

# Eastern Elementary PTO Meeting Minutes Tuesday | November 9, 2021

**Call to Order:** 6:33pm

**Officers Present:** Laura Ashton, Kristin Harnish, Lydia Potthoff, Jenn Comstock, Shannon Jensen-Boncher

Virtual: Kylie Croon

**Review of Minutes:** Kim Jacobson, Kristin Harnish

## **President's Report:**

- JogAthon: Raised \$51,806! Huge success, surpassed goal, shout out to incredible volunteers
- Thank You Shout Outs
  - Shanna Girrback - For ordering and organizing conference meals for teacher
  - Sarah Gano - Halloween parade organization and success
  - Room Parents - For reaching out to your teacher and helping with Halloween
  - Field Trip Volunteers - thank you parents!
- Budget surplus - We intend to have a surplus of funds for the 2021-2022 school year. Proposals for funds will be accepted in writing.
  - Proposals must include: write up proposal idea, how it's achieved, maintenance of the idea, budget, time frame. Email PTO with questions.
- Library Event: Book Fair partnering with Brilliant Books. Theme: "Eastern Stars love books and cookies". The week prior to Thanksgiving? More details to come.
  - \* Volunteers Needed: as little as 1 hour of help needed, contact Heather Asiala to sign up

## **Principals Report:**

- We have grown from 350 to 500 students and our school is at capacity. It's been awesome, but lots of growth and needs have shown.
- New teams and staff have been implemented at Eastern, but it is now time to create a mission and vision of our Eastern Elementary. Staff kickoff breakfast was on 11/8 detailing what this will look like. During two hour early release this Thursday staff will be working on this. New committees have been formed: Behavior Committee, Routines and Procedures Committee. This will help teach students routines (ex bathroom, running versus walking, cafeteria etiquette, respect for grownups, building expectations, etc. ) that creates a building and relationships of respect and safety. This will implement consistent routines and procedures for all students, staff, and volunteers to follow. Keep an eye out for STAR: safe, trustworthily, attentive, respectful.

- Teacher perspective, Fak (2nd Grade): "Staff is excited and looking forward to a system in place"
- Thursday early release at 156pm
  - \*Volunteers Needed: Need 5 parent volunteers for Car/Bus line this Thursday 11/11
- Noon Duty - Eastern is still looking for more lunch subs. It is a 3 hours shift, as often as you wish (weekly, biweekly, monthly, etc). This is a paid position through TCAPS.
- Substitute teachers - This position is very much need at our School. There is an opportunity to shadow for a day or hours - contact Biz. This position is rewarding, you will have a lot of support, and you will be following a guide written by the teacher.

### **Treasurer Report:**

See attachment at bottom of this document for October Treasurer Report and Proposed Budget

- "Limited edition" spirit wear will be coming in January
- Spirit Wear:
  - The fall order of spirit wear will arrive by Christmas
  - Question: QR code or online option ? Online system would be great, will look into other companies for next year.
  - Reach out to other companies by next year - looking for suggestions
- \*Volunteer Need for 2022: Spirit Wear Coordinator
- Field Trips:
  - Question: How do you distribute field trip money?
    - Answer: Teachers reach out to Biz/PTO for field trip request. We haven't had to deny a field trip in the past. Biggest cost is bussing. If you have a field trip proposal, you can present it to Biz.

### **Committee Reports:**

- Playground Committee - Keelan McNulty
  - Make it better, get the kids involved
  - Anyone can submit a proposal for playground upgrades
  - Short term playground goals: soccer field chalked, basketball/four square/hopscotch painted, Playground Clean up duty rotation in classes, ball and storage organization (playworks), balance beams, ball shoots
  - long term playground goals: shade structures with benches, music pieces (quality instruments)
  - Questions/Comments from group: Ball shoots not played with much at other schools, football AND soccer fields needed, garden feasibility with upkeep, Keelan will talk with Sinclair Recreation about revisions of current large slides

\*Volunteers Needed: join the committee with Keelan McNulty

- **Holiday Giving**

Each year around the winter holidays, Staff and selected Eastern families create a wishlist of needs. In the past, these items are posted on gift tags in the vestibule and families/students have the option to grab a tag, purchase the item, and bring the item to the front office where we will handle coordinating gift giving. All gift giving is optional.

\*Volunteer Need: coordinate holiday giving tags. Google spreadsheet to staff asking for needs for their classrooms.

- **Winter Holiday meals - Shannon Jensen-Boncher**

\*Volunteer Need: Holiday Meal help, reach out to Shannon Jensen-Boncher

- **Room Parent Coordinator Kim Jacobson - No update, please remember to check in with your teachers monthly**

**Adjournment Approval:** Katie Clark, Biz Rusckowski

**Meeting Adjourned:** 7:45pm

Important info:

Best PTO email: [eaternelementaryschoolpto@gmail.com](mailto:eaterelementaryschoolpto@gmail.com)

**Eastern Elementary PTO  
October Treasurer Report**

**Eastern Elementary PTO  
Proposed 2021-2022 Budget**

**Cash on Hand**

Checking Account: \$25,556.57  
Savings Account: \$3,534.65

**Total Cash On Hand: \$29,091.22**

**Income:**

**Month**

JAT \$20,636.00  
Interest \$0.05  
Spirit Wear \$3,975  
**Total Income \$24,611.05**

**Expenses:**

Hospitality \$68.00  
JAT \$6,431.27  
Spirit Wear \$200.00

**Total Expenses: \$6,689.27**

11/05/2021  
Submitted by: Kristin Harnish

**Income:**

Carnival \$4,500  
JAT \$48,000  
Spirit Wear \$1,300  
Spring Fundraiser \$5,000  
Star Writers \$1,300

**Total Income: \$60,100**

**Expenses:**

Carnival \$2,500  
Enrichment \$1,500  
    a. Student Clubs \$500  
Festival Float \$150  
Family Fridays \$400  
Field Trip Money \$15,000  
Hospitality \$2,700  
    a. Staff C&C \$500  
    b. Back To School \$500  
JAT \$9,250  
Playground Upgrade \$1,500  
PTO Expenses \$1,500  
Spirit Wear \$1,300  
Spring Fundraiser \$2,000  
Staff Appreciation \$2,500  
Staff Start Up \$10,000  
Star Writers \$1,300  
TBD \$7,000

**Total Expenses: \$60,100**