**Emerson Elementary PTO Meeting Minutes**

**Tuesday, October 11, 2016**

1. Welcome (6:00-6:05)

* Meeting came to order.

1. Staff Grant Proposals (6:05 – 6:10)
   * Grant proposals will be delayed to the November meeting in order to give more time for staff to review and respond
   * A new form has been developed that includes
   * Need to apply up to two weeks before the November meeting.
     + We approved $1,000 for Breathe for Change.
     + There will be another portion for review at the November meeting (about $750 additional).
       1. Anna reported that she had already cut the check for the full $1,700.
       2. Includes development for teachers as well as performance and class meetings with Just Me.
       3. Karl asked to be sure the PTO gets feedback on participation.
       4. There had also been discussion at the September meeting acknowledging students could opt out if they wanted to.
2. Principal’s Report
   * Update on three items for School Improvement Plan
     + Main driving document guiding school
     + Reading, Math and Equity
     + Reading:
       1. data as a whole shows some progress
       2. Staff is very committed to the process
          1. Sharing where they struggle
          2. Team data review occurred today for teachers.
     + Math:
       1. One of ten early adopter school for the new set of math materials.
       2. Teachers are working very hard on this.
          1. Seem pleased with the materials.
          2. More comprehensive materials.
     + Equity:
       1. Again teachers are working hard on this, staying late at night, weekend hours.
       2. Also expressing their limit.
       3. Brad encouraged PTO to contact teachers and thank them for their dedication/hard work.
       4. Having more conversations about how to implement and how to progress with more challenging issues.
3. Beautification Day
   * This Saturday from 9 – noon
   * Cleaning up the grounds
   * Shelly is asking for more help
     + Weeding, cleaning up around the fencing, repainting lines on paved playground.
     + Get donuts, tables out.
     + Welcome table, directing people on tasks.
     + Custodial staff leaves at Noon.
     + Garden output
       1. Kids can use during recess
       2. Kindergarten and first grade teachers who take their classes to the garden
       3. There is also a garden club, led by the school psychologist.
          1. Kids will plant garlic in October.
       4. Line item in PTO budget, plus in-kind donation
       5. In January there is a plan to do a more thorough overview of the yearly activities.
4. Bylaws Change
   * Joanna introduced a bylaw change
   * Original idea was to approve a new budget in January
     + As the PTO is getting requests now and needs to make a decision soon, but the budget is not set for the entire school year.
     + Tax year consistent with the school district.
     + The proposal is to revert back to the June – July timeframe.
     + Requiring an annual budget, but some flexibility on the budget timeframe.
       1. Generally the budget for the following school year would be approved in May.
   * Another proposal is to edit the bylaws to remove the commitment of the vice-chair serving a two year term, one as vice-chair and one as chair.
     + The position is vacant ongoing, possibly due to this two-year commitment.
5. Treasurer’s Report
   * Anna reviewed the report.
     + To date there is less popcorn money than there was last year, but there is more in the PTO basket.
     + Expenses for translator and child-care.
     + Spelling Bee fee
     + Compost bags, Breathe 4 Change and Healthy snacks that were all approved at the last meeting.
     + Checking is at $10,800.92, savings at $25.00.
6. Committee Reports and Volunteer Opportunities (6:30)
   * REAP
   * Emerson Gear, Joanna received about 70 items ordered so far
     + Due Wednesday, items will be in at end of October
     + Directory: families can opt out for the directory. Anna is sending out a reminder sheet in backpack mail.
     + Popcorn: volunteers are needed to pop on the first Friday morning of each month.
       1. Joanna will contact Carol at Music Con Brio to see if parents waiting for their students could do some popping.
     + Staff Appreciation:
       1. On the PTC day, Wednesday, Nov 9th.
       2. Same day as the book fair; we usually do not ask for volunteers so that we do not compete with their needs.
          1. Use the budget for the fall support.
          2. Heidi will check in with Raechel about subs for lunch.

Crostini gives a 10% discount.

* + - * 1. Need to cover 60 people.
    - Book Fair:
      1. TIna Enemuoh thanked the PTO for all of their involvement and contributions.
      2. Book Fair on Parent Teach Conference day.
         1. Need help setting up and taking down
         2. Cashiers
         3. Open to the public; need to put up flyers
         4. Wendy Jackson and Nathan Pundsack are the coordinators.
    - SpellCheck:
      1. A coordinator or a few co-coordinators are needed to plan this event.
      2. Six Weeks in advance (November 29th):
         1. Flyers need to generate interest
         2. Packets with spelling lists
    - Culver’s Scoopie Night Tues, Dec 6th
      1. On Northport
      2. Staff and parents participate
      3. Emerson gets 10% of profits
      4. This year is a conflict with Playtime Productions
    - Events:
      1. Fun night, Friday, January 20th.
         1. Whole school event
         2. Last year Heidi coordinated about 100 volunteers

Mad-Rollin’s Dolls volunteered last year

* + - 1. Dance and Science Night not until after the new year
    - Playground:
      1. Still has dedication of $55,000 worth of block grant
      2. Slight delay on joint use agreement
    - Brad let the PTO know that there is a stipend available to someone who can coordinate Tuesday Night Lights.
      1. It has been pared down so that it is not every week

1. Bylaw Change
   * Fiona moved to approve changes to the bylaws
     + Revert budget year to match school district tax year timeline
     + Remove two year requirement for Vice-Chair role.
     + Second: Motion Carried.
2. Adjournment – Thank you for coming!

## Next Meeting: Tuesday, November 8th