

Dogwood Elementary PTO Board Meeting Minutes

July 16, 2018

Dogwood Cafeteria

Recorded by Kathryn Hickey, Secretary

Board Members in Attendance: Elizabeth Gates, Karen Viotti, Nabiha Huda, Kathryn Hickey, Alison Fondaw, Michelle Midha, Leanne Howell, Kristen Boccher, Natalie Stickles, Carmen Weaver, Betsy Bryant, Shahnika Raza, Audra Bass, Tiffany Smith, Hayley White, Paula Bailey, Karen LaGasse, Leslie Mitchell, Claire Van Drimmelen, Kari Armstrong, Rachel Twiford, Holly Kulp, Kayla Pence, Katie Laird, Jamie Bialowitz, Casey Carrillo

Board Members not in Attendance: Chelsea Slabaugh, Carmen Henson, Gayle Higley, Maura Parks, Jennifer Bronson, Joe Dixon, Carie Alley, Dina Chopra

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

Welcome by Elizabeth Gates.

May meeting minutes were approved as written.

Administrative Report – Mrs. Price, Principal

- Cafeteria has been painted and acoustic tiles have been installed. Additional wall hangings will include artwork, Dogwood logo, and rules. Looking into replacing tables across the middle of the room (preschool and allergy tables).
- Teacher lounge has been updated to seat 20 people, with new furniture and work station ports.
- Library furniture has been purchased; still to be assembled.
- The new sign in front of the building (along Dogwood Road) has been installed.
- Teachers not returning (due to retirement or other reasons) include Waldrip, Penn, Brown, Belote, Buckley, Gardner.
- Information on new teachers will be coming out soon, including Facebook videos/interviews.
- Principals attended a conference in Chicago this summer. Teachers have been attending trainings throughout the summer.

Executive Board Reports:

President, Elizabeth Gates

- Elizabeth expressed many thank you's, happy birthdays and welcome to new board members.
- Refer to folder of documents to use throughout the school year.
- Mark your calendars for PTO meetings throughout the year and plan to attend.
- The PTO calendar included in the folders will have changes throughout the year; please be sure to confirm details.
 - Calendar addition: Monday, 7/30 at 8:00am the PTO will provide a welcome breakfast for the teachers in the Dogwood cafeteria.
 - We will need many volunteers during the first week of school; please plan to be available.
 - Looking for volunteer(s) to help manage carline during the first week of school.
 - The New Parent Reception will be 8/9 in the evening. This year we will not have a number of paper sign up sheets out during the meeting, rather we will leverage social media and emails to solicit volunteers for various committees and events.
 - Teachers will start moving into the building on 7/23

- Volunteer activity hours need to be tracked throughout the year. Each committee chair needs to track the hours for his/her entire committee; use the provided template to track (include all non-student volunteers. Middle and high school volunteers track their hours elsewhere). GMSD tracks volunteer hours to report for federal purposes, and as an indicator of parent involvement as it relates to the strategic plan.
- Goals and Objectives – please keep these in mind as we execute our activities throughout the year. This year we will be mindful of supporting the new elementary school; portions of Boosterthon and Dolphinfest proceeds will go to the new school (logistics around that are still being worked out).
- Bylaws - changes to Bylaws will be voted on in the August meeting. Changes are needed to accommodate additional Vice Presidents in the organization structure and our document retention policy.
- Standing Rules – changes to Standing Rules will be voted on in the August meeting. Changes include: addition of Vice President roles; President or Vice Presidents may approve correspondence to school; minimum reserve established; emphasis on operating within committee budgets; 'Environmental' role changed to 'Beautification'; removed language about the 40th anniversary committee; changed language around the audit of treasury books.
- Please sign and return the Conflict of Interest form and Board Agreement form.

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 – Report on budget for the year was presented by Elizabeth, in Carmen's absence.

- Carmen will provide additional detail in the August meeting.
- This school year will be a lean year compared to years past. This budget keeps as much money as possible for those events that directly impact teachers and academics.
- When using vendors for events, they must be approved through GMSD, even those people providing free services. Stacey Fiser is the contact at the district. Plan at least 2 weeks for the process.
- Use the ledger provided and track your spending throughout the year.
- We are waiting on our certificate of exemption (to use for tax free shopping in stores). Until we have that, use the 501c3 letter provided to show proof of tax exempt status (our EIN is in that document).

Committee Reports:

Communications, Carmen Weaver

- PTO website has been updated with board contact information. We need more pictures (of adults) for the website, please send to Carmen.
- Carmen is posting information about events on FB; if your information is incorrect in the calendar or elsewhere, please let her know.
- PTO email newsletter will continue to go out on Sunday mornings. The deadline to provide information for the newsletter will be Thursdays.
- This year we will have a PTO Bloomz site. It will have identical information as is posted on FB and in the newsletter. We will likely not continue with an Instagram site.

- Look for guidelines coming from Carmen to help with gathering all necessary information for posting to social media and the newsletter.

Community Cares, Betsy Bryant – Let Betsy know when you hear of Dogwood families who are going through a hard time.

Family Movie Night, Paula Bailey

- Considering pre-order meals for the food this year.
- Will vote for the movie during Open House

Library Liaison, TBD – Our previous Library Liaison has resigned from the board to take on a full time position. We are looking to fill this position.

Membership, Karen LaGasse and Leslie Mitchell

- All payments will be processed online this year through My School Anywhere.
- There will no longer be PTO cards, everything will be handled electronically, therefore we will need to publicize well and help spread the word.
- There will be a limited number of hard copy PTO directories available this year.

Publicity, Rachel Twiford – We will be doing more to promote the ‘Choose to be Nice’ program this year.

Teacher Appreciation, Kayla Pence – There will be a Teacher Welcome Breakfast on 7/30 at 8am; look for a Sign Up Genius link to provide food.

Ways & Means, Jamie Bialowitz – Marcos Spirit Night next Wednesday.

Yearbook, Casey Carrillo – We are looking for a new yearbook vendor this year; trying to drop the price of the yearbook by \$10.

Old Business – none.

New Business – none.

Team meetings – members broke into smaller groups with their VPs.

Meeting was adjourned at 7:55pm.