

Kloefkorn Elementary School

Parent Teacher Organization (PTO) Meeting Minutes

February 22, 2017

Our Mission

The purpose of the PTO is to enhance and support the educational experience at Kloefkorn School, to develop a closer connection between school and home by encouraging family involvement, and to enrich the environment at Kloefkorn School through volunteer and financial support.

Meeting Agenda

- Call to Order / Welcome (Shanti Gangadharan)
 - 6:33 pm
- Review/ Approval of minutes from prior meeting (Angela Korpas)
 - No modifications or amendments were made. Minutes were approved.
- New Business (PTO Members)
 - Playground committee needs to do some fundraising, could we make Art night raffle and framing art and/or color run a targeted fundraiser? Playground update: Mrs. Jolley stated that the new equipment - Buttons and Cubeits - have been approved by the District and we will not need new slab for installation. \$2,895.00ish total cost. A motion to approve \$3,000 for new playground equipment was seconded by KayCee Wanser. Next discussed was whether we should have a line item in our budget for playground improvement. It was suggested that perhaps the Playground Committee and Mrs. Jolley need to develop a long-term plan/vision for the playground. Rachel Johnson noted that it is also important to ask for teachers' perspective, especially for older grades, for what equipment kids like to use. For example, the older grades love playing tetherball and there are always lots of kids waiting in line to do it. Brian O'Neal suggested that we get teachers' and admin's opinion on the best use of PTO money. Brian noted that other Committees may be asking for allocations of money: the Environment Committee will be proposing a \$30,000 outdoor classroom project; the Technology Committee would like to see a Maker Space, 3-D printer, regular printer on 3-5 side of building, etc. It was also noted that targeted fundraisers (e.g., for a playground improvement) work well. It was decided to poll staff (team leaders could respond to survey), students and parents for their perspectives on how best to spend PTO money. It was noted that it would be important for teachers to articulate specifically how funds might help classrooms/ students, i.e., What could PTO support that would give you more instruction time? And also, whether teachers would use a particular improvement in their daily classroom life, like the outdoor classroom and Maker Space would necessitate. Emily Killham will write this survey and post it on the PTO webpage, and Mrs. Jolley can send out the link to teachers in her newsletter.
 - 5th Grade Graduation
 - Camp Kitaki: This year, we need to be clear on our plan for paying for this and include 5th grade teachers in the plan. Using funds that the 5th grade teachers have, the cost will be about \$21 per kid for families to

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pay. Last year, PTO spent \$2,200 and provided Gatorade and candy bars. PTO needs to calculate how much this event will cost each year so that families pay the same amount from year-to-year. Mrs. Jolley is going to ask 5th grade teachers: how much the event will cost, how much money is in their fund (and what is the fund's source) and will get back to Shanti. PTO could get around the LPS District rule prohibiting asking parents to pay for an event by asking for donations on our PTO website.

- President's Report (Shanti Gangadharan)
 - Thank you to Angela Korpas for coordinating all the Feb Room Parties - it was a success!
 - Thank you to Chelsea Wu for coordinating the book fair sign up!
 - Thank you to Jeni David for Coordinating the Parent Teacher Conf meals this week!
 - The ordered main dishes went well.
 - Reminder that Yearbook orders need to be submitted by March 1st - Online
 - Mrs. Jolley will include this reminder in her morning announcements. We need 172 orders to break even. Parents may have been confused by seeing the flyer from LifeTouch, instead of the homemade half-sheet used in years past. Yearbook order info will be in the next Chronicle (Emily Killham will modify Chronicle announcement that new order form this year) and info is on fb. Shanti Gangadharan is doing a mailchimp to PTO members about yearbook sales and she will get checks from the office (verify that checks for Yearbook that not made to PTO) and call LifeTouch to see how many orders we have.
 - Looking to create list of PTO board members for next year, if you are interested, please do not hesitate to chat with any of our Board.
 - Slate announced by March 23rd.
 - Reports on Front loop drop-off situation.
 - Parents have been mentioning that issues with drop-off: Parents driving wrong way, double parking in the loop and letting their kids get out, parents parking in the loop and walking their kids to school, on phones, etc. Possible solutions were discussed: maybe orange cones should be placed out there again to direct traffic; send out an email blast with rules again; police officer presence for a day.
- Treasurer's Report (Brian Agnew)
 - \$12,307 projected balance.
 - Eileens Cookies
 - Janet's Jungle
- Principal's Report (Tonya Jolley)
 - Leadership Team is looking for staff development opportunities, and some staff is doing upcoming technology training and behavior training also. Art Night is organized - 5th graders can help with setup, getting art on the wall. Shanti will

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reach out to the Art Night Committee Chair, Jen Gehle, to get the Waffleman work organized by parents. The Kloefkorn Koffee House will not be done this year, but maybe the Student Leadership Team could do it next year. 5th graders are working on quotes for the wall. NeSa testing is coming up. Mrs. Jolley is planning for Kindergarten Orientation - PTO will bring cookies and hopefully Spirit Wear for Kindergarten Orientation. As for registration, Kindergarten is closed but there might be a couple grades with openings. The Playground expansion is coming together. Mrs. Jolley is meeting with the District on Tuesday to go over staffing for next year.

