

Kyrene de la Sierra
P.T.O. General Meeting Minutes
November 19, 2013

Meeting called to order: 9:07am

Meeting Adjourned: 9:52am

Attendees: Mrs. Connor, Melissa Lien, Monica Gellman, Dee Hruschka, Kristin Ito, Chris Zaenglein, Shannon Reagan, Liz Hill, Margo Lipari, Niccoli Anderson, Kimberly Tussing, Denise Truman, Erin Myers, Bob Myers, Harmony Hess

Minutes approved by: Shannon Reagan moved to approve September minutes. Minutes approved by all attendees.

Principal's Report - Mrs. Connor

- Mrs. B. will visit Sierra on December 6th. There will be two performances, K-2nd and 3rd-5th. Mrs. Trent won a grant for \$500. She will use this grant to pay for Mrs. B to visit Sierra. Mrs. B is a well-known children's author and an animated story teller. Mrs. B will read to all of the students and sell her book.
- Mathew Hall, a children's author, will visit Sierra November 25th and 26th. Mrs. Wheeler, Sierra's librarian, is bringing in Mr. Hall to work with two classes at a time, giving each a 45 minute presentation. This will take place in the library. The students will be working on creative writing, how to publish a book, and will complete a writer's workshop.
- Mrs. Conner reported that there was a conversation at last month's site council meeting regarding the Arizona state tax credit. The conversation revolved around ideas to increase tax credit donations. The result is that Mrs. Connor and Mrs. Westermann will provide some incentives to increase participation at Sierra. Teachers will come up with ideas at the next staff meeting and the kids will vote on which incentive they like the best. This promotion will be announced within the next few weeks.

Treasury Report – Shannon Reagan

Beg. Balance: \$28,853.71
Total Income: \$ 23,554.02
Total Expenses: \$15,637.88
Ending Balance: \$36,769.85

- Shannon reviewed the banking summary line by line with all attendees.

Volunteer Needs – Kristin Ito

- Kristin discussed why a volunteer coordinator is needed for each classroom. This volunteer will be asked to help recruit volunteers for various PTO events.
- Book Fair - Volunteers are still needed, though many volunteers have already signed up to help with this event. An email requesting more volunteers has been sent to each classroom volunteer coordinator for distribution to parents.
- Turkey Trot – Volunteers are needed for this event. Another request will go out Friday, November 22nd. So far no one has volunteered to help with this event.
- Liz Hill went through the process the communications team goes through to market each event.
- Writers are needed for the Family Dance, Movie Night, and School Supply Packs.
- Next year writers for Spirit Wear and Watch D.O.G.S. will be needed.

Committee / Activity Updates:

- **Fall Festival** – Denise Herman
 - Total money raised at this event was \$5,131.42, which was a little higher than last year. Next year we will increase the use of tickets instead of allowing vendors to collect cash. Overall this event was very successful.

- **Book Fair** – Melissa Lien
 - The Book Fair begins Thursday, Nov. 20th.
 - Each class will be assigned one day to shop.
 - Classrooms will earn book credits based on a poster contest (1st place = \$250, 2nd place = \$150, 3rd place = \$50). Posters will be judged by Mrs. Connor, Mrs. Westermann, and the PTO presidents.
 - All proceeds from this event will be taken in book credits, which will be distributed throughout each grade and to the poster contest. Teachers need to purchase books at a higher reading level to meet current core curriculum standards. The book credit will help them to do this.

- **Turkey Trot** – Shannon Reagan
 - Everything for this event has been ordered.
 - Volunteers are still needed.
 - Finishing stickers will be used again this year. Enough stickers have been purchased for this year and for next year.
 - Water will come from Water & Ice.
 - Pies will be purchased from Sprouts, Walmart and Safeway.
 - A fire truck will be on site for the kids.
 - There will be two places for people to check in: The front office and the gate at the NEC of the school. Temporary badges will be used. Watch D.O.G.S. will be at the gates to monitor the people coming and going and make sure everyone has a visitor badge.

- **Holiday Shoppe** – Niccoli Anderson
 - This event will begin Monday, December 9th.
 - The marketing materials arrived today. The trinkets will arrive next week.
 - A request for volunteers will be sent to parents once the Book Fair is complete.
 - This event will use the same schedule as the Book Fair.
 - This will not be open after school, only during lunch.

- **Cookie Exchange** – Monica Gellman
 - This event will take place on December 18th.
 - 80 volunteers are needed to donate cookies. Additional volunteers will be needed to collect and assemble the cookie boxes on December 18th.
 - Boxes have been ordered.
 - Heather and her sister are working on the ribbons and cards for the cookie boxes.
 - Sign up Genius has been set up.
 - The flyer requesting volunteers will be distributed at the Book Fair.

“Respectfully Submitted”

Margo Lipari, November 26, 2013

Margo Lipari

Chris Zaenglein, November 26, 2013

Chris Zaenglein