

# Colina PTO Executive Board Meeting Minutes

Date: August 16, 2016

Time: 3:00-5:33; Room 42

Attendees: Christian Becker, Laura Wintemute, Kelley Brunner, Janet Schwertley, Susan Fraioli, Leslie Wilkerson, Janice Osieja, Lisa Abeln.



<p><b>Calendar</b></p> <p>Janice is now doing Smoothie Sales. Sale dates- 8/24, 9/14, 11/9, 2/15, 4/12, 5/10          March and October dates need to be rescheduled. Flyers need to be edited and distributed. Janice will be working 2nd counter by J door. Christian is going to see if she can pick up kinder and first grade orders from the store to allow more room on the truck for smoothies since we will only have one truck this year.</p> <p>Lisa suggested asking Bahama Bucks to see if they can hold sales the days that Jamba Juice is not available. There is a new owner at Jamba Juice and he has cut schools from service, Colina was not cut, be he has reduced the number of sale dates.</p> <p>Bus riders will be dismissed at 12:31 to get their Jamba Juice. Kindergarteners and 1<sup>st</sup> grade will still have their Jamba Juice delivered.</p> <p><b>Family Dinner Nights</b>          8/30 Zeeke's          9/6 Chiptole          10/18 Peter Piper Pizza          11/22 On the Border          1/17 Mc Teacher Night at McDonalds on Chandler          2/2 Pei Wei          3/21 Zeeke's          4/11 McTeacher night - conflicts with Centennial FDN, Janice is looking into alternative dates that will not conflict.          Janice is going to try to coordinate a dual event with Baskin Robbins.</p> <p>Discussion of holding yearbook signing party at Peter Piper in May, but it conflicts with Centennial and the yearbooks will not be in at that point. Mrs. Brunner proposed having a FDN on 4/18, 4/19 or 4/20, 4/25, 4/26 instead of 4/11.</p> <p>9/28 is the Watch DOGS FDN at Jimmy and Joe's pizza.</p> <p><b>Dads and Doughnuts</b> will be changed to Monday 11/14 and the event will be held inside.</p>	<p>Christian Becker</p> <p>Janice Osieja</p> <p>Laura Wintemute</p>
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<p><b>Yearbook Plan</b>  Yearbook will be \$21 before Winter break and \$26 after Winter break. Plan is to order 300 and anticipate selling out as in previous years. Will be meeting with Susan to go over budget information. Anticipate breaking even this year.</p>	<p>Laura Wintemute</p>
<p><b>Book fair</b>  Laura will be using \$200 Scholastic dollars to order book fair marketing materials. Colina currently has over \$5000 Scholastic dollars. Laura asked Heather to get feedback from teachers on concerns and input to help make this year's book fair more successful.</p> <p>There will only be one book fair this year. The buy one/get one book fair will not be held this year.</p> <p>Book fair will be "Bookaneer" theme.</p>	<p>Laura Wintemute</p>
<p><b>Facebook/Website</b>  The webmaster asked teachers to like the page to help drive traffic to the page. She paid \$2 to "promote" a page and noticed the views did jump from 11 to 59. Mrs. Brunner said she will make sure to put something in the newsletter about liking the Facebook page.</p> <p>The webmaster is also linking posts back to the website. Terri Noll, who manages the website, would like committees to be sure to provide her with the updated event information as soon as possible so that she can keep the website updated.</p> <p>Discussion of allowing photos on Facebook and website. Previously the decision was not to allow photos. Families opt in or out of allowing photos to be taken and sign consent in the Kyrene handbook. The consent form in the handbooks includes photos taken by PTO and published on social media. It was determined this consent was sufficient and we will allow photos on the website and Facebook page.</p>	
<p><b>Budget</b>  Susan will answer line item questions next meeting. We are currently spending \$7450 more than we anticipate taking in. This is with the Read-a-thon event that is not yet planned, where we are anticipating receiving \$5000 dollars.</p> <p>Direct donations have not brought in enough money in the past three years to make significant impact.</p> <p>On 5/31/14, the account balance was \$88, 820, as of 8/15/2016 we have \$41,623.77. Historically we decrease by about 30% each year, this is a very</p>	<p>Susan Fraioli</p>

