

Kenrose Elementary School
Executive PTO Board Meeting

October 2, 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, Meredith Oxborough, and Julie Hunsinger

Members Absent: Tricia Murray

- I. The October 2, 2015 Executive Board meeting was held in the conference room at Kenrose Elementary. Allison Hayes, President, brought the meeting order at 11:30 a.m.
- II. The minutes from the September 4, 2015 Executive PTO Board meeting were presented to the Board by Julie Hunsinger. Kristyn Roseborough made a motioned to approve the minutes presented. Jen Lapinsky seconded the motion. The vote was favorable.
- III. Principal's Report – Dr. Webb
 - A. Additional Kindergarten Classroom Added: A new kindergarten classroom was added effective Monday, September 28th and Kristin Hodges is the new kindergarten teacher. The classroom took over the computer lab and the computer lab is partially in the library and will travel from room-to-room via COWS, etc. The county is providing KES with another COW due to the lack of space to house computers and the loss of the computer lab.
 - B. Space Concerns: Although enrollment continues to grow (currently at 920 students in 44 classrooms), KES will not be rezoned for the 2016/2017 school year. It will likely happen in the 2017/2018 school year. Four portable classrooms have been ordered and will be used during the 2016/2017 school year to help with space needs. They will be placed between the 400 and 500 hallways.
 - C. Technology Needs: We will continue to build our technology as 2 laptop carts will need to be retired soon. We need 3 more COWS (~\$27K for Chromebook COWS) in order to ensure that there is a sufficient number of laptops, ipads, Chromebooks, etc. available for the testing that will begin in February. Testing will be done to ensure that all grade levels can log into the system simultaneously using the COW carts.
 - D. Family Fun Night: Dr. Webb was extremely pleased with a successful Family Fun Night and thanked the Board for their hard work.

- E. “Caught Being Nice”: A new positive behavior technique is being implemented by the school counselors. The “Caught Being Nice” initiative focuses on rewarding student for being nice. If a student is “Caught being Nice”, a special ticket will be given out and Dr. Webb will announce the student’s name during announcements each morning.

IV. Teacher Representative – Mrs. Tressa Tuck

- A. Family Fun Night: Mrs. Tuck thanked the Board for a wonderful night. Some feedback that she received was that people enjoyed that the attractions were spread out this year. Mrs. Tuck expressed thanks to the teachers who stayed to help clean up and also to those than manned stations/attractions for the majority of the night.
- B. Thank Yous: Mrs. Tuck expressed her gratitude for the math materials that were purchased at the end of last year with the additional funds available. She thanked the Hospitality Committee for the breakfast that was held for the café workers, bus drivers, etc. last week and for the birthday cupcakes and Be Nice Day festivities.

V. President’s Report – Allison Hayes

- A. Thank yous: Thank you to the Board for another successful fundraising campaign.

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 for September 2015. She noted that \$1,159 is still available for any additional expenses that may be incurred related to the track (i.e., sealing, tether balls, etc). Also, the credit card processing fee in the financials is mainly due to families paying the BTN contribution online through Paypal. She also noted that they are ready to distribute the BTN funds to the teachers.
- B. Additional Needs: Dr. Webb mentioned that we may want to think about using some of the funds that exceeded the budgeted BTN goal to purchase some picnic tables for outside of the café for the teachers since they no longer have a lounge to eat their lunch. Jen Lapinsky mentioned that Cardinal Connection may need to increase their budget for additional funds needed to pay for the offsite conference room at the Brentwood Library. The cost for the room is \$30, but it is an additional \$25 to rent the overhead projector. The committee chair also purchases snacks, water, and often lunch for the speaker. Jen will calculate how much additional is needed and will make a motion at the next EB meeting to reallocated funds from unallocated funds to Cardinal Connection.

