

Ivy Elementary School PTO
September Board Meeting
Tuesday, September 5 at 6:30pm
School Library

Board Members In Attendance:

Co-Presidents: Wesley Alter, Michelle Sallans,
Co-VPs of Volunteers: Lexy McCallum, Jordan Zarwel,
Co-VPs of Communications: Elizabeth Pagels, Lyndsey Cain
Co-VPs of Outreach: Jill Evans, Alexandra Marold
VP of Events: Mairi Townsend
VP of Fundraising: Hilary Ritt
Treasurer: Stacy Benefield
Assistant Treasurer: Rachel Trafford
Teacher Representative: Virginia Carew
Principal: Jennifer Underwood
Vice Principal: Laura Morris

Community members in attendance (number): None

Minutes taken by Michelle Sallans

1. The meeting was called to order at 6:35 pm.
2. The "Getting settled" questions of night were:
 - a. What is your name?
 - b. What is your role?
 - c. What are/were you known for around campus (past or present)?
3. Approval or correction of last month's meeting minutes
 - a. Lyndsey moves to approve the minutes from last year's last meeting
 - b. All approve
4. 6:35-6:40 Open Forum for PTO Members (none in attendance)
5. 6:40-7:10 Officer Orientation (Wesley and Michelle)
 - a. Jordan asks if people can write in their binders. Yes, they can!
 - b. Michelle reminds people to put forms in the binders so next year's officers have them for reference (volunteer form, reimbursement form etc).
 - c. Wesley gives overview of where we are and what the goals are for this year. We did a good fundraising year last year and have lots of interested volunteers for this year. This year is a rebuilding year, especially with respect to structure and organization.

- d. Wesley talks about how the vice presidents (VPs) are responsible for their chair persons and should be the first people the chair persons go to for questions and help. (ACTION: Wesley/Michelle will send all chair persons to them in the next few weeks to help them get started).
- e. Lyndsey asks about restaurant night. Hilary says all 3rd party fundraising have been grouped into one person ideally, but could be multiple people if needed.
- f. Wesley talks about reporting for the next meeting. Wesley and Michelle will send an email with the questions discussed in tonight's orientation (month's activities, questions they have, things they need help with). All officers will respond to Wesley and Michelle 1 week prior to the meeting. The goal is to make meetings more efficient.
- g. Google for Nonprofits set up is still in progress. The mlspto email addresses still work in the meantime. Outreach, fundraising, and events dont have mlspto addresses so please forward any messages to appropriate VPs.
- h. Lyndsey talks about how the emails aren't working, but shared drive is working so start populating it.
- i. Lyndsey discusses the communications strategy for this year. When planning for events or sending messages out, please talk to Lyndsey and Elizabeth about the communications strategy, as they have ideas of what goes on social media or backpack mail or website. It is helpful for them to have an idea of what you are planning. Mairi suggests putting the communications strategy for events, etc in the folder for next year.
- j. Wesley is working on finishing the budget. We will send it out to the board for a vote and then to the whole school community for a vote. (ACTION: Wesley/Michelle will send out budget for board vote.)
- k. Lyndsey asks if we have guidelines for voting on certain things. Wesley and Michelle will filter as officer reports come in and do a little research into what requires a vote or now. Budget items do not require a vote as they are included in the budget.
- l. Stacy talks about the reimbursement forms for this year. There is one consolidated form this year. Place form in PTO box in office when completed. If you need to use the debit card, send an email to Stacy, Rachel, Wesley, and Michelle with what you would like to purchase and the approximate amount, (there is a \$500/day limit). Email approval is fine. Stacy and Rachel will facilitate how to get the person the card.
- m. Mairi asks if the reimbursements should be separated by event (Stacy: yes)
- n. Lyndsey asks if she should put the form on website. Stacy says yes. (ACTION: Lyndsey will put the reimbursement form on website).
- o. Mrs. Underwood asks about the budgets for teachers. Stacy will send the form to Ms. Carew, who will send it to the teachers. She will send it in about a week to ensure email addresses are live. (ACTION: Stacy will send Ms. Carew the form after approval from principal and vice principal. Ms. Carew will send it to teachers as soon as emails are available.)
- p. Lexy says volunteer spreadsheet form is live and will put on drive and send it out while Google access is limited. She asked that volunteers still fill out form for this year, even if someone filled one out late last year. Feel free to use the volunteer

spreadsheet, but please keep Lexy and Jordan in the loop. Lexy also mentions the Coffee Chat on Thursday, Sept 7 at 800 am. (ACTION: Lexy and Jordan will send out spreadsheet in an email so people have access to it and can pull volunteers as needed).

- q. There are new PTO meeting dates, as we needed to shift some of them. (ACTION: Please double check meeting dates and put them in your calendars.)
6. 7:10-7:15 Principals' report (Ms. Underwood and Ms. Morris)
 - a. It has been a good start to the year. The first whole school morning meeting went really well and was about how each student needs something a little bit different.
 - b. We have an officer who has been helping out in the morning with traffic and ensuring buses can get in efficiently.
 - c. We have some families who are using the early drop off option due to lack of buses.
 - d. There has been some vandalism, so call police if you notice people on roof or near the ACPS van.
7. 7:15-7:25 Officers' reports
 - a. Presidents (Wesley and Michelle): None
 - b. Secretary (Maggie): None
 - c. Treasurer and Assistant Treasurer (Stacy and Rachel): None
 - d. Co-VPs of Volunteers (Lexy and Jordan): None
 - e. Co-VPs of Communications (Lyndsey and Elizabeth): None
 - f. VP of Fundraising (Hilary):
 - i. She has created a sponsorship program spreadsheet and would like to crowd source that and get more ideas for sponsors. If you have ideas, please let Hilary know or populate the spreadsheet, and then Hilary will contact them.
 - g. Co-VPs of Outreach (Jill and Alexandra): None
 - h. VP of Events (Mairi)
 - i. Flick on the Field: The rain date is Sept 22. They will make a decision on Thursday. Mrs. Underwood can send texts to the whole school if needed.
 - ii. For families who receive free and reduced lunch, Mrs. Kovach will populate a spreadsheet with families and PTO will cover pizzas, allowance for book fair, etc, so that all families have equal access.
 - iii. Fun Fair: Mairi needs volunteers! Mrs. Stinette will be running Henley volunteers. Mairi is asking if teachers, especially those near the pencils, to open rooms their classrooms for Fun Fair.
8. Teacher Representative report (Ms. Carew): Everything is going well so far!
9. New business: None
10. Confirm date of next meeting (The next meeting is Oct 17, 630pm)
11. The meeting adjourned at 739 pm.