

Dogwood Elementary PTO Board Meeting Minutes
July 22, 2019
Whole Food Community Meeting Room
Recorded by Leanne Howell

Attendance:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Elizabeth Gates | <input checked="" type="checkbox"/> Stacy High | <input checked="" type="checkbox"/> Kayla Pence |
| <input checked="" type="checkbox"/> Holly Kulp | <input checked="" type="checkbox"/> Jennifer Brown | <input checked="" type="checkbox"/> Katie Laird |
| <input checked="" type="checkbox"/> Nabiha Huda | <input type="checkbox"/> Tina Thorn | <input checked="" type="checkbox"/> Tiffany Smith |
| <input checked="" type="checkbox"/> Karen Viotti | <input checked="" type="checkbox"/> Hayley White | <input checked="" type="checkbox"/> Annabella Brandon |
| <input checked="" type="checkbox"/> Christina Hester | <input checked="" type="checkbox"/> Michelle Midha | <input checked="" type="checkbox"/> Lisa Navarro |
| <input checked="" type="checkbox"/> Leanne Howell | <input checked="" type="checkbox"/> Ryan Strain | <input checked="" type="checkbox"/> Ellen Moak |
| <input checked="" type="checkbox"/> Gayle Higley | <input type="checkbox"/> Jamie McGill | <input checked="" type="checkbox"/> Teresa Price |
| <input checked="" type="checkbox"/> Paula Bailey | <input checked="" type="checkbox"/> Jamie Bialowitz | <input checked="" type="checkbox"/> Heather Fisher |
| <input checked="" type="checkbox"/> Amy Carter | <input type="checkbox"/> Casey Carrilo | <input type="checkbox"/> Joye Phipps |
| <input type="checkbox"/> Kristen Boccher | <input checked="" type="checkbox"/> Carie Alley | |
| <input type="checkbox"/> Carrie Mayrhofer | <input checked="" type="checkbox"/> Lauren Wildrick | |
| <input type="checkbox"/> Amy Wenzel | <input checked="" type="checkbox"/> Kristen Waddell | |
| <input type="checkbox"/> Christy Christopher | <input checked="" type="checkbox"/> Ann Gee | |

Elizabeth Gates called the meeting to order at 6:30 pm.

Welcome by Elizabeth Gates.

May meeting minutes were approved as written.

New Business

- New board members nominated for positions: Leanne Howell nominated by Elizabeth Gates for Secretary, and approved by the board; Amy Carter nominated by Elizabeth Gates for Book Fair Chair, and approved by the board; Ann Gee nominated by Elizabeth Gates for Room Parent Chair, and approved by the board; Elizabeth Gates announced that Lauren Wildrick will be serving as PTO Parliamentarian.

Administrative Report-Teresa Price, Principal

- Building/Grounds Improvements: New paint throughout the school with new hallway colors, bathrooms have been renovated, new LED/emergency lighting in the bathrooms, locks on bathroom stalls. Basketball court has been resurfaced, new benches outside, new basketball goals to be installed. New painting in the library.
- Teacher/Staff Professional Development Update: Some teachers/staff from Dogwood attended ELA reading camp in Michigan, Eureka Math training in New Orleans, and our Administration went to Boston and presented at a Principals' conference.

- New Staff to Dogwood this year: Mrs. Vasquez (K), Katie Nelson (3rd), Ms. Eddy (part time art), Mr. Norwood (part time music teacher), Ms. Adkinson (counselor), Ms. Nita Taylor (attendance clerk), and a new orchestra teacher will be announced.
- Registration will continue until the week before school starts.
- 65% of the building will be rearranging for fall start. GMSD has hired movers for the 30th and 31st, but moving help from parents/volunteers will be needed. No children for safety reasons.

Executive Board Reports

President's Report-Elizabeth Gates

- Thank you to Karen for planning our dinner and the meeting location tonight.
- Name tags will be ready soon, as well as PTO board t-shirts.
- Thank you to the audit committee and the budget committee for their work.
- Welcome to new members.
- Packet/Documents in folders (given to all board members present):
 - Contact Info
 - Board Structure
 - Calendar-this is a draft calendar. Please check the website and newsletter for revisions. Mrs. Price added that My School Bucks will offer a wall calendar with featured student artwork for \$5 for families to purchase.
 - Upcoming dates to remember:
 - Teacher Welcome Back Breakfast on Aug. 5th (make sure to lookout for sign up), and note that there is no welcome back get together in the park this year the day before school starts.
 - Meet the Teacher-look for sign up as volunteers will be needed.
 - Greeters for the first 3 days of school-look for sign up.
 - Carline help for first week of school.
 - Tonight's sign in sheet is circulating. Please sign.
 - Committee Request Form: Let Elizabeth know if you would not like a committee sign up on the membership site.
 - PTO meeting dates: Board members should attend all PTO meetings. Please encourage other parents to come. Most meetings will be Facebook Live broadcasted for those who cannot attend.
 - Bylaws: Describes the organization of our officers, or the Executive Committee. Some things go only through the Executive Committee for approval for sake of efficiency according to the Bylaws. The Board of Managers is all PTO Board members. Sometimes the Board of Managers will be asked to vote on a matter according to the Bylaws. None of this is designed to be exclusive. It is accordance with the Bylaws.
 - Mission Statement
 - Basic Policies

