

Kyrene de la Sierra
P.T.O General Board Meeting Minutes
October 22, 2013

Meeting called to order: 9:06am

Meeting adjourned: 9:50am

Attendees: Mrs. Connor, Melissa Lien, Monica Gellman, Dee Hruschka, Kristin Ito, Chris Zaenglein, Shannon Reagan , Amanda Holtom, Gail Kronick, Kim Graber, Lisa Smith, Stephanie Pinteric, Bethany Davis, & Denise Trueman.

September Meeting Minutes: Monica moved to approve the September 2013 General Meeting Minutes. Minutes approved by all attendees.

Principal's Report: by Mrs. Connor

▪ **Rachel's Challenge Update**

- Program Launch -- Mrs. Connor noted that the program kick off last Thursday, October 17th went very well. There were two separate grade level assemblies for students (K-2nd and 3rd-5th) and an evening community event on this day. Mrs. Connor also commented that students were very excited about the program and that she has received a number of very positive parent testimonials.
- The Sierra Student Council will be involved with the continued implementation of this program, which is appropriately designed to have kids positively impact other kids.
 1. They are currently organizing an "I Accept Rachel's Challenge" Poster Signing event to take place next week during lunch. Students will be asked to sign the poster and, by doing so, commit to the 5 tenants of Rachel's Challenge (1. Look for the Best in Others 2. Dream Big 3. Choose Positive Influences 4. Speak with Kindness 5. Start Your Own Chain Reaction).
 2. An "Acts of Kindness" chain will be created by Sierra students during the course of the school year. Students who either witness or receive an act of kindness from someone will be asked to write it on a 'chain link' of paper. These chain links will then be connected to create Sierra's Act of Kindness chain.
 3. Student Council members will be involved in brain storming additional ways of implementing Rachel's Challenge at Sierra, such as journaling.
 4. Mrs. Wainwright & Mrs. Imrie will seek to create a mentee relationship with Altadena to gather supplemental ideas that may work at Sierra with a short-term goal of potentially co-joining the Acts of Kindness chains from each school.

▪ **Watch D.O.G.S Update**

- Mrs. Westermann is currently building a daily schedule for Watch D.O.G.S. volunteers. The day of their assignment, volunteers will be involved in a variety of tasks including, but not limited to, providing classroom teacher help, E.S.L. student tutoring, organizing & playing games during recess, lunch room assistance, managing traffic with the parent drive-thru carpool lane, & morning video announcements.
- Bob Myers, one of the Committee Chairs of this program, was the first official Watch D.O.G.S. volunteer at Sierra on Monday, October 21st. His volunteer presence generated a lot of curiosity & interest. He stood out sporting his official Watch D.O.G.S. volunteer shirt and badge. Program volunteers have already been scheduled for every school day through the end of December 2013.

Treasury Report: Shannon Reagan

- Shannon reviewed the prior month's PTO Banking Summary report (9/6 through 10/10) in line item detail for income and expenses. The current Treasury standing is noted below (please see the Banking Summary report for more detail).

Beg. Balance: \$28,853.71
Total Income: \$ 10,151.56
Total Expenses: \$13,084.03
Ending Balance: \$25,921.24

- Amendment to the 2013/14 PTO Operating Budget -- Monica Gellman moved to approve a line item annual budget of \$300 for the newly formed Watch D.O.G.S. PTO committee. The motion was approved by all attendees. The \$300 is primarily slated for start-up costs, including the recent pizza kick-off party. The goal is for this committee to be largely self-sustaining with operating revenue primarily raised via fundraising events.

Proposals/New Business

- **Sierra PTO Photo Release** – by Monica Gellman
 - The Kyrene School District photograph liability coverage does not fully cover the Sierra PTO. Further, privacy laws prohibit the District from sharing certain information. As such, the new PTO Photo Release form to be sent home to all Sierra parents to sign is designed to better protect the Sierra PTO from potential litigation and associated costs. The form gives the Sierra PTO permission to use school related photographs of anyone family member in PTO printed materials & slideshows, on the PTO website & social media, as well as a variety of other promotional ways. This will be an "Opt In" form and photographs will not be used if a completed form has not been signed and returned to the PTO.
 - Posters will also be posted at the entrance of all PTO sponsored events informing parents that photos will be taken and may be used in school publications.

Committee Updates

- **Fall Fundraiser** – by Melissa Lien
 - The Fall Fundraiser collected a total of \$16,173. While it fell short of the \$20K goal, it was above the \$15K soft goal and permits the PTO operating budget to stay on track as-is.
 - Bingo Night, the Fall Fundraiser kick off event, was quite successful and helped meet the soft fundraiser goal by generating roughly \$2,500.
 - Monies donated by grade level are as follow.

1. Kinder	\$1,700
2. First	\$1,600
3. Second	\$3,200
4. Third	\$2,600
5. Fourth	\$3,000
6. Fifth	\$1,800
 - There was approximately a 30% to 40% student fundraiser participation rate. Participating families tended to make larger donations. It was suggested that there's a need to brainstorm ways to

increase overall participation & figure out how to encourage non-participants to donate on any level no matter how small.

