

Ivy Elementary School PTO - November Board Meeting Minutes

Tuesday, November 14 at 6:30pm

Location: School Library

Board Members In Attendance:

Wesley Alter, Michelle Sallans, Lyndsey Cain, Jordan Zarwel, Laura Morris, Lexy McCallum, Stacy Benefield, Mairi Townsend, Hilary Ritt, Alexandra Marold, Jill Evans, Rachel Trafford, Elizabeth Pagels

Community Members In Attendance:

Rachel Strand, Autumn Kurtz

1. Call To Order
 - a. Meeting was called to order at 6:32 pm
2. Getting Settled - 6:32-6:34
3. Approval of Minutes - 6:40
 - a. Motion to approve by Mairi, 2nd by Michelle, minutes approved
4. Open Forum for PTO Community Members - 6:40-6:42
 - a. Rachel Strand & Autumn Kurtz in attendance - Jill mentioned refilling Ms Sheriff's change jar for book fair by putting out a jar at events
5. Principals' Report (Mrs. Underwood and Ms. Morris) - 6:42-6:47
 - a. Ms. Morris shared that the new reading program for K-5 for next year needs parent input.
 - b. Math Night is coming up on Dec 5th at 5:30 (kids can attend).
 - c. Thank you to everyone for the Veteran's Day program, we had a lot of people from the community come.
 - d. Thank you for the dinner that was provided on parent-teacher conference night and stock the lounge.
 - e. Yearbook cover is done and turned in.
6. Officers' reports - 6:48-7:25
 - a. *Presidents (Wesley and Michelle)*
 - i. Check in on how we're doing on the efficiency-teamwork spectrum - Email us if you have any feedback.
 - ii. We've had a phishing threat; please update your passwords!
 - iii. Michelle will share all ivypto email addresses and Google Groups the whole board.
 - iv. Mrs. Underwood will be including information in her next newsletter to let parents know that they can stock the snack shelf in the front office.
 - b. *Secretary (Maggie)*
 - i. Nothing to report
 - c. *Treasurer and Assistant Treasurer (Stacy and Rachel)*
 - i. Last month's bank statement is attached
 - ii. Required notification of over-\$500 expenses:
 1. Cincinnati Insurance Company - \$710.00
 2. Leslie Greiner \$540.00 (E-Zone Salary)
 3. Arts in Western Education - \$500 (donation)
 - d. *Co-VPs of Volunteers (Lexy and Jordan)*
 - i. Let's discuss the possibility of creating a PTO "gold" account in Sign-Up Genius (\$270/year). Right now, we are using multiple people's free

personal accounts, but having a PTO gold account will allow us to use premium tools and have the history/record year-after-year. Assuming we want to proceed with this upgrade, we have three options: - Allows for 10 people to be admins. The biggest need is the fun fair, but that's done for this year. Ms. Sheriff makes her own for Book Fair. Mairi, Jordan & Lexy will make a recommendation after Mairi speaks to Cait about how she was able to pass off the one she had.

1. Note it for next year's budget (and keep using the free, limited account this year)
 2. Create a gold account this year and pay for it out of someone's existing budget
 3. Create a gold account this year and vote on an out-of-budget expense
- ii. Photographs - if there are things that Jordan/Lexy might not know about, reach out and they will see if the photographers are available. Lyndsey mentioned photo credits and wanting to do them. Elizabeth mentioned that we could also do that in the yearbook.
1. PTO photographers will put all photos from PTO events in the "Photographers" folder in Lexy's/Jordan's shared drive.
 2. Any board member or chairperson wanting to use photographs for any purpose (e.g., newsletter, website, backpack mail flyers) needs to email Jen Underwood and Katie Bailey the photograph(s) and a brief explanation of the intended use of the photograph(s). Jen/Katie will let you know if they have permission on file for us to use a photograph of that child.
- e. *Co-VPs of Communications (Lyndsey and Elizabeth)*
- i. Lyndsey explained the Canva information that she sent by email earlier about the logo with the transparent background. Lyndsey said the tool allows us to add many team members so we can create and more easily share flyers, graphics, etc..
 - ii. Directory is coming soon! - We will need to find a new chair for this next year.
- f. *VP of Fundraising (Hilary)*
- i. Annual Fund campaign will kick off the week of 11/13. Donations will be accepted starting 11/28 (Giving Tuesday). Campaign ends 12/16. The Annual Fund committee has some fun things planned! - Will shut down the Friday before winter break. The bluebird mascot will be making appearances. If we meet our goals, there is a dance party in the works (WAHS band would play). The goal is 120 donations - it is participation based, not financial based. Wesley asked if we have instructions for people about how they can share the annual fund with people like grandparents. Hilary said we don't have that yet, but we can follow up on that. The theme is music - our music program needs new instruments.
 - ii. Auction: Lexy is starting to send donation requests to potential donors. - If anyone has businesses to reach out to, let Lexy or Hilary know.
- g. *Co-VPs of Outreach (Jill and Alexandra)* - There is nothing in the garden we want to save and we can use the county labor to clear it out. Jill & Alexandra reached out to Matt and gave the go ahead.
- i. New Family Welcome Committee - Ashley Magee is chairing this committee and is getting started.

- ii. Friends of the Library Book Drive - Marie Perry will chair the book drive again this year.
 - iii. E-Zone is wrapping up its fall session. They have decided not to host a winter session so they can focus on a strong spring session.
- h. *VP of Events (Mairi)*
 - i. No new progress on talent show yet.
 - ii. Preparations for Kids' Market (Friday, December 1) are underway.
 - iii. Auction chairs are working on finalizing a venue and date. - Will be at Meriwether Springs, date TBD. Details will come soon.
- 7. Teacher Representative Report (Ms. Carew)
 - a. No update
- 8. New Business
 - a. None
- 9. Date of Next Meeting
 - a. December 12th
- 10. Adjourn
 - a. Meeting adjourned at 7:26 pm