

## Dogwood Elementary PTO Board Meeting Minutes

August 14, 2018

Dogwood Cafeteria

Recorded by Kathryn Hickey, Secretary

**Board Members in Attendance:** Elizabeth Gates, Karen Viotti, Nabiha Huda, Chelsea Slabaugh, Carmen Henson, Kathryn Hickey, Alison Fondaw, Gayle Higley, Michelle Midha, Kristen Boccher, Natalie Stickles, Carmen Weaver, Betsy Bryant, Shahnika Raza, Audra Bass, Paula Bailey, Hayley White, Jennifer Bronson, Karen VanSteenberg, Leslie Mitchell, Carie Alley, Kari Armstrong, Rachel Twiford, Holly Kulp, Kayla Pence, Katie Laird, Jamie Bialowitz, Casey Carrillo, Dina Chopra

**Board Members not in Attendance:** Leanne Howell, Tiffany Smith, Maura Parks, Joe Dixon, Karen LaGasse, Claire Van Drimmelen,

Elizabeth Gates called the meeting to order at 9:04.

Welcome by Elizabeth Gates. Please sign in to document attendance.

Please also sign attendance sheet for Title 1 and indicate if you are interested in providing parent input to Title 1 activities.

Betsy Landers and Linda Fisher from GMSD School Board are with us today and will be staying after the meeting to answer any questions.

July meeting minutes were approved as written.

### *Administrative Report – Mrs. Price, Principal*

- We've had a great start to the school year.
- We are in our second year as a Title 1 school. Title 1 enables DES to get federal funds, which are passed down from the state. Last year DES benefitted from \$19k for reading materials in library, technology, arts, and teacher development.
- 2 years ago, we announced our 5 year technology goal; we have surpassed that already and are past 2:1 for devices. This is the result of a joint effort with the district, PTO, and Title 1 funds.
- This year we will utilize Project Lead The Way in 5<sup>th</sup>, 4<sup>th</sup> and 3<sup>rd</sup> grade science curriculum. This includes hands on projects and technology.
- There have been several building projects:
  - The cafeteria was painted, and acoustical panels are on the wall. Students are reporting that the noise is down. Soon to come will be wall art, including 3 plastic posters for southern wall (will include sea life), cafeteria rules, and magnets for doors.
  - School sign out front completed over the summer. Great feedback on it.
  - The library and teachers' lounge were updated with new furniture. Library with new tables at various heights with different formation options, reading house, and close to \$20k in books. Work continues in overturning the library collection.
- Class sizes looking good across the board.
  - Added a Kindergarten class quickly because we were close on K-3 band. The teacher has not been hired yet; interviews are in process. In the interim, Ms. Dodson is the substitute. She is a former Dogwood teacher.
  - Still watching numbers in 4<sup>th</sup> grade. There are still about 16 seats available. We are out of space, so if we do need an additional teacher, need ideas for where to put the class.
- Boosterthon is coming.

- There will be a fun run at the end and we are hoping to do it outside. The theme ties in with our DES mission statement: world changers. Student will hear a lot about students making both big and large changes. Lessons will be delivered during PE each week.
- Looking to match, if not raise the bar, on funds earned.
- Funds earned will go toward a new playground. The current playground was built in 1999. Last year, the entire 2<sup>nd</sup> grade wrote letters to Mrs. Price about how to improve the school and the #1 request was for recess. Looking to move the playground away from parking lot and Dogwood Road, to other side of basketball courts. Would love to put privacy fence in front of parking lot, purely for privacy. Working with district as well as city of Germantown to contribute to the project.
- Projector has been purchased. Waiting for screen and various parts before installing.
- Looking to add some MAPS sections. District has posted for a position for potential string/arts role. Trying to alleviate some of additional workload.
- Mr. Simons announced that he cannot continue to do Honor Choir this year due to full schedule. We are in the process of trying to figure out how to keep Choir going – may not match what we've had in the past. We have parents and staff members willing to step in to help.
- Mrs. Phipps has hit the ground running and done a great job.
- Durham buses this year have been much improved; very on time and few issues.
- Ms. Schurtz is the Title 1 coordinator at Dogwood. She will help to order things with Title 1, coordinate with school wide improvement plan, and complete paperwork. Email her with questions or Dr. Boyd at the board level.

