

PTCO Regular Meeting Agenda  
Tuesday, October 22 2019  
GEMS Library 6:30 PM

1. Call to Order
2. Attendance: Kayla Glerum, Katie Warner, Sarah Williams, Tanya Moore, Elisha Jacobs, Steve Emery, Kathy Wieland, Megan Anderson, Jessica Fike, Michele Orosz, Tanikka Morin, Jess Driver, Heather Grimm
3. Minutes: September meeting minutes, reviewed and approved.
4. Officer's Reports
  - a. President's Report: No report.
  - b. Treasurers' Report: Kayla updated budget and spreadsheet. Debit cards will be issued to Heather and Kayla. Working on opening savings account in addition to existing checking account. 990n and 501c3 filed. Insurance paid, 501c3 paid, Julie Johnson's mini grant reimbursed. Bylaws need to be updated to include specifics regarding disbursement of funds in the event of dissolution of PTCO. Kayla recommends purchase of external harddrive to maintain documents.
5. Committee Reports
  - a. Trunk or Treat: Sign ups are low. More trunks are needed.
  - b. Middle School Halloween Party: Cancelled due to lack of volunteers. Having Halloween Party and Middle School dance on same date preferred. Perception that there's not enough being done by PTCO for Middle School. Halloween event has been popular in the past. Suggested event that's not a dance, with food and activities held afterschool for 5th and 6th graders.
  - c. Spirit Wear Sales: 8th grade is selling Chargers wear with updated logo.
  - d. Bookfair: Heather and Sara Walker are planning the Fall Book Fair.
  - e. Pancake Breakfast: Saturday, December 7, 9-12. Heather will be sharing Sign Up Genius soon. Volunteers are needed to solicit raffle and silent auction items. Prime seating for school events are potential auction items. Classes will be asked to create themed baskets again. Student Council and Scouts will be asked to help.
  - f. Staff Appreciation Week: No report.

- g. Art Night Bake Sale: Date to be determined.
  - h. Mother's Day Flower Sales: No report.
  - i. Movie Nights: First movie night scheduled for Friday, November 15. The Abbey will donate pizza. Four pizzas needed (2 pepperoni, 2 cheese). Kids to vote on movie during lunch time. Movie options are Lion King, Secret Life of Pets 2, and Toy Story 4. Mr. Emery suggested contacting Technology Specialists, Patrick Clow and Eric Hadd, to include flyers on GEMS TV. Donations of baked goods, beverages and snacks needed. Second movie night Friday, January 10. Potential third movie night Friday, March 20.
  - j. Spring Egg Hunt: No report.
  - k. Teacher Mini Grants: No report.
6. Principals' Reports: Committee created for Outdoor Classroom. 24 x 24 pavilion approx \$20,000. 501c3 required for grant. School will need to apply under PTCO's 501c3 status. Income threshold for 501c3 needs to be confirmed. Sarah Williams made motion to help school look into grant and have Kayla check on income threshold. Jessica Fike seconded. Motion passed.
- Heather asked about teacher school reps for PTCO. Sign up sheets will be created to share with staff.
- Laura Lee Wilson was nominated for teacher of the year. Award ceremony to be held at UVM in December. Recognition will be provided by the PTCO.
- Staff surveys will be updated for distribution.
- Julie or Steve will provide breakdown of Gaga pit expenses. Playground expenses will be shared as well.
7. Unfinished Business
- a. Website Update: Board member bios needed, other content needed
8. New Business
- a. Official Vote for Treasurer for 2019-2020 School Year: September minutes updated to reflect election. Current officers are President Heather Grimm, Vice President Michele Orosz, Co-Treasurers Kayla Glerum and Jessica Fike and Secretary Amanda Perry.
  - b. Bank Update: See treasurer's report

- c. Secretary of State Update: Heather completed and a receipt will be sent.
- d. 501c3 Status: See treasurer's report
- e. Yearbook: Pre-K through 8, Michele spoke to rep from LifeTouch. Pictures will be needed in February or March. No obligation for families to purchase pictures. Mr. Emery will check current photographer's, Extreme Graphix, contract.
- f. Babysitting: Jessica would like to offer babysitting to encourage attendance at meetings. Heather called insurance and PTCO cannot hire babysitters, can have volunteer babysitters and can be tipped or provide a suggested donation. High Schools can be contacted to solicit volunteers for meet students community service requirements. Jessica will set up babysitting for November meeting.
- g. Member Communication: Jessica would like to increase communication with parents, providing email with meeting minutes, agenda, and volunteer needs. Amanda will set up contact lists. Jessica will send emails to interested people.

#### Announcements

Thank you received from Mary Chiappinalli

Thank you received from Four Winds

- h. Next meeting time & date: Tuesday, November 19, 2019 at 6:30, GEMS Library

#### 9. Adjournment