

Kenrose Elementary School
Executive PTO Board Meeting

September 4, 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, Meredith Oxborough, and Julie Hunsinger

Members Absent: None

- I. The September 4, 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 August 14, 2015 Executive PTO Board meeting were presented to the Board by Julie Hunsinger. Carla Green made a motioned to approve the minutes presented. Lanesia Strange seconded the motion. The vote was favorable.
- III. Principal's Report – Dr. Webb
 - A. COWS: KES received 5 COWS from the county with 30 Chromebooks on each. The school has ordered 2 additional Chromebook COWS with PTO and Brentwood funds, which allows for the 4th and 5th grades to have one COW per two teachers. Dr. Webb also mentioned that two laptop carts will need to be replaced soon due to expiring laptops. We are still in need of 3 more COWS to reach the goal of one computer per two students.
 - B. Classroom Additional Needs: The school will be adding an additional Kindergarten classroom soon and that teacher will need classroom startup funds and possibly a rug. Mrs. Bradford's classroom also needs a rug. These funds will come out of the PTO budget.
 - C. Marquee/Sign Maintenance: The county maintenance department will repair the sign at the end of the hill by adding new doors and brick work.
 - D. Other: Central Office is funding the purchase of new café tables due to the growth at the school. The tables will be rectangular and will be able to seat 50 more students. The school will fund \$6,000 of the purchase (which will come out of the General Fund) and the remainder will be paid for by Central Office. The tables will arrive by December.

IV. Teacher Representative – Mrs. Tuck

- A. Thank yous: Thank you to the PTO for the startup monies for the new teachers and for the shade structure. The Kindergarten café volunteers have been a huge help.
- B. Other: Mrs. Tuck has reminded teachers to share information about Teachers' Treasures for FFN with their class parents as well as ask teachers to share with parents how BTN funds are used in their classrooms.

V. President's Report – Allison Hayes

- A. Thank yous: Thank you to the Board for all of the help over the last few weeks as school has gotten back in session.
- B. Reimbursement of Taxes: Allison posed the question to the PTO Leadership Counsel regarding whether or not a PTO can reimburse taxes as we have been operating under the assumption (due to auditor comments) that these taxes cannot be reimbursed. It was noted by the Counsel that government nonprofits cannot reimburse for these taxes, but that all other nonprofits can. It is encouraged to use the tax exempt form whenever possible, but for times that we cannot obtain the form, the taxes should be reimbursed.
- C. Scouts/Charter: It was noted that when the charter for the Boy Scouts is up for renewal in November, the PTO will not be able to fulfill this role as a sponsor as we cannot provide the support for this organization as set forth in the charter (i.e., we cannot provide them a place to meet and we are not able to provide liability insurance). Kristen Richardson posed the question of promoting the Scouts since we are unable to fulfill the role of a sponsor. This posed further questions as to what community events we as a PTO can promote and which events can we not promote. Currently, the BEV will promote any school-based and feeder school events as well as all WCS events. Kristen Richardson made a motion to add a community events link to our website and Facebook that goes beyond WCS. Carla Green seconded the motion. The vote was unanimously unfavorable.
- D. PBIS: Due to the rules surrounding PTO purchases for teachers, it was noted that the PBIS prizes that are purchased for teachers would need to be altered. The gifts purchased with PTO funds cannot be personal in nature. A discussion also arose regarding how the PTO funds that are allocated to PBIS prizes should be allocated between teachers and students. Currently, approximately 80% of the funds were spent on teacher gifts and 20% on gifts for the students. Allison Hayes made a motion to spend all \$1,500 allocated in the budget for PBIS on students only. Carla Green seconded the motion. The vote was 2 in favor and 10 opposed. Kristyn

Roseborough made a motion to spend 70% on students and 30% on teachers. Tricia Murray seconded the motion. The vote was favorable.

VI. Treasurer's Report – Kristen Richardson/Kristyn Roseborough

- A. Treasurer's Report: Kristen Richardson provided the Board with a YTD treasurer's report and a current month report. As noted on the report, we currently have ~\$19,000 in undesignated funds. These funds will be allocated to specific projects this fall after BTN fundraising for the 2015/2016 has concluded. Kristen Richardson made a motion to give the new kindergarten teacher \$500 in startup monies from the Undesignated Funds. Carla Green seconded the motion. The vote was favorable.

VII. Fundraising – Tricia Murray/Carla Green

- A. BTN/FFN Communication: To date, we have raised ~\$40,000 for Build the Nest. Tricia and Carla will work with Meredith Oxborough to send out an email blast thanking everyone for their donations and adding a "donate now" link to the email. It was noted that Meredith will work with Jacqueline to include the FFN forms to the next BEV and that "chalkboards" will be added to the website for easy access to BTN Forms, BTN Donate Now, Preorder Ticket Forms, and Teachers' Treasurers.
- B. FFN Insurance Needs: It is WCS policy that all vendors that are on the school property should have an insurance certificate naming WCSBOE as an additional insured and certificate holder. Jason Golden noted in an email to Dr. Webb that Risk Management is defining vendors as entities that are selling goods or services at the activity. If there is a table where products or services are not being sold, Risk Management is not requiring WCS be named as an additional insured on the policy. An example might be a group that is volunteering, a company that is giving away and not selling items, a local politician, etc. Carla and Tricia are working to ensure that all vendors at the FFN event have the necessary insurance coverage.
- C. FFN Volunteer T-shirts: Big thank you to Jen Lapinsky for designing the FFN volunteer t-shirts. The shirts will be purchased for under \$6 from Gandy Ink.
- D. Teachers' Treasurers: Colleen Blanchette reported that almost all treasurers are in and posters for each treasure will be printed and hung in the café the week before the auction for advertising.

VIII. Membership – Lanesia Strange

- A. Directory: Lanesia plans to send access emails on September 8th that will allow families to access the new online directory.

- B. Hospitality: The committee is planning to hold the bus driver appreciation breakfast in conjunction with the café workers breakfast. A tentative date of September 25th has been set. The Fall Luncheon has been set tentatively for October 23rd and the committee is planning a Fall Fiesta with a taco bar. Staff birthdays will be celebrated quarterly and cupcakes will be passed out to all teachers and staff to celebrate due to there no longer being a Teachers' Lounge to setup the birthday celebration.
- C. Book Fair: There will only be a Fall Book Fair this year, which will require the Donuts with Dad and the Munchies with Mom events to be combined into one larger event during the Book Fair. The event will need to be spread over 3 days in order to accommodate the crowds. The event will be called Pastries with Parents and will be held November 18th-November 20th. The budget will need to be adjusted to consolidate the two events.

The meeting was adjourned at 2:39 p.m. by Allison Hayes.

Respectfully Submitted,

Julie Hunsinger