

MCCS PTO | MINUTES

Meeting date | 4/17/19 | Time |_9:15am-10:30_ Meeting location MCCS - staff lounge

Next Meeting: TBA

Location: TBA

Meeting called by	Dana Robinson
Attendees	Dana, Bryanna, Claire, Anna, Alicia, Matt, Sarah, Marta, Michelle
Regrets	Kim,
Staff Representative	Bryan Traylor

AGENDA TOPICS

Time allotted |_2 mins_| Agenda topic _|

Discussion: PTO voted and approved motion to add to PTO board as follows:

Conclusion: Motioned, seconded, none opposed.

Action items

Claire Fulscher Treasurer

Robbin Stevenson Secretary

Time allotted | *_15mins_* | Agenda topic *_Rummage Sale* |

Discussion: Claire created volunteer sign up form. For can be found in PTO binder. Someone needs to organize the attic to create room for rummage sale items. Dana asked Bryan to send an email to teachers. Bryan requested a narrative he can cut and paste to send to teachers. New flyers, newspaper advertisements. Kim baked goods. Pricing menu. Bryanna suggests: Do we want to table for next year? We are ahead in budget and rummage sale feels rushed. Can store over summer

Conclusion: Claire suggests collective donation run in lieu of sale. Suggested by Bryanna Rummage sale in fall? Claire suggests August. Motion and approval to postpone Rummage Sale until August of 2020 Dana, Robbin, Alicia, Bryanna, Claire, Marta.

Action items

Person responsible

Deadline

NONE

Date | time

Time allotted | *_10 mins_* | Agenda topic *_Communication with all families and staff* |

Discussion: Need a list available to all parents. Find another platform? Claire suggests: Add to School calendar website. Dana wants minutes translated in spanish. Robbin asks: can we add a pto tab to website? Marta shows minutes on website. How do we update the PTO minutes? Robbin will talk to Bryan.

Conclusion: PTO minutes will be posted to MCCS website under current PTO tab along with all pertinent info. Jennine will send out an email with minutes from this meeting along with a link and description of where to find PTO minutes. We will create and make available a form for funding requests to include: teacher's request, educational value, amount, reason for request, person(s) making request.

Action items	Person responsible	Deadline
Finalize PTO minutes and send PDF to Dana and Jennine	Robbin	4/17 3:00pm
Update PTO tab on MCCS website	Jennine	4/26 3:00pm
Submit minutes to translator and send translated minutes to Jennine in PDF	Dana	4/26 3:00pm
Include Dine-out schedule to PTO webpage	Robbin/Jennine	4/26 3:00pm
Create a form for funding requests	Claire	Undetermined

Time allotted | 20 mins | Agenda topic Teacher Appreciation |

Discussion: Week of May 6th. Need to reach out to parents. Volunteer needs to email parents. Matt suggests ask Jennine. Alicia in charge of teacher appreciation with Anna. Donuts and coffee, lunch Alicia will do survey, email, Bryan does one day. Gift baskets for staff. Alicia asks one PTO person for each day. Robbin shop for snacks. Dana pizza. Want visa gift cards for teachers. Alicia donuts and coffee

Conclusion: Teacher survey was provided to staff by Claire & staff are returning them. Classes will donate items for baskets for each staff person. PTO members will assemble baskets for distribution on Friday, May 10th. PTO will provide the following: Mon: favorite snacks basket in staff room. Tues: pizza, American Dream and salad, Wed: Bryan Thurs: donuts and coffee Fri: final baskets

Action items	Person responsible	Deadline
Shop for and deliver snacks for “snack basket”	Robbin	5/6 8:00am
Order and deliver American dream Pizza and salad	Dana	5/7 11:30am
Order and deliver donuts and coffee	Alicia	5/9 8:00am
Assemble staff baskets	Undetermined	5/10 8:00am

Create email RE staff appreciation baskets for Jennine Dana
to send to all families

4/19 | 12:00pm

Time allotted | __5 mins_| Agenda topic *_Jogathon* |

Discussion: Claire created jog a thon volunteer sign up.

Conclusion: May 10th Leanne is in charge. All questions will be deferred to her. Volunteer sign up needs to be posted.

Action items	Person responsible	Deadline
Update PTO on progress and needs of Jog-a-thon	Leanna	ASAP
Post volunteer sign up sheet	undetermined	ASAP

Time allotted | __5 mins_| Agenda topic *_Other Notes* |

Discussion: table camp-out for next meeting. Discuss new fundraising for next year (read-a-thon). Discuss creation of PTO kick-off packet to include: dine outs, PTO meetings, all school meeting, birthday song, any other important dates. Spring/end of year “we love our school” day for cleaning and repairs. Budget spending and savings.

Principal's Notes Time: 40 minutes

Conclusion: Charter Funding 87.5% Overall Increase Approx. \$60,000 Next year additional revenue \$100,000.

MCCS budget vs. PTO budget

MCCS: maintenance, Replace carpet in staff lounge, new phone system, well pump house, roof repair. Last 5 years \$500,000 in repairs and maintenance of school. 80% of budget is staffing salaries/wages. Aim to increase pay for staff. Next year expenses: seismic retrofitting of building with grant money. Work expected during summer 2019. Increased enrollment cap to 125. Adding class. K 16, 1st 20, 2- 3/3 11 and 10 each, 2 - 4/5 12 and 11. Hiring staff. Considering adding a modular building.

PTO: When and how to ask for funding from PTO. We have a communication breakdown. We are missing autonomy.... For funding requests: teacher’s request, educational value, amount, reason for

request. PTO should not dictate the details of how funding is used Claire offered to create a form for funding requests. Previously informal process.

PTO Meetings: If we're meeting on site, teachers can pop in during meeting. If we're meeting during non-school hours, teachers/staff can attend if desired.

Balance: Do we really need to hold aside \$20,00? How much do we want to set aside each year? Dana emphasized importance to "safeguard" funds.

Action: Create form, teachers can request and submit, when voting, Bryan will notify teachers so they can attend and pitch idea if desired.

Budget	Person reporting:	Dana Robinson
Income:	Funding Source:	Amt Date Rev'd
Waiting on Sky High	Robbin	
Waiting on Cheesy Stuffed	Claire	
Approved Expenses:	Person Requesting:	Amt Date Appr.
TBA	TBA	TBA 4/10
Total: \$21,512.97		