

M-S PTO Board Meeting Agenda
August 10, 2023

1. Welcome

- a. **17 in attendance**
- b. **Begin at 6:37pm**

2. Budget Review

- a. **Leslie is happy to go over the committee budget with individual committee members**
- b. **Can email to those who are interested for a copy of the budget**

3. Overview of Committee Expectations

- a. Communications-Liz
 - i. social media
 - ii. Who will do the newsletter? Aim for first full week of school to send out first copy
 - 1. Want to do a virtual copy with welcome email and volunteer sign up to save on paper
 - 2. If there are the few who need paper copy or who lack technology needs, we can work with the principals to get that information of families who will have that need
 - iii. Updating website-staff updates, events, forms available, etc
 - iv. Any committees that need a social media blast can reach out to communications for that
- b. MPE & LT Book Fairs-Liz
 - i. Comes up soon October 2nd-6th at both schools
 - ii. Different because it cannot sync up with parent teacher conferences, so we have a change to try something different
 - 1. Want to have a way to get families here and involved at school
 - 2. Have a family event those evenings to bring people in
 - a. LT- glow bingo? Prizes could be book fair coupons
 - b. MPE- need low volunteer needs, game night, Rad Lad incorporating into this somehow
 - i. Reading night?
 - 3. Dates for Family Night:
 - a. LT Oct. 4th Family Night Glow Bingo 6-7:30pm, encourage people to end by shopping book fair until 8pm
 - i. Do rounds? Glow bingo part time, book fair part time. How can we cycle? Can we break by grade?

Can we set up another spot in the cafeteria to have a 2nd? Shut the door to say event is full?

b. MPE Oct. 5th Family Night Reading Night 6-7:30pm

4. Liz will meet to discuss the schedule with the book fair group to firm up times
5. Have family lunch open up that week to encourage shopping at the book fair

c. Staff Appreciation

- i. Have been emailing to make some decisions. Won't be right when school starts, but soon after to get something awesome.
- ii. During parent teacher conferences, dinners are done for teachers (volunteers to bring in, catered)
 1. Soup and sandwiches have been in the past
- iii. Breakfast brought in, coffee hot chocolate bar
- iv. Do something every month (could be service, things brought in, food, etc)
- v. Teacher appreciation week- come up with all the fun details and lists around the week, publicize teacher favorites and wish lists

d. STEM

- i. Grade level point person will be contacting to request their STEM needs instead of each individual teacher to help streamline
- ii. Are we still thinking a STEM night?
 1. Budget may be an issue? Teachers want product and STEM night took money away from teacher event, need to look at the budget differently to see where we can take money from maybe the family engagement budget
 2. A combined night with MPE and LT
 3. Look at LT for larger planning spaces
 4. Adaptive needs for STEM are available for Compass classes

e. Spirit Wear

- i. One in fall
- ii. What do we want as far as design? Socks

f. HANDS- Leslie S

- i. Program at LT near end of year

g. MPE & LT Family Events- Chelsea

- i. Movie Night in past
- ii. Get families to come together and make connections, mingle, introduce each other through this type of environment
- iii. Could use another volunteer to help coordinate

- h. Volunteer Coordinator-
 - i. Get emails to everyone
 - ii. Picture days volunteers will be coming up quickly
 - 1. Aug 22nd LT
 - 2. Sept 6 MPE

4. Overview of School Executives and Grade Level Coordinators

- a. Grade Level Coordinators- utilized to get more info out and easier
 - i. Digital content
 - ii. Get info from teachers

5. School Supply Kits

- a. Thank you!

6. Back to School Family Fun Nights - August 14th (LT) and 15th (MPE)

- a. Will have 1 table each night
 - i. PTO banner, cooler, scissors from storage shed-Leslie
 - 1. Clamps to secure to table
 - ii. Handing out popsicles- Leslie has popsicles already purchased and freezing
 - iii. Bulldog tattoo giveaway
 - iv. Parent volunteer signup/flier
- b. Volunteers to man table - *signup sheet*
- c. *Chalk the Walk at LT happening during back to school night*
 - i. *Providing chalk- Leslie got chalk already*

7. PTO Volunteer Sign-up Flyers

- a. Send home with all students to start school year- going to be done digital!
- b. Link is up and active on website

8. Dawg Walk

a. Sponsorship Update

- i. Current total: \$4100
- ii. *Volunteer Needed:* Need someone with technical skills to put logos and names together for the back of the t-shirt
 - 1. Canva account should have template we can just update

b. T-shirts

- i. Quotes
 - 1. Sunburst
 - a. Solid Color 2 color print 4.40 each youth, 6.40 adult, triple and quad xl .40 each extra
 - 2. About the same as last year
- ii. Counts needed by August _18th__

