



**PTO Board Meeting
Cafeteria
September 15, 2022**

In Attendance:

Dr. Miller, Jessica Lawrence, Karla Avery, Kellee Murphy, Greta Crowley, Stacey Carlsen, Jen Weber, Alison Carlson, Kari Lewis, Laura Weekly, and Kate Wright

Excused Absences:

Emily Faucette, Mindy Schwartz, Ashlea Neal

Unexcused Absences:

None

Prior meeting minutes from the August PTO Meetings (2) unanimously approved by the Board

Kari Lewis – Teacher/Staff Update

- Trash on playground
- Trashcans (2) are infested with yellow jackets so this might deter students from using them – work orders have been put in by the school
- More after school activities using the field results in more trash
- New trashcans are cost prohibitive – maybe a portable trashcan? Kari is going to reach out to teachers to come up with a solution or perhaps snacks in classroom before recess.

Greta Crowley - Fundraising

Fundraising Update:

- Corporate Sponsors final total: \$21.8k
- Sign is being printed for 2022-23 Buddy Pack Sponsors

High Hopes:

- Kicks off 9/30!!!
- Flyers/Envelopes to be sent home week of 10/3
- Maybe collect HH checks during donut carpool breakfast-dress up/music/etc.?
- Monday after FF, will send personal emails to past donors, encouraging donations
- Spirit Night Blue Moon - Targeting 10/4



- MNO at Mullen house Monday 10/17
- Kona Ice has been contacted
- Doggy bags – containing Buddies and Scooby snacks will be distributed to donors over \$500
- Fall Festival Adoption Center – stuffed animal /coloring pages/Scooby snacks to hand out - \$500 adopt-a-dog idea did not go over

Kate Wright – Community Events

Fall Festival Update:

- Overview of rides/attractions was done at last meeting
- DJ secured / ask him to promote High Hopes / take special requests / group dances / possibly do shift reminders to ensure volunteers show up in time
- Amanda Vezendy has done balloons in past years, but does not want to compete with the company that we hired that does both balloons and face paint
- Need concession volunteers, but other areas looking good.
- Sign-up Genius Pro – researching if we need to pay for a subscription to get more functionality
- Sponsors will get 10 free tickets and VIP parking
- Parking available at Jewish Academy and upper parking lot

Picnic Recap:

- Net \$300 revenue at Picnic
- Balloon Artist was great but line too long / next year idea to only offer 4-5 designs that take less time to create

Dr. Miller – Principal's Update

- New staff in place in 1st grade (surplus)
- HPE was featured in 2 articles recently: One in AJC (a student's grandfather wrote it) and Northside Neighbor (outdoor learning spaces)
- Colleen Zeller's last day is today – Dr. Miller has hired her replacement, a staff that she has previously worked with (Martha Rincon)
- Prospective Parent Tours – starting in October!
- Attendance Initiatives have started -thanks to the PTO for providing gift cards/lunch – August data was only at 27% (no absences (excused or unexcused) or tardies)
- There is a perception going around that some parents think that their child's level of education is dependent on how much their teacher posts on Class Dojo – there is a large discrepancy between teachers and parents are concerned. Dr. Miller needs our help to



address this with the parents when/if we hear anything. Dr. Miller will speak to leadership team and recommunicate expectations to the staff and to the school community.

- Dojo no longer gives negative points, only neutral and positive – Dr. Miller to communicate what the points are and how they are used
- iReady boards are up – thanks to Jen Weber and Jackie Beres for leading that effort (basketball theme) / 45 minutes/2 lessons passed
- Starting Monday, Grades 2-5 will have access to Imagine Math Facts (once iReady math goals are met)
- Devices for lower grades should be in classrooms by the end of Sept.

Laura Weekly – Staff Hospitality

Upcoming Events:

- Largest ever Stock the Lounge – Will stock on Monday/this year we upped our requests by 50% from last year and the school community met our requests
- Fall Staff Luncheon – Gusto’s catering (build your own bowls) - Oct 19, Rachel Walker
- Bus Driver Appreciation Week - Nov 7-11, Karla Avery
- Holiday Party – looking for venues - Dec 13

Alison Carlson – Grounds and Facilities

Hands on High Point:

- We will not be able to plant around the marquis sign during Hands on High Point (no winter colors available yet – all in end of Sept). Will be done before Fall Festival – goal to focus on High Point Road area of cleanup as it is the first thing you see when you approach the school
- IB signs will be hung in carpool

Ongoing Projects:

- Ms. Arnold’s mom worked on Media Center Courtyard – ticket in to repair the drain so they don’t clog



Kellee Murphy – Treasurer’s Report

- We are trending on budget
- President’s Fund will fund new attendance initiatives
- Cash Box Procedures – each box will have verification form – money not to be passed in between boxes – a signer needs to be a current or former board member

Karla Avery - Membership Update

- 195 memberships (58 teachers/staff, 137 families)
- Over \$12k recorded @ 8/31 and memberships keep coming in
- About \$2,500 short of \$15k budget
- Magnets and cards are being distributed once/week as applicable

Jen Weber - VP Update

- Event Incident & First Aid Procedures – At events, the PTO will have an administrator available on a walkie-talkie to call in a 911 for an emergency event. Person who witnesses incident needs to fill out the incident report.
- First Aid bag will be available at each event – let Jen know if anything is used out of the bag so she can replenish
- 5th grade hall will be open for defibrillator, but can only be used if a trained person requests it and knows how to operate

Jessica Lawrence - President’s Update

Use of President Discretionary Fund:

- Supply budget for new first grade classroom (Ms. Blake) - \$200
- Carpool umbrella purchase – n/a - Greta will supply 6 umbrellas at no cost
- Staff Lunches for 2-day IB Training over Fall Break (\$250) – out of general Hospitality Budget
- Yearbook pictures – new vendor, prices are a little higher. 10% off special right now! Soft and hard covers available. Upload app on phone to make posting pictures easier
- Relocation of PTO Closet – computer lab room to become new teacher lounge space (devices are one-to-one so the space is no longer needed for computers). PTO will get upstairs teacher lounge – we can hold meetings there as well. Will invest in locked cabinets.



- October 14 – Principal/Parent Coffee – VERY positive feedback received from the general meeting

Meeting was adjourned at 9:30

Minutes Respectfully Submitted by Karla Avery, Secretary