- Teacher's Report (Rachel Johnson)
 - Valentine's Day parties went well, conference meals were great, Field Trips - thanks for them. 2nd grade went to Elephant and Piggie at the Lied today, sponsored by PTO.
- Committee Reports (Scott Zager / Committee heads)
 - Affiliate Programs
 - After School Programs
 - Art Fair
 - Book Fair
 - By-Laws
 - Directory
 - Environment
 - Friday Folders
 - Fun Night
 - Fundraising
 - Janet's Jungle March 3rd kickoff.
 - Rene and Christy got the packets ready. Teachers should really push the sale and play the video in classroom the day the sales start.
 - Shanti Gangadharan will do the thermometer flower - talk with Rene about making one that can be reused each year.
 - Eileen's cookies.
 - Made \$2200.
 - Hospitality
 - Membership
 - Movie Night
 - Moana will be on March 24th - Shanti Gangadharan will change in calendars. April movie will be Sing, and will be the last of the year unless we get blinds for the cafeteria.
 - Picture Day
 - Playground - Need to raise money for playground additions
 - Safety
 - School Celebrations

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- Science Fair - Online orders and reminders went out last week. Bright Lights will be hosting a table.
 - How will set up happen? Fewer teams this year - 28 total - parents felt the note went out late. We need to know when tables will arrive and be taken down - Rene will know.
- Spirit Wear - Order forms for sweatshirts and tshirts to go out this week.
- Yearbook
- Unfinished Business (PTO Members)
 - Emily Killham will try to rsvp for Star City Shores summer event. Spirit Wear: flyers going out in Friday folders as well as Chronicle blurb.
- Announcements
 - **February**
 - 2/24 Magician Night
 - 2/27 Science Fair
 - **March**
 - 3/3 Janet's Jungle Order Packets go home
 - 3/6 PTO Board meeting 6:30 PM Conference Room
 - 3/9 Destination Imagination – Night under the Stars
 - 3/23 PTO General Meeting, **Finalized Officer Slate**, 6:30 PM Media Center
 - 3/24 Movie Night
- Speaker
 -
- Adjourn
 - 8:10

Action Items:

- Bring cookies and possibly Spirit Wear to Kindergarten Orientation.
- Finalize Science Fair setup.
- Finalize PTO Board Slate for next year

Principal (Mrs. Jolley)

- Send out to teachers the survey that Emily Killham is writing on teachers' perspectives on the use of PTO funds, once Emily has posted it to the PTO webpage.
- Ask 5th grade teachers: how much Camp Kitaki will cost, how much money is in their fund (and what is the fund's source) and relay this info to Shanti Gangadharan.
- Include a reminder in morning announcements that Yearbook orders need to be submitted by March 1st - Online.
- Think more about drop-off issues : maybe orange cones placed again to direct traffic; send out an email blast with rules again; police officer presence for a day, etc.
- Encourage Teachers to promote the Janet's Jungle sale and play the video in classrooms the day the sales start.

President (Shanti Damle)

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- Yearbook sales: send a mailchimp to PTO members; get checks from the office (verify that checks are not made to PTO) and call LifeTouch to see how many orders we have.
- Reach out to Jen Gehle, Art Night Committee Chair, to get the Waffleman work organized by parents.
- Make the Janet's Jungle thermometer flower - talk with Rene about making one that can be reused each year.
- Change March movie night (Moana) to March 24th in calendars.

President-Elect/ Information Technology Committee Chair (Brian O'Neal)

Vice President (Emily Killham)

- Write a survey for teachers that asks their suggestions for the use of PTO funds and also asks their opinions on specific suggested uses of the money (e.g., outdoor classroom, playground equipment, 3-D printer, printer for 3rd-5th wing of school) and post it on the PTO webpage. (Note: We didn't flesh out details as to whether this would be the same survey to give to students and parents, but we seemed to agree to send out to teachers first).
- Yearbook sales: modify Chronicle announcement that new order form this year.
- Try to rsvp for Star City Shores summer event.

Treasurer (Brian Agnew)

Secretary (Angela Korpas)

- Create annual report at end of school year documenting PTO's efforts during the year.