for teachers made during online registration process
- 2. Include in beginning of year money collection for parents, ideally online
- 3. Should we move toward standardization of amounts given to teachers?
  - a) teachers are fine with it being more equitable
  - b) have standard amount of money given
    - (1) parents will not be asked to give extra money by room parents
    - (2) room parents can be reimbursed for additional items purchased for teachers when needed up to a set amount, say \$20 or \$30, depending on funds collected
- 4. Motion made to make standardized gift given to all teachers next year