- Prize Packs have been awarded to each grade level winner.

▪ **Fall Festival** – by Melissa Lien

- The Fall Festival is this Friday, October 25th from 5:30 to 8pm and will include a large variety of activities, including 10 carnival games, 11 bouncers, rock wall, berry spin ride, self-serve photo area, cake walk, concessions, costume contest, pumpkin walk, DJ dance contest, Sierra Marimba Band performance, etc...
- Volunteers are still being recruited. There are 24 volunteer hours (or 48 shifts) yet to be filled. Kristin Ito circulated a volunteer sign up sheet during the meeting to gather additional help.
- The purchase of wristbands & tickets will be used to pay for everything at this event, except snow cones from Water & Ice, glow stick products, & frozen yogurt purchases from Yoasis. Pre-ordered sales of wristbands and tickets will be delivered home by Thursday the 21st, but will also be for sale at the event.
- Non perishable, store bought Cake Walk donations are being requested. Parents can drop these off at the carpool lane in the morning or in the front office before noon on Friday the 25th.
- A newly created Fall Festival event map will be provided this year. The map will highlight the locations of each classroom volunteer assignment area and various events/activities. It will be sent home via Listserv email and will also be available at the Volunteer Check the night of the event.
- Stadium lighting will again be set up on Sierra's field to ensure the event has good visibility.
- The Pumpkin Walk will be organized and run by Sierra's Student Council.
 1. Pumpkins will be lined up by grade level on Sierra's uncovered basketball court area on the west side of the playground.
 2. Historically, the Pumpkin Walk has been a separate event held on a separate night. In efforts to simplify Sierra events, it has been merged into the Fall Festival.
 3. Students should bring their carved and/or decorated pumpkins with a battery operated votive light to school on the morning of the event and take them directly to their classroom. Teachers will be available to assist students. Families should be sure to collect their pumpkins prior to 8pm if they would like to take them back home.
- A concern was raised about students being overloaded bringing both cake walk donations and pumpkins to school the morning of the event. The Sierra PTO will address this issue prior to the event and try to ensure extra volunteers are on hand to assist students in the morning.

▪ **Turkey Trot** – by Shannon Reagan

- Sierra's Turkey Trot will be held on Wednesday, November 27th. This annual district-wide fun run starts with the Kindergarten class at 8:30am. Parents are encouraged to attend. They can either 'trot' with their children or cheer them on during the run and at the finish line.
- The following tasks have been completed.
 1. Firefighters and a fire truck have been scheduled to be onsite for the event. Children can tour the truck and chat with firefighters after their trot.
 2. A charity gift donation process has been arranged. Families will be encouraged to bring an unwrapped toy to donate to the needy. A box will be set up on the playground for donations.
 3. A Turkey Trot turkey costume has been purchased.
 4. Fliers to be sent home promoting the event have been printed.
 5. The Turkey Trot grade level running time schedule has been scheduled and approved.

- Shannon is working exclusively with Sprouts for pie donations and/or special pricing. 35 pies are needed for each classroom's winner and as a thank you for several volunteers.
 - There will be a water station set up for hydration. Gatorade will not be served this year due to the sugar in the drink attracting bees.
 - Parents need to sign in to the school with a picture ID and are advised to arrive early to find parking.
 - Parents can stay for lunch with their child.
 - The administration will have two sign in stations for this event, one at the front office and the other by the field. Watch D.O.G.S. volunteers will man the gates to the school to ensure that only adults who have checked in will have access to the field event. Parents and family should check out at the same place they checked in to ensure they return their assigned lanyard and retrieve their picture ID.
- **Hospitality** – by Melissa Lien
 - Brittany Strubbe, our Hospitality Chairperson, has organized catered teacher meal support for conference week on Wednesday (10/23) and Thursday (10/24) from My Big Fat Greek restaurant and Jersey Mikes, respectively.
- **Restaurant Nights** – by Melissa Lien
 - Christy Ellis, our Restaurant Chairperson, has arranged our October Restaurant night to be at The Perfect Pear (SWC Desert Foothills Pkwy/Chandler Blvd) on Tuesday, October 29th from 1030am until 9pm.
 - Sierra will earn a portion of proceeds on dine in or take out purchases that day.
 - Families should bring the backpack advertising flier or mention that they are there for the Sierra restaurant fundraiser.
- **Book Fair** – by Chris Zaenglein
 - The Book Fair will be Thursday, November 21st through Wednesday, November 27th. It will be located in Room 11 and will also be open during the Turkey Trot event.
 - “Reading Oasis, a cool place to find hot books” is the theme and it will have an Egyptian motif.
 - Scholastic will be the Book Fair vendor.
- **Meeting Attendee Raffle for Book Fair Bucks** – by Melissa Lien
 - Melissa Lien raffled off two coupons worth \$5 each to two lucky meeting attendees. The winners were Amanda Holtom and Kim Graber. The coupons may be used as cash at the upcoming November Book Fair.

Respectfully Submitted,

Margo Lipari, October 29, 2013

Margo Lipari

Chris Zaenglein, October 29, 2013

Chris Zaenglein