

Kenrose Elementary School
Executive PTO Board Meeting

August 14, 2015

Members Present: Allison Hayes, Dr. Marilyn Webb, Mrs. Tressa Tuck, Kristyn Roseborough, Kristen Richardson, Colleen Blanchette, Jacqueline Cartailier, Jen Lapinsky, Carla Green, Lanesia Strange, Tricia Murray, and Julie Hunsinger

Members Absent: Meredith Oxborough

- I. The August 14, 2015 Executive Board meeting was held in the conference room at Kenrose Elementary. Allison Hayes, President, brought the meeting order at 11:37 a.m.
- II. The minutes from the June 18, 2015 Executive PTO Board meeting were presented to the Board by Julie Hunsinger. Kristyn Roseborough made a motion to approve the minutes presented. Carla Green seconded the motion. The vote was favorable.
- III. Treasurer's Report – Kristen Richardson/Kristyn Roseborough
 - A. Check Requests/Deposits Binder: The treasurers have provided the Board with a binder to accumulate and consolidate all the check requests and deposits. Additional information in the binder includes the W9 and the tax exempt form. When submitting check requests or deposits, please add them to this binder rather than putting them in one of the treasurers' folders.
 - B. Request to Reallocate Funds: Kristyn Roseborough made a motion to move \$80 from the Undesignated Funds line item to the Kids on the Block line item (an increase from \$95 to \$175) in order to cover the amount over budget. Lanesia Strange seconded the motion. The vote was favorable. Kristen Richardson made a motion to reallocate \$1,015 from Undesignated Funds to Landscaping as this expense was budgeted for in the 2014/2015 school year but the work was not completed and invoiced until the 2015/2016 school year. Jacqueline Cartailier seconded the motion. The vote was favorable.
 - C. Money Minder – Kristen Richardson discussed the new accounting software system (Money Minder) that will be use to track actual versus budgeted expenses as well as generate various reports that will be useful to the Board.
 - D. Other: Jen Lapinsky asked if the funds in the Undesignated Funds could be used to cover any expenses related to the Room Parent luncheon that she would like to have. Kristen noted that the Board would need to approve any additional expenses that are not specifically covered in the budget as the money in this fund includes

~\$41,000 carried over from the 2014/2015 school year that is intended for specific projects for Kenrose that will be further identified after the BTN/FFN fundraiser.

- E. Tax Exempt Forms: All vendors need the new tax exempt form for the 2015/2016 school year. Kristen noted that there is a note function in Money Minder that we could use to indicate which vendors have been provided with the new tax form.
- F. 5th Grade Funding: It was noted that 5th grade students will purchase their 5th grade t-shirts on their own through the PTO website. If the 5th grade teachers want the students to wear the t-shirts at promotion, they need to communicate this with the parents so that a shirt will be purchased. For any students that are unable to purchase a shirt, the PTO will purchase the shirt using the money in the Student Care Fund.

IV. Principal's Report – Dr. Webb

- A. Enrollment: Numbers continue to increase and 2nd grade has added a new teacher. We are currently 8 students away from adding an additional classroom in the K-3 group and it is likely it will be added to Kindergarten. In order to address the lack of space related to our growing numbers, the ESL room has been relocated to the workroom and the workroom was relocated to the Teachers' Lounge. The teachers lost their lounge and are using the conference room for lunch when it is available.
- B. Shade Structure Update: The structure for the K-2 playground has been installed and the teachers and students are enjoying it. The benches will be installed next week. Dr. Webb is also happy with the track improvement and removal of the rocks.
- C. WCS Technology Funding Request: Kristen Richardson mentioned that inFocus highlighted the need to "Feed the COWs" at all WCS schools. Her concern would be that any funds given by KES parents through the WCS website would be used to fund COWs at all WCS schools rather than specifically Kenrose. Kristen thought it would be beneficial to discuss with parents the importance of technology in our school and why so much of our fundraising goes toward purchasing new computers. Parent should understand that it is very important that our school has a sufficient number of iPads available for the students as all testing for 3-5 is going online this year. Jacqueline suggested having a Cardinal Connection and a BEV email blast dedicated to this topic as well as discussing it on the parent nights.

V. Membership – Lanesia Strange

- A. MySchoolAnywhere Update: Lanesia shared that there are 500 families enrolled and data has been confirmed by 350 of these families in the system. There are

approximately 25 new families completely their information online for inclusion in the database. Online access to the directory will be granted on September 1st for those that have confirmed their data. Advertising is also available on the online directory but the jpeg file needs to be small. Lanesia can assist with this if necessary.