#### *Guidance Counselor Report – Brandi Fitchpatric*

- Permission forms went home with new student groups for grades 1-5 for students who may need additional support transitioning into the school year.
- Since we are at the beginning of the school year, it is important to encourage and establish routines like regular bedtimes and study times, and morning routines. Students tend to do better when they know what is expected of them. Use tools to help students know what to expect (calendars/planners, etc.). Help students understand what is important and help with prioritizing skills, planning ahead. Continue to reinforce with students what is appropriate behavior; parents reinforce what is being taught at school.
- Mrs. Fitchpatric presented GMSD bullying prevention and education.
  - Teachers and staff heard about bullying and prevention during in service.
  - GMSD policy can be found in the student handbook.
  - Choose to be nice and Terrific Kid programs recognize students' character.
  - Above the line behavior / Below the line behavior packet will be handed out during curriculum nights; promise sheet for students and parents to sign.
  - Video on kindness will be posted online.

#### Executive Board Reports:

##### *President, Elizabeth Gates*

- Get to know board members!
- Monday, August 20, 6:30pm in City Hall is the next GMSD board meeting. They will be voting on attendance zones.
- New school will be an amazing school and a lot of our current Dogwood families will be there. We are doing our part to help get the school up an running, including help with the new PTO.
- Parents can help with this year by joining the PTO, refer to the PTO website, sign up to volunteer, sign up for weekly Dolphin Digest, join FB group (will have to ask permission). PTO will be coming to

Bloomz soon. We are always looking for volunteers with the PTO! Need volunteers to staff the health room 11-2 to help alleviate some stress on Nurse Maddie, Library volunteers, room parents, class photographers, to name a few. New this year is a Dad's group with quick easy commitment.

- Big thanks to Chelsea, Carie, Kayla, Carmen, Natalie & Kristen, Jamie, Katie, Karen & Leslie, Rosie (myschoolbucks!!!!) and all volunteers over the past several weeks.
- Communication folders have arrived and will be delivered by end of week; waiting on second order of nap mats and chair bags; everything else has been delivered.
- Can still order class t-shirt until Friday.
- Happy birthday to many board members this month!
- Board members to return signed conflict of interest statement.

*VP Hospitality, Chelsea Slabaugh – No report.*

*VP Operations, Karen Viotti – No report.*

*VP Events, Nabiha Huda – No report.*

*Secretary, Kathryn Hickey – Please sign in.*

*Treasurer, Carmen Henson –*

- July – no transactions on accounts. \$29,184 balance carried over for August.
- Those with a budget, please talk with Carmen if you need to know what your balance is.
- Tax exempt certificate arrived last week. There will be some changes this year, coming down from state of TN and board; still working through how to manage the changes – working with other PTOs and district to finalize details.
- If you need to purchase something, connect with Carmen, make sure to get tax exempt form.

#### Committee Reports:

*Family Movie Night – Paula Bailey*

- Friday, Sept 28, in large field back by portables.
- Movie will start as sun goes down; people should arrive 6:00ish.
- Still working on vendors for event, can also bring picnic.
- Encourage new families to come join the fun.
- Will have 'lost family/child' tent this year; utilize Dad group to help with security.
- Movie will be The Lion King (by vote at open house).

*Membership – Leslie Mitchell*

- Thank you to those who have already joined!
- 350 members currently.
- Sold 170 printed directories; limited number available.
- Encourage folks to sign up!

*Library Liaison – Karen VanSteenberg*

- READO forms due Friday August 17. Kids will earn a treat. Make sure their names are on the form.
- Volunteer to help in the library on Mondays and Wednesdays. Just an hour in either morning or afternoon. You can choose slots for the entire year on the sign up form (link is in the PTO newsletter).

*Yearbook – Casey Carrillo and Dina Chopra*

- Decided on a yearbook using a new vendor (not Balfour).
- 5<sup>th</sup> grade ads will be sold.
- More details will be coming soon.

*Community Care – Betsy Bryant*

- Cards being passed around to sign to have ready to use for families needing some care.

*Old Business –*

Vote on 2018-19 Budget

Motion to approve by Holly Kulp. Second by Karen Viotti.

No discussion.

Budget passes.

Revised PTO Bylaws

Motion to approve by Gayle Higley. Second by Carmen Henson.

No discussion.

Bylaws passed.

2018 Standing Rules

Motion to approve by Carmen Henson. Second by Gayle Higley.

Discussion: #11, page 2 – Dophifest; need to update for yearbook.

Motion tabled. Will vote in next meeting.

*New Business –*

- GMSD is a flagship sponsor of the St Jude 5k Walk/Run to end childhood cancer. Support Dogwood by signing up to participate in the race on the Dogwood team and purchase a shirt by this Friday to support the district's fundraising efforts.
- Mark your calendar for Boosterthon, Grandparents night and other items listed on the agenda.
- Next meeting will be Tuesday, September 11 at 6:15pm. Mrs. Price will present the state of the school.

Meeting was adjourned at 10:02.