

HW Executive Committee Meeting Minutes
March 11, 2015

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

- I. Welcome and Introductions: Georgie Geraghty
- II. Approval of the Minutes: Tracey McDowell
 - A. January minutes approved
 - B. February minutes approved
- III. Principal's Report: Daniel Ryan
 - A. Thank you for Parent/Faculty Party in February, very positive experience with a wonderful turnout of faculty and parents
 - B. Thank you for Teacher Fun Lunches
 - C. PARCC has gone very smoothly
 1. refusals have worked out fine despite changes in state rules
 2. test periods have been taking less time than allotted
 3. navigating technology fine
 4. Todd Burlison has done a tremendous job preparing resource center for the test and providing accommodations for kids that need it
 5. resource center has been shut down for two weeks for testing
 6. no idea when results will be shared with the school
 - D. Non-tenured teacher and part time teacher evaluations were all completed by March 1
 1. three evaluations were completed prior to March 1
 2. lots of data to discuss with each teacher
 - E. Associate evaluations are underway currently
 - F. Tenured teachers are evaluated every other year
 1. two formal evaluations per evaluation year
 2. process must be complete by May 1
- IV. Teacher's Report: Byrd Rhyne
 - A. Conferences have taken place
 - B. Math Night was wonderful
 - C. District provided money for Language Arts books for grade levels to help align books with levels
 - D. School Supplies will be individualized by class (as opposed to grade level), but an attempt will be made to make the cost more similar across teachers in the grade
 1. if there are issues with individual orders, Abby Burtelow must be notified so the rep can replace items that are incorrect or poor quality
 2. have teachers put items that are on the "back of the list" on the supply list; tissues and hand sanitizer can be part of the package
- V. Budget Report: Amy Boehm and Julia Werner

- A. Ways and Means report
 - 1. Daniel will remind the teachers that have not used their allotment
 - 2. Clive has requested replacement folding tables
 - a) can be used for Mayfest in new configuration for raffle
 - b) can be used for Kindness Connection, Family Math Night
 - c) total cost for pack of four 8' tables from Costco and two 6' tables would cost approximately \$700
 - d) PTO can afford the tables, just need to know what line item of the budget it comes from
 - e) motion to approve purchase of tables
 - (1) motion approved
 - 3. stand up desks have been received as well as blackjack chairs
 - a) PTO has not received invoice
 - b) future desks needs will be relayed to PTO before their budget meeting later this month
 - B. Money still in Playtime Fund
 - 1. Daniel Ryan will remind KW teachers to replenish balls and other items for outdoor play
 - C. Figured out PayPal without any additional expense
 - 1. Dee Macey worked very hard to figure out
 - a) fee will be minor on a cart as a whole, not on individual items
 - 2. PTO should consider a thank you gift for all the additional work Dee has done on the site
- VI. President's Report: Georgie Geraghty
- A. Flowers purchased for Neilly Hallerman for her ten years of planning Family Math Night
 - B. World Travelers new chair is Tine Tschackert
 - 1. Nichole Kain stepped in to take over the treasurer duties
 - 2. Olivia Hoyt will be attending all World Traveler lunches to be on hand for students with allergies
 - C. Erin Donaldson has done a wonderful job with The Item all year, has now created a new Green Newsletter with Liz Kunkle
 - 1. Erin has also created new letterhead and notecards for the PTO
 - 2. stationery and notecards are in PTO closet
 - D. Teacher Appreciation letter has been created, shared with board for comments
 - 1. room parents are sending a reminder note to parents about contributions requested from children (flowers and a homemade card)
 - E. Viccino's wants to be part of Kiddos
 - 1. raises question as to whether we want Kiddos to operate Pizza Fun lunch on our behalf
 - 2. would change pizza fun lunch need for volunteers, if pizza fun lunch was run by Kiddos. Also raises issues related to revenue. Would the PTO make as much if Kiddos runs the program.

- 3. will be on next month's agenda
 - F. Paige Goettel is retiring at the end of the year
 - 1. need ideas for PTO recognition
 - 2. Julia Werner will come with a proposal at the next meeting
 - G. School Board Meeting
 - 1. most of meeting was spent on discussing ERB test results for the district
 - a) fewer Washburne students placed in level 4 classes
 - b) higher than average for level 3 students
 - c) language arts scores lower than other feeder schools
 - 2. staffing and enrollment discussed
 - a) Hubbard Woods music and art teacher will need to travel based on numbers
 - b) no special education cuts
 - c) still looking at KW staffing
 - d) voting at next board meeting
 - e) declining enrollment is the cause
- VII. Past President's Report: Heather Pigott
 - 1. new slate, great group of women
 - 2. Trisha Kocanda will be at meeting on March 19 at 2:00pm
- VIII. Vice President's Report: Jen Hayes
 - A. 100th Anniversary planning underway, need many volunteers
 - 1. looking for someone to sort memorabilia and place in decade boxes which are already created
 - 2. Facebook page for alumni is being created by Todd Burleson
 - a) need person to collect personal data as it becomes available
 - b) need someone to compile stories from Facebook
 - 3. need a class decade rep to help each grade level as needs arise
 - 4. kick off birthday party planner
 - 5. open house planner
 - B. Volunteer recruitment for other PTO committees has already begun
 - 1. emails sent to current committee chairs asking if they wanted to stay on or had recommendations
 - a) idea to recruit chairs, and have committees formed based on information sheet
 - C. Directory Spot
 - 1. will now be able to print out PDF of family lists, but not class lists and other information in current directory
 - a) will notify people this spring, that they can print but it will only list families and names
 - 2. should we still print paper directory?
 - a) yes
- IX. Communication Report: Erin Donaldson
 - A. PTO website has been launched

1. 160 people have opened the email, 68%
 2. 60 people have been on the site
 3. 14 people did the treasure hunt
- B. Template for Green Newsletter has been created
1. Liz Kunkle will provide content, Erin will add details
 2. will launch before Earth Week
 3. will be sent two-three times a year
- X. Discussion and Decision Items: All
- A. Change in photography vendors from Lifetouch to Stuart Rodgers
1. Stuart Rodgers packages have 13 options
 2. do we want to make this a fundraiser?
 - a) yes, 15%
- B. PTO Gift to Hubbard Woods, working with approximately \$60,000
1. a lot of hurdles to upgrade playground
 - a) compliance costs are so high, majority of money would go to fees, not project
 2. four ideas
 - a) give money back to parents
 - b) loose parts for playground
 - (1) Imagination Playground with carts
 - (a) basic set is \$5000, with carts \$6000
 - (b) Crow Island had to put in soft surface to build on
 - (c) total cost \$10,000-15,000
 - c) create an endowment or set aside a pot of money to bring in consultants over many years to do in-house, project based learning programs
 - d) building out the project room in the basement and making it a maker's space
 - (1) take room and renovate it with correct furniture and storage
 - (2) construction and design cost
 - (3) buying products
 - (4) funding replenishing on a yearly basis
 - (5) would want permanent designation for the room
 3. Daniel Ryan will survey faculty
 - a) all PTO members in favor of Imagination Playground
 - b) all PTO members in favor of supporting a project space
 - c) all PTO members support spending a portion of the funds set aside for the 100th anniversary celebration to support bringing in outside consultants to support project-based learning
 - d) PTO discussed possibly pursuing additional fundraising tied to 100th anniversary to secure additional funds for outside consultants

