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**Meeting Minutes – May 31, 2023 – 6:30 PM**

Board Attendees: Jamie Farber, Amanda Tank, Theresa Sacharski, Katie Prince, Kendra Reinoehl

Additional Attendees: Heidi Iacovoni, Karen Unruh, Courtney Cook-Hughes, Emily Brzezinski, Nikki Gundersen, Melanie Hoeksema

Start: 6:36pm

1. **General Questions/Feedback**
   1. Heidi voiced a concern regarding spending
      1. $8,000 SAW budget vs. $9,000 teacher grants.
      2. She would like to see much more money used for classroom materials and teacher grants rather than SAW.
      3. SAW costs
         1. Amanda said $2,250 was gift cards for teachers
         2. Rest of money from SAW went to food, decorations, activities, etc.
         3. Feedback from teachers was positive
      4. PTO by-laws say Budget can be voted on by anyone within the PTO membership
      5. How do we give more money back to the kids?
         1. Each teacher has a stipend for grants
            1. Many do not use all of their grant money
   2. Karen voiced, “What is the purpose of PTO (mission statement)?”
      1. Just to plan fun activities or give needs to classrooms and teachers?
      2. Amanda-responded, “To support school however it needs.”
         1. So both fun and needs
      3. Melanie responded - SO many needs met by PTO funds, especially replacement costs for books and materials
      4. PTO should be a *partnership* between teachers and parents
         1. Used to have a staff representative attend meetings
            1. Melanie will extend invitation to staff if anyone would like to attend
   3. Offer *more* General PTO meetings that any parent can attend
      1. Theresa is working on making a calendar of meetings for next year
         1. Will alternate monthly between Board and all parent meetings
   4. Emily requested more transparency and communication from the Board on when meetings are
      1. Courtney agreed on more communication on when meetings are
      2. Can we create a Google Form for parents, like an end of year survey re: involvement?
      3. Kendra can create a Google Form for end-of-year survey for teachers on what they need from PTO, or appreciate/dont like
   5. Communications - How can we increase visibility?
      1. PTO newsletter, Email, Facebook
      2. Do currently communicate via All but hard to hit everyone
      3. \*\*Need to have Communications Chair (or point person) for Social Media!!
         1. Possibly Courtney or Karen?
   6. Beginning of Year Communications
      1. Create a magnet with PTO meeting dates listed to hand out to parents
      2. Can be Intimidating to encounter lists with vacant Chairs needed (w/o descriptions) like has been done in the past
      3. Handout/packet with descriptions for each event
         1. Theresa is working on making this “Master List” over the summer including descriptions, timelines preceding each event, task list,etc
         2. CW PTO sent home a paper packet like this at beginning of year, listing each event, and is very helpful
   7. Nikki believes a bigger goal for PTO should be recruiting parents before focusing on event details
   8. Emily voiced - Once you get people in a role focus on supporting them fully
      1. Foremost, Be welcoming!, periodic check-ins, help with details as needed, Board members volunteer
      2. Board should be open to Chairs having new way to lead, rather than just what has been done in the past
   9. Melanie encouraged emphasis on syncing planning
      1. Create a “User’s Guide” for each event
         1. Helps staff *and* parents know what to anticipate
      2. Large Focus this year on syncing
      3. Amanda currently requests each chair person fill out description of details from event
   10. How can we better support parents?
       1. Many striving for a sense of belonging in the school environment post-Covid
       2. Other schools struggling with recruitment and retainment of parents volunteers as well
   11. Hard conversations first step
       1. What action steps can we take?
       2. Board point person check-in for each chair
          1. Make intentional, small little touch-bases
       3. Problem with feeling supported on Carnival stemmed from disconnect b/w Board “point-person” for the event, and mixed communication from other Board members
   12. Change communication from “Be on Board” to just volunteer
       1. Change language to “All Our Welcome”
       2. Run & Read Table open communication
       3. Collaborative problem solving
2. Budget Surplus for next year - $11,000
   1. District doesn’t want you to carry over more than 5-10% of budget
   2. District requires that PTO Board members named by 8/31/23
3. President Role
   1. Wealth of knowledge
   2. Amanda stepping down as Treasurer & Secretary by 6/30/23
   3. Jamie stepping down as President by 6/30/23
      1. Jamie will continue work with Melanie on Kindness for All
         1. Painting playground, etc.
         2. Have been talking with Fran about a Kindness book section and will order books to let each child in school “shop” from to take a Kindness book home
         3. Katie will take over PTO email account effective 7/1/23
         4. Kendra O will be one signer on bank account, need another signer by 6/30/23
4. 2023-2024 Board Vote
   1. By-Laws
      1. Cant be changed by individual school PTOS
      2. There are no set term limits for Board positions
      3. Cannot have operating Budget set without a President, Treasurer & Secretary
   2. Ballot Vote
      1. Need President, Co-presidents is an option
      2. Need VIce President
      3. Need Communications rep
   3. VOTE
      1. Unanimous 10 votes forTreasurer - Kendra Osowski
      2. Majority vote Yes for…
         1. Secretary - Katie Prince
         2. Treasurer - Kendra Osowski
         3. Fundraising Coordinator - Theresa Sacharski
         4. Community Relations Coordinators - Brandon Dexter and Amber McCarthy
         5. Members at Large - Kendra Reinoehl
5. Recruitment
   1. Run & Read great opportunity to talk to people
      1. Make a table with Chair, event, and available position information
      2. Get information out ASAP
      3. Courtney and Kendra R can attend and help out at first Run & Read
   2. Remaining PTO Board members will send email outlining plan

End: 8:35pm