Minutes: FR PTO Board Meeting

5:30 to 6:45pm, 2/8/22

**Call to order** – 5:34

 Attendees: Sarah Jung, Ann Snydor, Coral Conant Gilles, Aris Blevin, John

Wallace, JulieAnn Stawicki, Tasha Moxley, Colleen Manner, Ms. Rachel, Kristi Kloos,

Sarah calls to order 5:36

January minutes: Ann Sydnor – Edit the minutes to strike section that states that we reached our goals with the extra parking funds (we did not reach our goals)

Colleen motions to approve Jan minutes; Ann seconds - Approved

**Principals’ Updates**: John / Randall

* Inspired and impressed with students and staff
* Closing out testing (Fast Bridge, etc) to give guidance on how we’re doing
* Getting ready for allocation for next year – so we can start to plan staffing
* February is Black Histroy month. Every month we celebrate marginalized communities. Lessons and readings by students. Fourth and Fifth graders are doing an oral reading about historical figures.

Rachel / Franklin

* January : been focused on our review of expectations
* Hard snow on playgrounds so thinking creativly and problem solving with social emotional components
* Black Histroy Month / Ground Hogs Day / Lunar New Year – lots going on in the school
* Teacher moral is great – appreciate the PTO supporting our teacher spaces

Kristi

* Lots of work looking at new curriculum
* Next Friday is budget and allocation

**Café Franklin** –Sign Up Genius will ask caregivers to donate snacks/ coffee/ drinks. John: something similar would be wonderful for Randall. So appreciative of the Panana lunch, the recognition was wonderful.

Ann: Mary was leading the way on this. A sign up genius where caregivers can pick a slot of bring in a treat or snack.

Frequency: John suggested once a week.

Logistics: Could come through the office or be shipped (sparking water from Amazon for example). Drop off could be table at entryway.

What to bring: Staff can help with wishlist ideas. (perhaps best to be store bought/ wrapped)

Quantity: 50 people per school

Communication: Ann / Mary to create commication for the Newsletter

**Fundraising Update**: Tasha

* Will keep the fundraiser open through Feb. With additional communications, we may be able to raise a bit more.
* Cass can get another newsletter out soon
* Ann compared donation statistics: Today we’ve raised $13,718 from 93 donors. Same time last year was $22,000 with 151 donors. Average gift amount has not changed much. Underscores the importance of the Newsletter
* Tasha – can handle the thank you’s – will reach out if she needs help. Many thank yous will go by email, some will go by mail.

**Newsletter**

* Aris: Do we have info about who opens it? Ann: There are statistics in Constant Contact that show “open” and “click “amounts. Aris would be willing to take a look at this and see the rate.

**Budget Report**

* Last month, board was enthusiastic about paying Chrombook fees. Will look to consider a mid-year amendment.
* Summary of current status of the budget: Under budget on Individual contributions (9.8K under) but will be over on Parking (about 3K over). Will end about 6K under budget. Not concerning - we have reservs. Expenses: Staff appreciation, box lunches – used up planned staff appreciation funds. Propose to increase this line to have funds during teacher appreciation week.
* Randall Chrombook fines ytd: $1,450 in fines (average $150 - $450). PTO will look to add $5,000 in budget for both schools.
* Formula budget vs PTO budget: If it doesn’t come out of the Formula budget, schools can keep that money.
* Expenses we can cut in the budget: Parent Empowerment Group has not happened this year. Budget is $7,800 which fund staff corrdinators, childcare and food at meetings. Agree to leave 1K in the budget to support an end of year event for PEG groups.
* John: suggest to remove the Substitute Teach fund line item: $3,500. Leave 1K per school.
* PTO would love to help sponsor an end of year outdoor celebration
* Changes over 1K need to go back to membership for approval. Propose approving as a board the allocation of the suggested 5K for computer repair funds. Ann and Sarah can work on bringing forward the updated budget for voting.

Sarah makes a motion to approve the 5,000 for computer fees. Revised budget next week will address staff appreciation. Colleen seconds. Motion approved.

**Communication Discussion**: Coral

* Bylaw changes – we can vote in May.
* Looking forward: Org Stucture and Communication Plan

Areas to address:

* Onboarding of new board members,
* announcments to incoming care givers, etc.
* Internal communication: Spam / fishing attemps from personal emails in use. Could we look into membership emails or internal Google Group?

Scope of Work for individual members:

The Bylaws should define our work more. Visiting the committees this year.

Next meeting: review the bylaws as a starting point.

Helpful links:

Suggested Bylaws Changes - Tracked Changes

<https://docs.google.com/document/d/1NmC37nGnHimr2cYHCbXCfMy_R21IoV4rHEEgQEvLGDA/edit?usp=sharing>

Communications Plan - Draft - FR PTO

<https://docs.google.com/document/d/1bpNrCb10b_YNpWQ7PjXjhn4o4MJ7h6BkXeyfMxbp4BQ/edit?usp=sharing>

Scope of Work Prompts

<https://docs.google.com/document/d/18Q_0c4F2A6kUF3f8rouYpuWUMI72kmDDxRdag9-EdYM/edit?usp=sharing>

Communication Channels Chart

<https://docs.google.com/document/d/17y9Eek7GOfMsh6tf14SU-byX9JELTVppTmbsKYZXwEM/edit?usp=sharing>

Communications Plan; Franklin Randall PTO - WORKING DOCUMENT

<https://docs.google.com/document/d/1Egd2upZV3FHQAs-bSKjYqJBM91IlKN6Hz3K2yGy2h7E/edit?usp=sharing>

Meeting is adjourned: 6:57pm