

Ivy Elementary School PTO
February Board Meeting Minutes

Tuesday, February 20 at 6:30pm

School Library

In attendance: Lyndsey Cain, Jordan Zarwel, Lexy McCallum, Elizabeth Pagels, Hilary Ritt, Jill Evans, Alexandra Marold, Virginia Carew, Jennifer Underwood, Mairi Townsend, Rachel Trafford, Stacy Benefield, Wesley Alter, Michelle Sallans

1. Meeting called to order at 6:33pm
2. Approval or correction of meeting minutes (November minutes, December agenda, January minutes)
 - a. Motion to approve made by Lyndsey Cain, 2nd by Mairi Townsend
 - b. All three meeting minutes approved with all in favor.
3. Principals' report (Mrs. Underwood)
 - a. It was a very busy and fun week last week! Events included the Kindness Challenge (won by Mrs. Pollack's class), the canned food drive, the 100th day of school on Thursday, and the PTO dance party on Friday.
 - b. The American Heart Challenge has started. Mr. Cruz has sent out a few emails, as has Mrs. Underwood. Mrs. Underwood and Mrs. Morris have committed to kissing a goat on March 8th if half the school registers.
 - c. ACPS created Family Guides in October. Mrs. Underwood and Mrs. Morris will be sending them out next week.
 - d. The school division chose HMH Into Reading as the new reading program for next year. Professional development and training for it will begin on March 5th. All teachers will be trained.
 - e. Every grade level will have learning fairs in the spring, to showcase each student's portfolio of work over the year. Stay tuned for more details.
 - f. Field day dates: June 4 (K-2), June 5 (3-5)
4. Teachers' Representative report (Ms. Carew)
 - a. The teachers loved the candy on Valentine's Day.
 - b. Mrs. Wetmore-Simpson wrote a thank you note to Lynn O'Connor and Cait Wieland for all they have done thus far in the year.
5. Officers' reports
 - a. Presidents (Wesley and Michelle)
 - i. Wesley and Michelle discussed the nomination process for seating year's PTO board.
 1. Wesley and Michelle will send an email tomorrow about the process and asking each board member to think about

whether they would like to stay on the board in their current position (if eligible), if they would like to shift to another position, or if they are planning to roll off the board. They would like input in about one week.

2. They explained the nomination process detailed in our bylaws.
 - a. The board will appoint a nominating committee which consists of 2 or more current officers, 2 non-officer parents (one from each wing), and 2 teachers.
 - b. Wesley and Michelle will solicit and review input from current board members.
 - c. Wesley and Michelle will send a message to the school community to solicit interest in board positions (highlighting roles that we expect to be vacant).
 - d. The nomination committee will develop a recommended slate of officers.
 - e. By spring break (3/29), the slate will be complete.
 - f. April 8th: The slate of officers will be sent out to the school community and voting will begin.
 - g. April 15th: Voting closes.
3. The board would then have the second half of April and all of May for outgoing officers to onboard their successors.
4. The nominating committee's goal is to fill those slots which we expect to be vacant for next year.
5. Wesley reminded everyone that no one can be in the same role for more than 2 years.
 - a. As Ms. Carew has been the teacher rep for 2 years, Mrs. Underwood and Mrs. Morris will provide the name for a new representative.
6. Wesley and Michelle discussed the make-up of the nominating committees.
 - a. Michelle and Wesley will be on the committee. If there are any other board members interested in participating, please let them know.
 - b. Wesley and Michelle asked for suggestions for the non-parent slots. The suggestions were: Jenny Hale, Maire Perry, Liz Peterson, and Jessie Foss.
 - c. We need 2 teachers. Wesley will write up something about the process and will send to Virginia for distribution to the teachers.

- d. If your position has some ideal qualifications (website design, Quickbooks, etc) and you are rolling to a new position or off the board, Lyndsey suggested making sure the nominating committee is aware of those desired skills.

b. VP of Events (Mairi)

- i. Auction: Planning is in full swing and going great! A huge thank you to Lexy McCallum (so many prizes and donations), Lyndsey Cain (website), and Stacy Benefield (square readers and everything money) for the outstanding job they're doing in getting us set up for the event!
 1. We have received lots of items for free/low cost (tent from ACPS, drinks next to nothing, propane for the heaters for free from Tiger Fuel, cookies for free).
 2. Volunteer needs: need dads (and others) to build/set up, bartenders, check in and check out, roamers, parking attendants.
 3. If anyone wants to help bake cookies, we have 22 dozen cookies to bake. Let Mairi know if you are interested.
 4. Mairi asked if anyone had Ipads for the event for the square readers. If you have an Ipad you are willing to lend, let Mairi know. She will need them 1 week before to test them. Alexandra and Stacy might have ones to lend.
 5. Music ideas: They have 1 idea, but are concerned it might be a bit much. They are looking for a musical presence and price is the driver.
 - a. Other options might be: Mr. Dan with Mrs. Wetmore-Simpson, Mrs. Pollack's student teacher on bassoon, students at UVA, a high school band, Mary Anderson
 - b. Send other suggestions to Mairi.

