



Meeting Minutes Nitrauer PTO

Date: Tuesday, 10/16/18

Location: Nitrauer Elementary (Teacher's lounge/Faculty room)

Meeting Called To Order By: President, Maggie Foley

Time: 1900

Attendance: Number of attendees - 20

Listed in order of signature: Maggie Foley, Christina Lott, Kelly Fogleman, Dr. John Smith, Dr. Wendy Hancock, Angela Salabsky, Jessica Whitley, Laura McCamant, Rafael Rosario, Patrick Murphy, Elizabeth Roda, Deborah Gunter, Laura Cornelius, Alissa Bergstresser, Tess Wallace, Laura Stechman, Stephanie Ruth, Alex Massie, Diana Everhart Hanna, Anne M. Swinehart

Minutes: Minutes of 10/16/2018



Officers' Reports

President: Maggie Foley

Vice President: Angela Salabsky

Treasurer: Christina Lott

Treasurer's report (Budget Update) read and distributed during meeting.

Principal: Dr. Wendy Hancock

Committee Reports

President, Maggie: 1) Friendly's Night (Alissa)- Proposal that parents may fill-in for time not covered by individual teachers for the next year's event. Friendly's would like a PTO rep there for the entire time of fundraising event. 2) Patient First Urgent Care - offers area schools and Nitrauer \$1K for expenditure. Maggie plans to meet with representative from Patient First next week.

Treasurer, Christina: As of today \$70K is in Savings. Projected is \$20K - variance of 2K -- now at projected net loss \$9900. Last year's net loss \$13,600.

Dr. Hancock: 1) If there is a net loss of \$13-14K than we are on track to keep our budget the same for the following year, based on projected \$20K revenue from Race



for Education. Unexpected yields: Barnes & Noble (B&N) nights - idea is to spend that which is budgeted since big-ticket items are now covered by the District. [Per Kelly: Over the past three years, Nitrauer has typically spent \$13-15K each year.] 2) Received a check for \$5,000 from PTO tonight, in addition to over \$3K from Dr. Hancock for the library. 3) If a bus is exceptionally late - will continue to contact parents to notify of bus delay.

Spiritwear - Alex: Last year's prices may be honored. Only four colors offered. The vendor offers no extra smalls because it requires a different setup. Final Order: 11/18 - will work with Ali for Spiritwear forms; Purchaser requires orders by 11/29. Alex will work with Ali to finalize details. Logo to remain the same. Color options: Blue, Navy Blue, Grey, tie-dye? Proposed ship date: 12/7?

Old Business

Teacher Appreciation Gifts: 2nd grade teacher, Patrick Murphy, shares appreciation on behalf of fellow colleagues for the gifts.

Laura Brabson oversees Teacher Morale: no budget yet as this is new this year -- PTO remains interested in continuing to provide extras for back to school nights, etc. at random as budgets/volunteers permit. It was suggested that money and coffee are always welcome! Baked goods also popular with staff! :)

****Signup Genius:** for interested parents to bake, etc. - Parents/Guardians need to initiate and organize; PLEASE EMAIL Dr. Hancock and Ali first with ideas for dates that are approved (in-service days). May provide options for vegan, gluten-free, etc. Confirm any food allergies. In preparation for food table in lounge, please provide for 35-55 staff if possible. Jessica will send to Eblast once signup Genius is done. ALL signup Genius entries, please direct to Jessica.

Staff Appreciation - Custodian's Day: gift cards distributed & offices decorated; Alex made brownies

Mr. Rosario: color printer priced at \$334.39 with tax; extra toner with 3 different colors \$308 total; to last half a year... totaling \$773.28 (old model and cartridges cost more). Cartridges are proprietary as they likely don't sell in bulk. Used for schedules and daily five. May eventually become a budget-line item. **Maggie motions** members to spend \$773.28 on new printer/cartridges. **Motion passed.**

Book Fair – Laura and Kelly: 11/27-11/30/18 - This year the book fair vendor is Scholastic. Next year the vendor will be Follet. A few benefits of this new vendor will be less nick-knack items and 20% off for teachers (currently the benefit of Scholastic is teachers do not have to pay tax); may internet shop and keep account

open for a month (teachers may choose to spend or not). Requests we keep parent and teacher purchases separate.

