Meeting Minutes

Douglas Elementary PTO

FEBRUARY 21, 2023 Douglas Elementary 6:00pm

**Board Members: Birdie Holley, President – Ingrid Benson, Vice President – Chris Bowman, Treasurer – Raechel Hardin, Secretary – Michaelle Gust, DES Principal – Joelle Sanger (Tom Sanger Proxy) – Jeni Groenewoud**

Meeting called to order by: Ingrid Benson, Vice President Attendance: 9

Board Members not present: Birdie Holley, Raechel Hardin, Jeni Groenewoud, Joelle Sanger

Minutes: Minutes from 1/22/2023 meeting accepted via email.

**Officer Updates**

**President: Birdie Holley** (birdiewester@gmail.com)

* No update at this time.

**Vice President: Ingrid Benson** (ingbenson2@gmail.com)

* The Amazon Smile program is being discontinued beginning February 20th.
* Teachers should know there is money available for playground equipment/needs such as balls, chalk, supplies, etc.
* Book budgets: There is $250/teacher available to use. Not many teachers have taken advantage of this yet.
* Eloquence day: Does this need support by the PTO and do we have any updates?
  + Teachers will discuss this and let us know.
* Parking lots: There were no immediate offers to volunteer to take over this area. The school lead will find volunteers.
* No update from the student council regarding Kid’s Big Idea.
  + Teachers will talk with the student council to find out if there is an update on this as well as if they were going to write thank you notes for the Walkathon.
* We are already thinking ahead to the Walkathon for 2023 and gathering ideas for new incentives, event ideas (glow walk, costumes, etc.). Planning on advertising so we can earmark funds for programs like Spanish, Outdoor Experience, etc.
  + We are looking for an event theme.
* Reminder: The lost and found is a sea of clothes. Dana Pecina volunteered to bring in a rolling rack and hang the clothes so parents can easily go through them. A memo will be sent out to check the lost and found during parent/teacher conferences.

**Treasurer: Chris Bowman**  (cjames.bowman@gmail.com)

* The PTO has received an anonymous $5000 donation – Thank You!!! The donor has asked that half of the funds go to the Spanish program and the other half to the Outdoor Experience fund.
* The Halloween funds were not used and can be dispersed.
* The Holiday Lights funds were used and is now properly categorized.
* The funds for the Bye-Bye Breakfast were not used and can be dispersed.
* The funds for the Sunshine Cart were not used but receipts were received and the teachers are going to check to see if there were expenses.
* The Teacher Appreciation line was changed to Staff Appreciation and should come from the parking lot funds. The budget has been updated to show this.
* An approved budget will be posted on the website.

**Meeting Information**

* School dance update: Karen and Joelle – the dance will be on 3/25/2023 from 5:00-8:00 pm. Grades K-2 will be from 5-6:30pm and grades 3-5 will be from 6:30-8:00pm.
  + There will be a babysitting area and a dance area in the gym. So far, it has been somewhat difficult to find a group willing to babysit from the high school. Babysitting will only be for school aged kids based on the day of the dance since not all grades start at the same time. This should be used for parents who have a mix of upper grade and lower grade children.
  + Since the DES PTO is a 501(c)(3), we need to pay for the space vs. having it provided by the school. Right now the team is getting details organized for items such as a play list, decorations, and activities.
  + Request: Put a message out to see if a photographer will volunteer their time. There is a back drop and balloon art that can be used for this.
  + Thinking that Christmas lights could be used for decorations as well.
  + Joelle will purchase snacks from Sam’s Club. Leftovers will be given to the DES snack closet if unopened.
  + A rough draft flier was drafted with FAQ and Karen and Joelle would like feedback on the flier.
  + Since the dance is on a Saturday, the school is outside of normal custodial hours. This may be a reason for them requesting a fee. The team will look into these details.
* Reading Month Update: Anna/Meagan – The team met with Megan Kelly to coordinate a calendar of events. The theme is “Pop into a Book”. The kids will get bubble gum, pop rocks, etc. Pictures will be taken of all the kids.
  + Katie Hoser will be doing a bubble gum machine.
    - Question: Katie will come in to do the bubble gum machine, is there any value of getting this done prior to conferences? It was decided that it was not necessary but may look nice for parents coming in for conferences.
  + All kids will come home with a gumball sheet. The kids will get a coupon to Back Alley if they complete the sheet.
* Parent/Teacher Conference Meals Update: John/Meagan – John will be making a delicious pasta recipe and Meagan will be making burrito bowls. A SignUp Genius has been made and sent out to parents for volunteers. Meagan will have a day for food prep and will follow up with details.
* Outdoor Experience Update: Dana – Scotty sent out a letter with a breakdown of what will be done. Soon we will have dates when we will need volunteers. During parent/teacher conferences, we will have photos to get parent’s input as well as plans with Phase 1 and Phase 2 by the entrance of the school. Also, there will be a table set up where parents can sign up to volunteer for different roles.
  + It needs to be decided if we want Scotty to maintain the garden over the summer of if we would like volunteers to do the work. There is money available in the budget to cover this and the PTO will decide over the next few months what will be done. The cost to have Scotty maintain it is $500.
  + Vince Heizer can help build furniture for an outdoor classroom. We would like to get feedback from teachers what they would want. Then we will get a timeline together.
* Spanish Program Update: Voorhees – No update at this time.
* SCA Presentation Update: No update at this time.
* Teacher Update: They will talk with other teachers to set up a time to discuss furniture options.
* Principal Update: Michaelle – Teachers have decided there is not a need for a “room parent”. Now that SignUp Genius is an option, there isn’t much a need.
  + Kindergarten Roundup is on Thursday the 23rd at 5:30, weather permitting. The reschedule will be March 6th at 5:30 (Monday).
  + Friday the 24th is Popcorn Friday.
  + Parent/teacher conferences have been scheduled and parents can sign up for a time slot. There are a few extra slots added due to teacher’s extra availability.
  + There is a half day of school on March 3rd.
  + Soccer nets need to be removed by March 10th because baseball is back in session. Instead, kids can play soccer with cones on the field.
  + March 15th is an in-service day.
* Spanish Program Update: Voorhees – No update at this time.
* The PTO website has been updated to include individual tabs for the Spanish program as well as the Outdoor Experience program.
* Member Comments: None

Meeting Adjourned At: 6:58 pm

Minutes Compiled By: Chris Bowman, Treasurer and edited by Raechel Hardin, Secretary