1. Get shirt sizes from registration info...Liz will email at the start of next week to get that information from the schools (shirt sizes and emails)
2. Email with volunteer link to come to help with tshirt sorting and distributing.

c. Website

- i. 99 Pledges
- ii. Get student names & parent emails by August 28th

d. Collection Envelopes

- i. Premier Print Group
- ii. Will be delivered to mailboxes and sent out through classroom by Aug. 25

e. Social Media/Marketing: Kickoff August 28th

- i. Classroom presentations: Leslie R to update powerpoint for teachers to show students
- ii. Email home to parents with DW info & celebration dates on Aug 28th
- iii. Bulldog mascot at schools throughout fundraiser - signups to be emailed
- iv. Envelopes due on Sept. 11th
- v. Money counting will need volunteers on Sept 14th

f. Prizes

Level	Prize
\$0-\$49	Dawg Walk T-shirt
\$50-\$99	Squishy top pen
\$100-\$149	Light up football
\$150-\$249	Winter stocking cap
\$250+	Embroidered Bulldog Blanket
Messy Dawgs Per Grade: Top earner & random student	Pie the Principals
Lead Dawgs Per school: Top 5 earners & 5 random students	Kickball game vs Principals + special staff (Custodians? Office Alfonso? Support staff? etc)
Top Dawgs Top Earner at each school	Principal for a day with lunch
Dawg Pack Top Class at each school by % participation	Glow Party (can have multiple parties if ties) + Dogsit Barkley for the year (tie breaker: highest class \$ total)

g. Celebrations

i. MPE celebration: Friday ,September 22

1. Schedule

	2nd Grade	1st Grade	Kindergarten
Walk <i>around building</i>	8:30 - 8:50	9:15 - 9:35 9:30-9:50	10:40 - 11:00 <i>Adjust for Pre-K pickup?</i> 10:45-11:05
Dance Party/Popsicles <i>on playground</i>	8:50 - 9:20	9:35 - 10:05 9:50-10:20	12:20 - 12:50 <i>(combine w/lunch recess)</i> 11:05-11:35
Return to Classroom	9:20	10:05 10:20	12:50 11:35
1:30 PM Live stream Pie the Principals on Bulldog TV			

2. Dance Party

a. Matt Difanis (update?)

3. Volunteers:

a. 5 people to pass out popsicles

4. Items to purchase

a. Popsicles - bought

b. Pie materials

c. Anything else?

ii. LT celebration: Friday October 13th

1. Schedule-may be conflict with 3rd grade, but thinking a switch with 3rd and 5th grades should work

	4th Grade	3rd Grade	5th Grade
Walk <i>around Jr High track</i>	8:30 - 9:00	9:40 - 10:10	10:50 - 11:20
Dance Party/Popsicles <i>on field at Jr High track</i>	9:00 - 9:20	10:10 - 10:30	11:20 - 11:40
Return to School	9:20	10:30	11:40
1:30 PM Live stream Pie the Principals on Bulldog TV			

2. Arch at LT as students leave the building
3. Dance Party
 - a. Matt Difanis (update?)
4. Volunteers:
 - a. Crossing guards: 2
 - b. Keep kids out of the street: 2
 - c. Pass out popsicles: 5
5. Items to purchase
 - a. Popsicles - bought
 - b. Trash cans: Have some in the storage shed.
 - c. Pie Materials
 - d. Anything else?

9. Other Items

- a. LT Birthday Books
 - i. PTO will do monthly distribution starting week of August 28th
- b. MPE Reading incentive
 - i. Shape goes home every month, check off box and return, once they hit certain amount there are parties and celebrations
 - ii. Leslie found some notes from last year to have for this year
- c. Staff welcome gift
 - i. Brainstormed some: massages (maybe too much \$), cutting board, lip balms/sunscreen
 - ii. Principal input: massage chair, food always a hit, gift cards,
 - iii. Vistaprint: notes to teachers for their birthdays, monthly maybe give them during monthly faculty meetings as a special celebration
- d. Welcome Bags
 - i. MPE and LT pickup and revamp them. They will go to new students after DAWG walk happens. If they are new to district, they can get their welcome kit
- e. Tickets for PBIS- volunteer to copy and cut those
- f. Board members, committees, etc will be listed on website

10. Principals

- a. Quiet this meeting :)

11. Adjourn