Mr. Murphy: each teacher is assigned a basket to add books they are interested in for their classroom. Parents may purchase from these baskets as a gift to the classroom. PTO will give each teacher \$50 to purchase books from the book fair – they may purchase any remaining unpurchased books from baskets for classrooms or choose other books for classroom library. Mr. Murphy requested that teachers may know ahead of time, what is anticipated from the PTO to spend on books. If so, teachers will know their allocation. (Teachers may notify Dr. Hancock of classroom book requests.)

Maggie: Scholastic book fair is not a PTO fundraiser -- ALL proceeds are given back to our school.

Book Nook: Dr. Hancock & Patrick: suggests a Quarter Fund for students who forget and/or unable to obtain funds to purchase books for the Book Nook. Another suggestion discussed was to notify teachers that they may send out letters to all students. This letter would state any additional funds may be donated to cover other students. Discussion of any surplus funds ensued. Sheryl is the backbone of the book nook.

*****Popular books suggested for next year:** Arthur, Henry & Mudge, animal books, dinosaurs books, Who Would Win, Guinness Book of World Records; Pete the Cat, any book series (keep book donations for kids, under age 10)

New Business

Mr. Rosario: Cleaned and tidied up the Butterfly Garden with three other staff members. Shares Boy Scouts may lay mulch down. Proposal: Kreider's has mulch for \$295 and landscape fabric -- totaling approx. \$335.46. Discussed possible plant purchases (perennials, etc.). By Spring 2019, the garden should be more enjoyable and viable, and used for instruction and pleasure for students and staff. We thank you Mr. Rosario for taking the initiative to revive and maintain the garden!

(**Dr. Hancock:** The District only pays for designated areas standard with the building, not the garden as it's an "extra." District did pay for tree-trimming.)

Maggie motions for mulch purchase of \$335.46 and landscape fabric for butterfly garden. **Motion passed.**

Mr. Murphy: Shares request from school nurse -- now accepting donations for new underwear and stretchy pants, for both girls and boys (all sizes, for K-4th). Please place in a bag and give to Miss Ali in the office.

Diana Hanna oversees Staff Appreciation: Total of 36 professional staff (support staff are additional); 14 school bus drivers
Upcoming: Psychologist Awareness Week: 11/12-/11/16 (full week of recognition).
Accepting ideas on appreciation gifts. Dr. Hancock may pilot letters from children to distribute to them. Gift cards of \$10 to each paraprofessional - **Maggie makes motion. All in favor. Motion passed.**

Alex: discusses potential guidelines to apply for a school grant and will send to Dr. Hancock for discretion/approval.

Announcements/Events

Next meeting is 11/13/2018 at 1900 (Nitrauer Elementary, Teacher's Lounge).

Fall Fest: Friday, 10/26/18 5-7 pm (Kim Romano - volunteer chair, not present)
Bake Sale, Parade, Fire Dept, etc. to be involved with this event. 1) We are in need of volunteers for setup/cleanup for Fall Fest!! Please reach out ASAP. 2) Will need roads blocked by fire trucks. Dr. Hancock requests something "big" starts off the parade - i.e. a big truck (any interested volunteers?)

Race for Education: Per Kelly, we have received 850 back - approx. \$19K thus far

Pottery Painting: 12/1 (Saturday) - event date; Deb Landis -- please get order forms out ASAP so orders can be filled as competing with others for inventory; hope to have flyers out by Halloween with final date before Thanksgiving break (ideally orders in by 11/9, orders out by Thanksgiving at the LATEST)

Mix it UP -- Maggie is unsure if music will be available (any musically-inclined parent volunteer, please notify Dr. Hancock); lunch will be available; kids will be moved around in cafe during lunch; parents will help kids find their seats.

Book Sale: at F&M is May 2019 per Alex

PTO Message: We support all our children and families. Thanks to events like the Race for Education we can fund family events (roller skating, Fall fests) and projects. We are dedicated to fiscal responsibility and demonstrated transparency in the decisions voted upon, for the betterment of our school community.

Meeting Adjourned At: 10/16/18 at 2046

Minutes Compiled By: Tess Wallace, Secretary