

# Auburn Elementary PTO Minutes

November 7, 2016

**Attendance:** Stephen Sevenser (Principal), Ashley Nowak and Amanda Vantol (PTO coordinators), Elizabeth Garchow (PTO coordinator and Secretary), Nicole Kingsbury (Treasurer), Karen Rauschenberger (teacher) and 6 parents.

The meeting was called to order at 6:33 and was immediately followed by the Pledge of Allegiance.

Vantol welcomed everyone and Garchow made introductions of the PTO coordinators to new faces.

**Secretary's Report:** Meeting minutes from the September, 2016 meeting were reviewed and approved. A motion was made by Rauschenberger and was seconded by Jenelle Dufresne.

## **Treasurer's Report:**

- Kingsbury will now fill the PTO Treasurer position; a change made in October. As part of her district responsibilities, Kingsbury is required to oversee and confirm all deposits the PTO makes in district accounts. In the past, a coordinator would work in conjunction with the PTO treasurer to count out and arrange for the deposit. Kingsbury would then have to go back over and confirm all the transactions and calculations. By signing Kingsbury on as the treasurer, she can do both jobs at once, cutting down the depositing process by half.
- Another change that has been made, is an update to the budget outline. Kingsbury has changed the format of the budget to be more visually friendly. We have had feedback from parents in the past stating that the budget was difficult to read and understand. The outline is now set up in an easy-to-read format. It is easier to see where money has been spent or earned in each account.
- We have had a few activities that have brought in revenue the last 2 months, including popcorn sales, our first set of bake sales, and our harvest dance. We also had a few expenses, including a new projector screen being purchased for the gymnasium.
- The treasurer's report was reviewed and approved. The motion was made by Rauschenberger and seconded by Dufresne.

## **Principal's Report:**

- Thank you to the PTO coordinators for the way they coordinating is organized this year. Ashley added 3 coordinators this year to spread duties and responsibilities out (daytime and evening) and it has helped balance the work load a lot. As with trying anything new, you never know how it will work out until you give it a chance. This new arrangement has allowed things to run more efficiently and has helped

the office coordinate PTO roles better; enabling everyone to know exactly who to speak to regarding any questions they have and knowing just who is running what.

- The final 4 sets of lockers are being installed! Rayhaven Group will be installing lockers tomorrow, November 8, during the PD day. This worked out perfectly with school already being scheduled to be off to minimize disruption during the school day. This installation will complete lockers for the entire school, a large task that was undertaken by the PTO only 4 years ago. We never expected we would accomplish this in a mere 4 years, and we have our parents and volunteers to thank for all the hard work (\$54,000.00) they have put into our fundraising. Without the support of our student's families, we could not have raised the funds needed this quickly. Thank you.
- This year's Harvest party was a huge success and was the largest we've had so far! Everyone had a great time and we had very positive feedback from all our attendees, including parent feedback carrying over into the following week. This drew our attention to some places we need to work on additional chaperones for next year though (stage & small hallway near the café). Thank you to everyone who helped set up, chaperone and clean up. As with all our other events, we cannot do it without you.
- The Fall NWEA testing is complete. This testing was paid for with district funds and has been a much quicker process than other testing programs done in the past. Teachers had results within 24 hours of test completion, and all results were organized and ready to be reviewed and instructional plans and adjusted within a week. Teachers have since gone over these results and worked to understand them and implement them. While they were not ready for fall conferences, parent reports will be available in March for spring conferences and teachers will be sharing and explaining the data to parents at that time. These results work on a "tier" basis and the data determines what students are ready to learn. Students needing a more intense intervention are arranged into groups of 3-4 and spend time with our personnel in the learning lab, focusing on skills such as phonics, letter recognition, reading and comprehension. The goal is to strengthen content weaknesses using the programs in the lab within 8-12 weeks, then the next groups will begin.
- This fall we decided to try something new and implemented a "spirit week" as opposed to the traditional Fun Fall Fridays we have done in the past. This spirit week took place the week of Western High School's Homecoming. Each day had a different theme, including pajama day, athletic wear day, superhero day and look-alike day, and concluded with spirit wear day on Friday. At the conclusion of the week, a poll was sent out to staff members, asking if they had preferred spirit week or the usual Fun Fall Fridays. The results were a nearly 50-50 split! Teachers gave input into why they felt one way or the other. This feedback is greatly appreciated and will be taken into consideration while determining what we do in future years. We acknowledge that this year was a little different, as homecoming was quite a bit earlier in the school year than normal and that will be considered as well.

