

PTO Meeting Minutes

August 25, 2015

8-9 am, Library

- I. Attendees: Stephanie Peacock, Kathleen McCrohan, Sunny Shim, Stephanie Fisher, Catherine Sinclair, Kim Robles, Amy Shineman, Erin Yokomichi, Cher Serhal, Lindsey Talga, Jenny Emerson, Nancy Robbins, Tina Nagamani, Penny Dwyer, Stacy Johnson, Mike Douglass, Tammy Damrath, Paula Hruska
- II. Call to Order, Introductions of board/all attendees
- III. Co-Presidents: PTO Overview of the year:
 - a. Thank you to the Welcoming Committee, Kindie Coordinators, Spirit Wear Committee, Cultural Connections, Caller Co-Chairs, Volunteer Manager Co-Chairs.
 - b. You are PTO is the message for this school year. All are welcome to give feedback at any time, as every parent is a member of the PTO. One suggestion: on the marquis in front of the school specifically say “new members welcome” to things such as the PTO meetings. This will be noted in ETales as well.
- IV. School Update: Julie Jaeger, Principal
 - a. Celebrations: great attendance at back to school night.
 - b. Clubs/Activities: Cottonwood added 6 new clubs last year. New this year is the Math team for students in grades 4 and 5. Beachwear day is tomorrow.
 - c. Playground Update: Parent meeting on Tuesday, September 1st. In early August, playground committee met to review vendors and options. Bids were from 4 different vendors with 6 different options ranging from \$62k-\$105k. Surface area upgrades were available for another \$50k; repair estimates for upgraded surface area is \$200 per square foot. After the parent meeting, she is hoping to have direction. Timeline depends on manufacturer availability of equipment.
- V. Budget
 - a. Julie – provided history on TA expenses. Historically, the PTO has funded all of the TA expenses. There is no money in the school’s budget for TA expenses. The state is still underfunding schools in the amount of \$58 million, so negative factor still exists. In 2014-15, a tech support TA was funded for half of the year.
 - b. Kim Robles (Treasurer) explained that half of the PTO’s budget is for TA expenses. Another big expense is subscriptions.
 - i. Question: Why do we fund subscriptions in the budget vs. allowing it to be up for vote in allocations? Answer: For planning purposes. It is hard for teachers to plan lessons if they do not know if these supplemental materials will be available.



Cottonwood Creek Elementary PTO

- ii. Question: Are subscriptions spread evenly across grades? Answer: It is funded based on a dollar amount per student so more dollars are allocated towards 3rd-5th grades based on the size of the grades.
 - iii. Question: Why are we budgeting so much for subscriptions? Answer: Last year, the funds were paid out of the wrong account so the amount budgeted for the year is close to the true amount that will be spent.
 - iv. Question: If the PTO could not pay for the library subscriptions, would the school fund them? Answer: Julie – probably, but she does use her full budget for the year without this expense.
 - v. Question: What are the operating expenses? Answer: Websites, keychain cards, Volunteer Manager, Black Tie, credit card expenses.
 - vi. Question: Why are field trip expenses in the budget vs. allocations? Answer: Julie – Teachers need to know for sure what is available funding wise prior to booking their trips. Some trips require a lot of advance planning/cost like High Trails for the 5th grade.
- c. Committee Updates
- i. Cultural Connections – flyer going home in backpacks today for breakfast next Friday, 9/4.
 - ii. Carnival – September 25th. Tickets will be sold the Friday before plus the week of the carnival. There will be food vendors, international tent, face painting, balloon animals, as well as a community service piece. No photo booth this year. Volunteers are needed.
 - iii. Run4Funds – Run day is 10/2; prize day is 10/16. Lots of information will be sent home soon. Vendor has a Facebook page created specifically for Cottonwood, with a link for information and online donations. International donations will be available again this year. After the event, there will be discussions about other vendors and/or other fall fundraising options.
 - iv. Fall Online Auction/Fall Fundraisers – Erin Yokomichi introduced Jenny Emerson as procurement chair. Donation forms are available and she is asking everyone to solicit donations. Theme of the online auction is holiday gift giving. All front row seats and teacher chances will be available (excluding specials teachers and whole school type opportunities). Fall fundraisers – Amy Shineman mentioned the flyer that went home in backpacks about the fall fundraising parties/options. The parents night out for tonight has 35 kids attending. Dudes and Daughters is September 10th with about 70 girls signed up so far and the mother/son kickball game on September 19th has 50 boys attending.
 - v. Cherry Creek 2021 – Molly Lamar encouraged all parents to attend these long range planning meetings. The dates and locations will be put on the master calendar and included on the website



Cottonwood Creek Elementary PTO

and ETales. She also mentioned a survey that is available discussing the high school start times, which is available on the CCSD website. PTO will send in ETales.

d. Volunteer Manager

- i. Paula Hruska shared that Volunteer Manager is the system that is used to collect and interact with volunteers. The site went live on Monday, August 24th. Committee chairs are asked to wait until after August 31st to pull their first list of volunteers. Parents can sign up at any time so check back before sending out info to your volunteers. The system does not send automated emails. There are over 41 interests listed for volunteer opportunities. Kathleen will send a separate email to the kindie parents explaining the system. Be careful of the volume of emails you send out – only send to your specific class/committee – NO SCHOOL WIDE EMAILS. Suggestion was made to include deadlines for volunteering for events in Etales.

e. Comments: Big thanks to Cat and Kim (Co-Treasurers) for all their hard work on the budget.

f. Meeting adjourned at 9:13 am.

Respectfully Submitted,

Cher Serhal

Co-Secretary