<p>concerning trend. If we stick on budget this year and get the anticipated \$5000 from Read-a-Thon. Due to this financial outlook, the budget will be further decreased.</p> <p>Any budget questions from the community should be directed to Susan.</p>	
<p><b>Shirts</b> Regular T-shirts will be provided to staff. Teachers will also have the option of purchasing a polo shirt for \$20.</p> <p>WatchDogs shirts. Christian would like all dads who participate to be provided a shirt. The official Watch Dog shirt is \$12 L/XL, \$15 1X/2X and 3X \$16 with new sign up discount of 20%. Jodi can make a Colina shirt that says DAD on the back for \$14 with an order of 60.</p> <p>Mrs. Brunner shared that the open enrollment rate at Colina is about 15%. Although some families may not be able to afford it, we do not necessarily need to always assume that the PTO needs to cover most things because families cannot afford to, as our numbers do not imply this is actually the case.</p> <p>Christian presented different possibilities like the PTO offering free t-shirts to the first 25 dads who sign up. Decision made to order the official Watch Dogs shirt. the PTO will order 50 shirts and be paid for by the PTO. PTO will be reimbursed by parents paying for shirts and the difference to be taken from Jimmy and Joe’s profits. Total order will be about \$500.</p> <p>Watch Dogs Discussion: some of the board mentioned they have not seen the flyers for 8/22 event. Jodi can create Watch Dog spirit wear that can be ordered by the Dad. Kelley is going to work with the front office on a display for the spirit wear. We could also have this information on the website.</p> <p>Heather suggested the Watch Dog picture with their child be shared on Facebook and the Dad tags themselves in the photo.</p> <p>PTO will be ordering baseball style t-shirt that says “Colina PTO”</p>	Christian Becker
<p><b>Lunch Carts</b></p> <p>Lunch carts were purchased for all staff who wanted them in 2015. 8 need to be replaced. Lisa is going to check with her husband who has a contact with Rubbermaid to see if they can be donated. Discussion will be tabled until we have response.</p>	Laura Wintemute
<p><b>Classroom Grants</b> Colina funds classroom grants above the level of the other area schools. Many other Kyrene schools only provide \$150 per classroom.</p> <p>Traditionally, teachers who have moved grade levels have gotten an extra grant. Susan is proposing that for this year only, we approve \$200 for each new teacher this year. The following teachers were approved for this additional</p>	Susan Fraioli

<p>grant:  Mr. Lewis approved  Ms. Arellano approved  Ms. Fishman approved  Mr. Gibson approved  Ms. Weinmann approved  Front office has no budget approved. This was a mistake. Susan requested approval for front office to receive \$150. The board approved.</p>	
<p><b>Magazine Grants</b>  The PTO is not providing \$25 towards magazines subscriptions. Discussion of the teachers using classroom grants to cover magazines costs. It was suggested that teachers seek donations from other families to cover costs of magazines. PTO will not be able to cover the difference this year. It was decided the PTP cannot supplement any additional funds to cover this and teachers will need to use their classroom grant money for this.</p>	Heather Smith
<p><b>Direct Donation Drive</b>  Goal was \$7500 last year and only \$3400 was raised. Discussion of whether we should continue this effort.</p>	Mrs. Brunner
<p><b>Volunteerism</b>  A proposal was written about increasing volunteer support at the school. Children whose parents volunteer tend to improve achievement in their own students and others. Families were volunteer and up to 4 volunteers can be on a team to earn volunteer hours in different areas. There will be three smaller prizes for hours earned by a certain date and one large grand prize at the end of the year. Volunteer hours can be earned in a variety of ways. Can only enter into one prize drawing as hours increase.</p> <p>Mrs. Brunner will get clarification on some volunteer positions from the district. Will table it then and finish discussion over email.</p> <p>Email decision was made to work on this proposal and then implementing this program as soon as possible.</p>	
<p><b>Read-A-Thon</b>  Mrs. Brunner does not propose using an outside company because we have to give them a percentage of the proceeds.  Looking for flat donation for students to participate in x amount of “reading sessions” throughout the year. Heather suggested line offering parents the opportunity to also support other students. Board discussed incentive options like extra recess or otter pops.  Janet and Janice offered suggestions of seeking corporate contributions in large amounts that would get recognition such as banners, links from our website to company website, naming rights.</p> <p>Janet motioned to have read-a-thon in the fall and basket auction in the spring. Janet has some information but would like to receive help on this.</p>	Mrs. Brunner
<p><b>Procedures</b>  Mrs. Brunner moved that we discuss at the next meeting. However, she did want to say that all discussion of issues would be at the meeting. We will</p>	Mrs. Brunner

establish norms and then discuss what will happen if norms are not followed at the next meeting.	
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