- C. Teacher Supplies: Allison Hayes made a motion to move \$1,000 from Undesignated Funds to Teacher Supplies Expense as we only budgeted for 42 teachers (\$500 each) and we have had to add 2 teachers during the school year. The motion was seconded by Kristyn Roseborough and the vote was favorable.
- D. Other reallocations from Undesignated Funds: Kristen Richardson made the following motions to designate funds from the Undesignated Funds line item. The motions were seconded by Kristyn Roseborough and the votes were favorable.
 - i. Allocate \$17.17 to Marquee Expense for the new letter storage box (expense totaled \$117.17 and the budget was for \$100).
 - ii. Allocate \$148 to Parent Info Night for the expense incurred for the Frig Facts.
 - iii. Allocate \$111.91 to School Supplies for the lunch provided to the volunteers that helped distribute the supplies to the classrooms.

VII. Fundraising – Tricia Murray/Carla Green

- A. Build the Nest Update: To date, \$107,307.19 has been raised prior to installments and company matches. Budget was \$90,000. Teachers who had 100% participation in BTN were Rogers, Beck, Boggs, Moser, Biggs, Wood, and O’Conner. These classrooms will receive a pizza party gift certificate.
- B. Family Fun Night: We raised \$14,713.03 and \$7,500 was budgeted. This amount will decrease by ~\$2,000 for a few more invoices that will be paid (custodian expense and volunteer t-shirt expense). A total of ~\$17,250 tickets were sold, which includes ~\$11,000 in presales. Sponsorships totaled ~\$7,200 and the Teachers’ Treasurers and other auction items brought in ~\$5,000 (~\$4,200 and ~\$800 respectively). With regards to the issue with the generators for the bounce houses, it was suggested that next year, the PTO rent a generator for the event. This and all other pros and cons of the night will be recapped at the FFN Committee meeting (date to be determined).
- C. There will be an update in the BEV on the success for BTN and FFN.
- D. Spirit Weekends: The next Spirit Weekend will be the weekend of October 23rd and will feature Moe’s, Macalister’s, Jack in the Box, and a pizza option. Kristen Richardson suggested that we look into partnering with Delivery Dudes for a Spirit Weekend. Carla will look into this option.

VIII. Membership – Lanesia Strange

- A. Directory: All online directory access emails have been sent to participating families. Dr. Webb suggested that a email blast be sent out to parents with some quick tips on using the online directory so that they are all aware of the great options that are

available (print feature, class lists, etc). Lanesia will provide the information to Meredith for this email blast.

- B. Hospitality: The bus driver/café worker appreciation breakfast and the Be Nice luncheon were each a success. The Fall Luncheon date will be October 23rd.
- 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. This needs to be communicated in the BEV.

IX. Parliamentarian – Jen Lapinsky

- A. Volunteer Database: If you have any updates for volunteers, please send them to Jen. Colleen also suggested that we put the database on Google Docs so that we can all update as we get more volunteers. Jen will put the document out on Google Docs for sharing.
- B. Bylaws: We need to meet to finalize the bylaw changes that are necessary as the elections may be affected by some of the changes. It was suggested that we meet on October 13th at 8:45, which seemed to work for the majority of the Board. Jen also asked that the Board be thinking of who may be interested in serving on the Board in the 2016/2017 school year as many Board positions will become vacant.
- C. Cardinal Connection: There were approximately 30 parents in attendance at the event. Dr. Webb covered state testing standards.
- D. Mother/Son Event: Jen presented the Board with an idea for the Mother/Son event: karaoke/lip sync battle. Colleen Blanchette will pass the idea along to Michelle Klemm who is the committee chairperson.

X. Projects and Public Relations – Jacqueline Cartailier & Meredith Oxborough

- A. Spirit Wear: Meredith noted that Big Frog has increased the price to KES for the Be Nice shirts, but the price to our families will remain at \$12.50. The new design has the new KES logo and Meredith will work with Big Frog to ensure that the school colors are represented correctly on the shirts prior to print. Long sleeved t-shirt options are going to be available soon and Meredith will check on the availability of a white zip-up sweatshirt as these were requested by some of the teachers.
- B. BEV: Jacqueline will be interviewing a candidate for the webmaster position that is currently available. There was some discussion around how to make the process for BEV submissions and distributions easier.

The meeting was adjourned at 2:20 p.m. by Allison Hayes.

Respectfully Submitted,

Julie Hunsinger