- B. Hospitality: The Teachers' Welcome Back Breakfast and the ice cream sundaes were a big hit and the teachers were very appreciative. The Fall Luncheon is coming up soon. Hospitality will provide donuts and coffee for the GPTO meeting on Friday, August 21st. The committee is also considering another bus driver breakfast to thank them for their hard work.

VI. Parliamentary Report – Jen Lapinsky

- A. Bylaw review: Jen asked the Board to check schedules in order to set a date to discuss the remaining bylaw changes.
- B. Room Parent meeting: Jen announced that Jelene Singh will be the new Room Parent Coordinator and the Room Parent meeting will be held on Friday, August 28th.
- C. Kindergarten Café Volunteers: Due to a lack of response to the request for café volunteers to help the kindergarteners during their first few weeks of school, it was suggested that the request for help be tweak in order to include kindergarten parents. Another email blast will be sent out.

VII. Public Relations – Allison Hayes for Meredith Oxborough

- A. Be Nice shirts for New Teachers: It was noted that there are some sizes in inventory for new teachers, but if they need a different size, we can order them and reallocate funds currently in the budget to cover the expense as it would be very minimal.
- B. BEV Submission Guidelines: It was asked that everyone please note the BEV submission guidelines and to adhere to them in order for there to be sufficient time to release the BEV.

** 5pm Thursday is the deadline for submissions to kenrosepto@yahoo.com.

** All submissions must be approved by Dr. Webb or Allison Hayes, the PTO President. Submissions should be sent to Jacqueline Cartailer atkenrosepto@yahoo.com, and copied to Dr. Webb at marilynw@wcs.edu, and PTO President, Allison Hayes, at allisonlhayes@aol.com.

VIII. Projects – Jacqueline Cartailer

- A. Tetherball resurfacing: It was suggested by WCS that the area under the tetherball should be concrete or asphalt. Dr. Webb would rather have asphalt as it is a little softer.

- B. School Supplies: Thanks to the committee members that helped deliver all the boxes to the classrooms.

IX. Fundraising – Tricia Murray/Carla Green

- A. Family Fun Night: First FFN meeting will be Wednesday, August 19th in the café at 8:45. The committee will meet every Wednesday if anyone wants to join. The Board is asked to be present at the September 9th FFN meeting.
- B. Family Fun Night Auction: Due to the intensity of the auction in size and scope, the Board agreed that for this year, we will not have a silent auction, but will continue to have Teachers' Treasurers that families will be able to bid on. Colleen Blanchette, Kris Helou, and Julie Kelley have agreed to chair this portion of the event. It was decided that if families come to us with items to auction off, we could use them for door prizes on FFN or for PBIS prizes.
- C. Build the Nest Campaign: The campaign will begin September 1st and continue through September 14th. Allison suggested cleaning out your gift closets at home and donating any that might be given away as prizes during the daily drawings for BTN form submissions. If the Board would like information in the BTN forms that go home to parents regarding technology needs, it should be drafted and sent to Tricia.
- D. Other Fundraising Efforts:
 - i. Boxtops: We need a chairperson for this committee.
 - ii. Skate Nights: We may add some "Jump Nights" in addition to the skate nights at one of the trampoline parks in the area.
 - iii. Spirit Weekends: The next Spirit Weekend will be in October after BTN and FFN.

X. Teacher Representative – Tressa Tuck

- A. Thank You's: Mrs. Tuck shared that the entire teaching staff was so thankful for the Teachers' Breakfast and the amazing name plates and magnets that were given to each of them. They are also thankful for how great the track looks and for the mulch and shade structure.
- B. Other: Kristen Richardson mentioned that Ravenwood uses an online resource to pay for School Fees and the teachers would go in and update how those funds were used throughout the year. This could be a good resource for KES that would allow parents to see how their donations are being spent in the classroom.

XI. Other

- A. Dr. Webb mentioned that it would be nice to have a car magnet with the new KES logo on it for purchase in Spirit Wear.

- B. Allison mentioned some of the café rules that were in place county-wide that many students and parents may not be aware of. For example, you cannot substitute water for milk or juice. It is an extra charge above the \$2.50 lunch. Allison would like to ensure that the parents are educated on the café rules. Dr. Webb will also ask the county if students could get a credit for the milk or juice that could be applied to the water.

The meeting was adjourned at 1:20 p.m. by Allison Hayes.

Respectfully Submitted,

Julie Hunsinger