c. Secretary (Maggie) -

- i. nothing to report

d. Treasurer and Assistant Treasurer (Stacy and Rachel)

- i. Nothing to report

e. Co-VPs of Volunteers (Lexy and Jordan)

- i. Photographers are set for the auction. If you would like photographers for other upcoming PTO events or activities, please let Lexy and Jordan know!

- ii. Auction will need volunteers for check in/registration, bidding monitors, and check out. Look out for the sign ups soon!
- f. Co-VPs of Communications (Lyndsey and Elizabeth)
 - i. Ezone and auction sites are updated and are taking orders.
 - ii. Lindsey Cronberg will not be doing the directory next year, as her child is graduating. We will need to find someone new.
 - iii. Yearbook comms in place. Order your yearbook!
 - iv. They want to remind teachers and staff to upload any candid photos they have ASAP. They specifically need photos for kindergarten, 3rd and 4th. The goal is to have all pictures in and yearbook finished by March 8th so they can get a hard proof.
 - 1. Mrs. Underwood will work on getting photos.
- g. VP of Fundraising (Hilary)
 - i. Ivy Gear: We've decided to use Select Spirit because of more clarity in pricing/profit and increased variety of options (water bottles, bags, blankets, etc), and because of a recommendation from Hollymead's PTO. Stay tuned for more information.
 - ii. Restaurant Night - Brandy is working on Restaurant Nights with a restaurant at Dairy Market, Pro Re Nata and Outback. Stay tuned for dates.
 - iii. Auction (Hilary)
 - 1. We're almost finished with soliciting donations, and we have over 100 total auction items with an estimated total value close to \$30,000, including gifts from teachers, experiences with teachers (lunches, etc), and getaways.
 - a. Lexy is building the list to be sent out ahead of the auction. She will send it to Mairi when complete for distribution to the Ivy community.
 - 2. Mairi, Billy, James, and Lexy are working together on the logistics of the physical layout of the auction, display, check-out process.
 - 3. In addition to our yearlong PTO sponsors ("Community Partners in Education"), we will have 5-10 organizations specifically sponsoring the auction event.
- h. Co-VPs of Outreach (Jill and Alexandra)
 - i. School Garden:
 - 1. Mrs. Underwood sent staff an input survey 2/11 to get a better understanding of how the new garden will be utilized prior to planning. Responses already coming in.

2. Mrs. Underwood applied for a grant for garden equipment and other garden related items.
 3. There is no budget and no timeline.
 4. If anyone knows of groups or people that would like to build the garden for free or as a volunteer (boy scouts, eagle projects, etc), let Alexandra know.
 - ii. Book Drive:
 1. So far approximately 90 books have been ordered. It ends on 3/1.
 - iii. GOTR:
 1. Season is off to a great start. Practices started on 1/31 with 13 girls enrolled. No 5th grade girls due to drama club.
 2. There may be some conflict with Ezone on some rainy days.
 - iv. Teacher/staff appreciation:
 1. Candy bar sign up was a success!
 - v. E-Zone:
 1. Catalog: Catalog sent out the week of February 5th via social media, email, and backpack mail (2/8). Eight E-zone clubs total with 3 clubs on Monday, 2 on Tuesday, and 3 on Wednesday.
 2. Dates: Registration open Monday, 2/19 to Monday, 2/26. Confirmations of rosters will be sent by 3/1 to staff. Ezone clubs begin 3/11.
 - a. Art, Wildrock, and Games with Mr. Cruz are full.
 - b. Ezone seems to be most popular for grades K-2.
 - c. Floor hockey only has 1 enrolled, so he will open it up to 4th graders.
 3. Supervisor: The supervisor positions are filled. On Mondays and Wednesdays, we have more students, so we need another supervisor from 230-245 to cover snack time.
 4. Assistant: Wildrock assistant is TBD, may be volunteer or paid.
 - a. The board suggested asking student teachers or getting in touch with UVa's Madison House.
6. Date of next PTO meeting - Tuesday, March 19 at 6:30pm
7. Meeting adjourned at 7:32 pm