- We have been encouraged to change Auburn Elementary's mascot. While it is very rarely used, or even mentioned, technically our current mascot is the Auburn Indians. We need to be sensitive to using cultures of people as mascots. A group of teachers were asked for some suggestions and PTO also provided input. Popular choices were noted like the Arrows, Explorers, Harvesters, and Kernels. We will begin to involve our students in the process of determining a new mascot next. More information will be shared once decided.

### **Coordinators' Report:**

- We are selling Smart cards and Subways cards again this year. Both are available for purchase in the office, or you can have a form sent home to fill out to order. Subway cards are \$10 and have over \$80 in savings. Smart cards are \$20 and have over \$3000 in savings! So far, we have sold 258 of the 350 Subways cards we started with, and we have sold 74 Smart cards.
- We introduced a new popcorn prepay option this year and it has been a great success. As of the November 4 popcorn sale, we had sold 2770 bags of popcorn via prepay, with an additional 1020 bags sold through our normal popcorn sales. This is in comparison to our TOTAL of 5739 bags sold at the end of the last school year!
- As was mentioned before, this year's harvest party was an overwhelming success. We had 311 attendees this year, bringing in over \$1200 in profit!
- Flyers have been sent home to begin our Pam's Pantry fundraiser. Get your orders in, and they will be available to go home the first week in December, right after we get back from break. These make wonderful additions to holiday get togethers, or to give as gifts! At just \$4 per mix, they are very affordable, extremely tasty, and \$2 of each sold comes back to the school!
- This year's holiday shopping spree is just around the corner. It will take place on Friday, December 2, 2016. This year, your PTO will have a table! Be sure to stop by the PTO table so your child(ren) can purchase some nifty gifts for family and friends!
- Last year we held a holiday movie night at the State theatre. Auburn families were invited to see a movie together. This year, we have decided to put a new spin on our gathering. We will be holding a Polar Express Drop 'n Shop in the gym at the school. Drop your Auburn Elementary students off to see Polar Express, while you go finish your holiday shopping before the kids are home on break! More information will be sent home, but be sure to pencil in Friday, December 16, 2016 on your calendar.
- Due to last year's overwhelming and supportive responses, we will be holding our Color Run again this year. Registration is now open. Visit the school's Facebook page for details. More information will be sent home after the holiday break.
- Fun Fair planning meetings will be beginning soon. Everyone is welcome and encouraged to attend. This year, we will begin adding additional games to our lineup; increasing the variety. We have a parent who has volunteered to price out expenses for 4 games we intend to add this year.

- A proposal was made to add a \$150 budget for supplies for these games, to be budgeted out of school events.
  - Motion made by Christina Wallace and seconded by Kingsbury.
- Our annual bowling night and swimming party will take place again this year. More information will come home as we get closer.
- If you have any questions, ideas, concerns or suggestions, please don't hesitate to let us know. You can email us at any time at [auburnpto@bcschools.net](mailto:auburnpto@bcschools.net)

### **New Business:**

- The PTO has been discussing the idea of replacing the school drinking fountains with filtered water bottle filling stations. You've probably seen these stations at various locations. They combine a drinking fountain with a spout to fill water bottles. This will help in several ways. Right now, students spend far too long at the drinking fountains refilling their water bottles, in addition to making a mess on the floors due to overflows. Each of these stations cost approximately \$1,000.00. Four stations would be needed for all areas of the school. A discussion and proposal was made to purchase one station to start using Community Service funds.
  - Motion made by C. Wallace and seconded by M. Bornemann.
- We were able to take advantage of an amazing deal to purchase an additional Chromebooks at a discounted price through school district pricing.
- A concern regarding the opening in the playground fence along Park St. This access point is an extremely muddy area during wet times, due to it being a very low and well traveled area. Administration will bring it to the attention of the District Maintenance Department requesting a solution.

The next PTO meeting is **Monday, January 9, 2016 at 6:30**. Child care will be provided by the Bay Arenac ISD Early Childhood Development class.

The meeting was adjourned at 8:32pm.