

## **Franklin-Randall PTO Board Meeting Minutes**

1. PTO Board meeting September 13, 2018, called to order 5:30 PM
  - a. Attending: Co-Pres Megan Spicer, Co-Pres Erin McMillan, Randall Principal John Walsh, Franklin Principal Sylla Zarov, Treasurer Sharon White, Volunteer Coordinator Jess Cook, Fundraising Chair Jamie Miller, and At Large Board Members Alison Stites, April Grimsley, Sara Mandell, Colleen Moss
  - b. Not Attending: PEG reps Tonya Rasmussen & Ellen Boyle, Secretary Adam Hirsch
2. July meeting minutes approved.
3. Principal update by Sylla and John—both described successful start-of-school events.
4. Membership meeting schedule:
  - a. Colleen confirmed childcare has been scheduled for the rest of the PTO Meetings
  - b. Next PTO Meeting topic is “Day in the life a Franklin/Randall Student.” Presenters will be Sylla & John, plus certain teachers they identify. Topics that may be discussed include a description of specials and how best to prepare for upcoming parent-teacher conferences.
  - c. April/Colleen are using contacts from the District to reach out and find appropriate speakers. This process is ongoing but they feel they are on-track for identify and schedule appropriate speakers for the PTO Meetings.
5. Fundraising update-
  - a. Amanda V. has accepted a new career opportunity and therefore had to step aside from her lead role in fundraising. Therefore, Jamie will be taking the lead on fundraising efforts.
  - b. Jamie updated that we are on-track for the fall fundraiser campaign.
  - c. Jamie discussed business sponsorship opportunities. We hope to streamline business sponsorship by offering businesses different package options, with the idea being that we can offer businesses a sponsorship package once a year instead of repeatedly reaching out and asking for sponsorship of specific and various activities throughout the year. The hope is to use business sponsorship campaign to make up for the loss in fall fundraising efforts due to sharing of the parking program.
6. PTO Alliance update
  - a. Erin updated that there a few new PTO boards who have joined the PTO Alliance. They have their first meeting October 1<sup>st</sup>, so she will have more to update next month.
7. Treasurer’s Report:
  - a. Sharon gave an overview of the budget and discussed specific changes from the previously circulated budget discussed at the July meeting. The updated budget includes the following:
    - i. Changes to how expenses for parking are accounted for.
    - ii. Allocation of additional funds to social workers so that they are able offer additional assistance to those most in-need.
    - iii. The equity and inclusion committee remains and will be led by Karen with additional team members
    - iv. Discussion about the student directory— it appears that the District will print the student directly this year, and it is expected to be available the first or second week of October, between Halloween and Thanksgiving. We discussed whether to take these expenditures out of the budget, but decided to

maintain the current budget until we know for sure whether the District will cover all costs associated with the Directory.

- b. Motion to approve Operating Budget passed; all present voted in favor, no neighs.
- c. Discussion of PTO Grant programs: John raised an issue about the PTO Grant program, and what types of projects were appropriate to request funding. We discussed how to determine what projects have priority, and which are appropriate to refer to the PTO Grant program.
  - i. Consensus was that school priorities should be determined by the principal in coordination with the teachers at each school. We discussed what the parameters have been (or should be) used to decide which projects are appropriate for PTO Grant projects, and how those parameters are communicated to those who might be interested in applying for a PTO Grant.
  - ii. Ultimately, we decided to make an agenda item for next meeting to discuss this issue. There was some recollection that Sara Sullivan had drafted rubric around the grant process, but we wanted time to circulate and review the rubric for further discussion. We discussed that we would like to update or finalize the priorities for those who might be interested in applying, and make sure they are posted for would-be-grant-applicants to make the process transparent.
- d. Capital Budget: Sharon circulated the Capital Budget that was approved in April, 2017. We discussed that the Capital Budget is meant to cover things not included in the “operating budget”—so these are one-time expenditures and are not meant to be ongoing expenses.
  - i. We have money saved that could be allocated to new capital projects.
  - ii. We discussed what items might be good “capital budget” projects.

Suggestions included

    - 1. Playground upgrades
    - 2. Locks for doors. We discussed that the District has a plan for locks, but they are rolling it out and it is unclear when our schools would get locks. We discussed security at the schools and whether the principals or teachers felt the need for a short-term solution. There is some concern that if we were to spend the money now, it may contradict the District plan (i.e. they may be putting in a specific system with updated technology). Sylla had already installed a short-term fix that the teachers felt was working. The new office configuration (where everyone has to walk through the office to enter the building) has definitely helped security of the building.
    - 3. Climate change/air conditioning. We discussed the school climate when temperatures rise, and whether there was something the PTO could do to assist in cooling certain rooms down. Many classrooms already had fans—they help but are very loud, which makes teaching difficult.
  - iii. Sylla/John will check with the teachers at each school to hear ideas or requests for projects that might be appropriate as capital projects, and we will table discussion until next meeting.

## 8. Volunteers

- a. Jess gave an update that all major events have lead volunteers.
    - i. We discussed the hope to find a co-lead for parking. This is a position that could use additional help, plus is one where training is key. We would like to have a co-lead in place to ensure experiential knowledge is not lost when the lead volunteer changes.
    - ii. Jess drafted a guide for volunteer leads, which will assist lead volunteer to be successful in planning their events.
  - b. For day-of-event volunteers, Jess has recommended to the event leads to reach out about 6 weeks prior to their event.
  - c. Leigh gave an update on the Room Parent Project and we discussed the draft language describing the program. The goal of this project is to build community in the classroom. This first year will be a pilot program. The hope is to get a couple of teachers in each grade to participate on a volunteer basis.
    - i. We discussed that there is some tension in the language—whether the purpose is bringing families together vs. supporting teachers. The message should be clear that this is about building community.
    - ii. We discussed keeping the description and specific parameters a bit more open to ensure each teacher has flexibility to incorporate it into their classroom in a way works for them.
    - iii. The plan is to use the pilot program this year to get specific feedback and make changes to the program as needed. This will be an informed process that has potential to unify classrooms and foster community, with minimal time commitment from teachers.
9. Motion to adjourn approved.