- Conflict of Interest-any financial conflict of interest in which being a member of the PTO board would financially impact you is to be disclosed.
- Standing Rules-These change yearly. We will vote in these in August.
- PTO Board Agreement and Conflicts Statement-Please read over and sign/return.
- PTO Goals and Objectives-Please read over these, paying special attention to the responsibilities associated with your position.
- Frequently Asked Questions Handout
 - Elizabeth or a VP must approve all flyers.
 - Any printed info going home with students must include a legal disclaimer statement at the bottom.
 - Make your copies in the workroom.
 - Mrs. Price mentioned that tech is getting a full classroom this year.
 - Administration has mailboxes in main office, teachers have mailboxes in the workroom, and PTO has a mailbox in cabinet at the entrance of main office.
 - Money from DolphinFest goes towards next year's PTO budget, while Donation Drive money collected each fall goes directly to the school and is allocated by the appropriations committee (things like professional development and technology).
 - This will be a change this year: Teacher morale funds have come out of appropriations in the past. This year, they will come out of the PTO budget from DolphinFest.
 - Always wear your badge at school, and always check in at the desk with your ID. Mrs. Price added that you must be sure to check out as well.
- Volunteer Activity Tracking Form-please keep up with your hours spent volunteering. The district tracks this for funding. This will start when school starts.
- When a third party/vendor is being asked to come onto campus, they must be approved by GMSD first. Even if they were approved last year, they must be resubmitted every time they intend to come onto camps. Mrs. Price added that this is for background checks and to monitor food preparation safety.

Vice President of Hospitality's Report-Karen Viotti

- Thank you to Nabiha Huda for helping with tonight's meeting preparations. Please take home extra food with you before leaving tonight.

Vice President of Operations' Report-Holly Kulp

- PTO Board shirts will be coming in soon.
- Please submit any suggestions for the appropriations committee.

Vice President of Events' Report-Nabiha Huda

- Family movie night is currently being planned. The movie choices will be announced at Meet the Teacher Night.

Secretary's Report-Leanne Howell

- Please remember to sign in.

Treasurer's Report-Christina Hester

- Family Donation Drive is a budget line item this year. The funds pass through the PTO bank account, then will be donated to Dogwood.
- There are some budget decreases this year because of a decrease in overall enrollment at Dogwood because of rezoning for the new school.
- The budget reserve was increased this year to 5,000 dollars (from 1,000 dollars last year).
- Please refer to the handout if you will be chairing a committee which will receive money. Cash should always be placed in the PTO safe overnight.
- Reimbursement Requests-Fill out the form and submit your receipt with it. You must have your form signed by the appropriate VP or by the President. Leave the completed form and the original receipt in the PTO box, and please email Christina to let her know you have done so. No overages (with regard to your budget) will be reimbursed, and tax will not be reimbursed. Take a sales tax exemption form with you when you make purchases. Make sure your reimbursement correlates to a line item on your budget.
- Vendor requests-communicate with your VP about this beforehand.
- Amazon Procedures-make a wishlist on Amazon, and share the list with Christina who will make the purchase for you with the PTO's prime account. You will still need to submit a reimbursement form.
- A Costco purchase must be made by a Costco card holder for the PTO. That will be Karen or Elizabeth.
- Committee Balance Register-this is for tracking committee expenses.

Ways and Means-Tiffany Smith

- Marco's Pizza Spirit Nights again this year. Dates TBD.
- Donation Drive details will be coming soon. Yard signs are being considered as incentives for donating.

Communication-Elizabeth Gates reporting for Carrie Mayrhofer

- Make submissions for the newsletter by 12 pm on Thursdays. The newsletter will go out on Sundays at 8 am. Please include all details of your announcement, and links, and an approved summary of the event/announcement. Please also send any images to be included, or ask for help if needed with images.
- Please submit any corrections needed to the PTO webpage to Carrie. You may also submit photos from Dogwood events to her.
- The Dolphin Digest will go out beginning this Sunday.

Legislative-Ryan Strain

- From the May GMSD Board Meeting: Dogwood teachers Mrs. Allen, Mrs. Britcliffe, Mrs. Moak, and Mrs. Schertz received tenure, portables will remain at Dogwood this year but grade level classrooms will all be in the main building, and the contract for the proposed cell phone tower was discussed.
- From the June GMSD Board Meeting: Painting and bathroom renovations at Dogwood were announced, and the addition of 200 Chromebooks to Dogwood were purchased. The Board discussed that a secure entry for Dogwood is high on the priority list for consideration, but not planned at this time.
- Recording of BOE meetings: <http://www.gmsdk12.org/MeetingRecordings1.aspx>
- Ryan intends to send an email before GMSD Board meetings to relay what's on the agenda. His goal is to increase communication between the Board of Education and the Dogwood PTO Board.

Membership-Jamie Bialowitz

- This year we will use Membership Toolkit. My School Anywhere was purchased by Membership Toolkit. While payment is not set up yet, it will be announced soon. There is an app for the online directory.
- The goal is for membership to be open by August 8th for Meet the Teacher night.

New Parent Liaison-Carie Alley

- We will have a larger number of new families in upper grades this year because of rezoning.
- Lots of volunteer help is needed: Meet the Teacher, Kindergarten Meet and Greet, greeting on the first few days of school. Please look for sign ups.

Teacher Appreciation-Kayla Pence

- Welcome Back Teacher Breakfast will be August 5th. Please refer to the sign up for items needed and to stay and help.

Old Business

- Mrs. Price reported that Dogwood has a new resource officer-Officer Hall.

New Business

- Elizabeth Gates: the Executive Board recommends that family PTO memberships are \$15, while teacher/staff memberships are \$0. Gayle Higley made a motion to approve to set family PTO membership dues at \$15 and teacher/staff PTO membership dues at \$0. Karen Viotti seconded the motion. The motion passed.
- Elizabeth Gates reported that standing rules and the budget will be voted on at the August PTO meeting.

Meeting is adjourned by Elizabeth Gates at 8:00 pm.