

Meeting Notes 9/14/22

ATTENDEES

Stephanie O'Connor, Haley Beardsley, Cortni Swisher, Katheryn O'Connor, Julie Sommers, Brittney Moloczniak, Jessie Knowles, Dominique Smith, Michelle Owens

AGENDA

New Business

President

Stephanie

- **Communication Plan**
 - **Teacher communication** (discussed with Michelle to decide what works best)
 - A weekly teacher email to Michelle and Tracy that is sent by only one person on the board would be helpful.
 - By Wednesday of each week, the board will email Haley with updates/questions for Tracy and the teachers for the week and the week ahead.
 - Haley will send an email to Tracy, Michelle and cc the Board to ensure we're all on the same page
 - **Board communication**
 - To help with communication between the board, committees and the school we will start to send a weekly update email.
 - See above for details.
- **EATS Composting Possibility**
 - EATS reached out to TSES to see if we wanted to take on their composting program
 - Stephanie will set up a time for them to come to a meeting and present the details of the program.
 - We may need to have a committee/volunteers run it
- **PCEF Updates - BTC, ambassadors, RAG**
 - Brittney will post Beat the Call standings on Thursday
 - Ambassadors need help with campaigning after school
 - PCEF asked us to hold off on our Oktoberfest push until Friday to give room for PCEF to promote Beat the Call
 - Recommended that next year we have a meeting with the ambassadors prior to BTC to open lines of communication and share plans
 - There are incentives that help the school if you volunteer to help with RAG
- **PCSD School Board - election reminders**
 - Just a reminder that we as a board cannot endorse a candidate

- **Set a date for budget review/October meeting availability**
 - **Budget Meeting**
 - Wednesday, September 21st at 1pm
 - **October Meeting**
 - Tuesday, October 4th at 1pm
- **Live PC/Give PC**
 - **Penny Wars**
 - Presented idea to Michelle
 - Michelle is going to present the idea to the teachers to get their thoughts
 - She mentioned that school “competitions” sometimes can favor the DLI classes and moving forward we should keep that in mind when planning our programs to ensure we have a balanced competition with DLI and Traditional Classes

Treasurer

Cortni

- **Check Request/Reimbursement Form (& Google Doc)**
 - New check reimbursement form will be posted on the PTO Folder in the Shared Google Drive - will create a Google Doc later in the year
 - Needs the form returned with receipts if you'd like to be reimbursed
 - Let Cortni know that you placed the envelope in her box or give it to her directly
 - **Conflict of Interest Policy**
 - The board needs to sign our Conflict of Interest Policy
 - Basically, if/when any Board Member has a personal (family, financial, social) interest in a board decision that might compromise their vote, they will be asked to remove themselves from that portion of discussion/meeting/vote.
 - Cortni will send to all board members to sign via Google Forms
 - **Request list of all PTO-official email addresses**
 - Stephanie to contact Emily to help facilitate getting all of the emails and passwords that were created for the board positions
 - Once we have the emails and passwords we will have a master document to house these details for smooth pass on year to year
 - **Teacher Grants currently budgeted at \$2,000.00 based on last years documented spending: All are TBD until further review and discussion**
 - Scott Siemon
 - Document Cameras
 - Jennifer Taylor
 - Recorders for 4th & 5th Grade
 - Kevin
 - Crosswalk Flags
 - It was confirmed that this has been taken care of
- ****Additional Teacher Grant Discussion****
- How can we utilize PCEF Express Grants?
 - Stephanie to look into requirements, etc for these
 - 9/16/22 Update: Stephanie was told PCEF Express Grants are currently on hold and they are capped at \$1,000.00. It was suggested that the document cameras that Scott requested

- should be a District Capital Expense – Stephanie will talk to Scott & Tracy about this.
 - Could we do a platform that encourages community involvement and parents purchase these items specifically for teachers/classrooms?
 - Idea was brought forward to do a paddle raise at Oktoberfest with the intention of raising additional money to go straight towards current Teacher Grants
 - Stephanie to talk with Michelle and ask the teachers if they have any large requests – to “auction” off at the event via paddle raising
 - Moving forward with Teacher Grants this year and in the future:
 - We need to make the recommendation that teachers ask parents for donations first, then come to PTO with the remainder needed to fully fund their ask.
 - Update the Teacher Grant Form to reflect the total budgeted amount for this FY23, the total allotted amount per trimester, and the max amount allowed per grant. Also update “old”/irrelevant verbiage.
 - Send the Teacher Grant Form to the teachers at the beginning of the school year to explain that this is available and how it works
 - Have deadlines twice a year for items to be submitted: September 26th for this year and then possibly January?
 - Make sure Megan has access to the updated Teacher Grant Form
 - We would like to increase the Teacher Grant budget if any “extra” money ever allows us to do so
 - Per a follow-up conversation with Stephanie, Haley, & Cortni on 9/16/22, the Teacher Grant Form has been updated. The total budgeted amount for FY23 is \$2,100.00. The total allotted amount per trimester is \$700.00, and the max amount allowed per grant is \$350.00. Will include 3 submission deadlines to align with the ends of each trimester once the dates are determined (thinking of making the deadlines the Friday before our monthly PTO meeting, prior to the end of each trimester).
- **Logo on Trailside Times**
 - Need to update to the PTO logo
 - Katheryn to get and send to Brittney
- **Arch Logo**
 - Arch will say TSES on sides and Trailblazer on top, with no logo
- **Parking Lot Stop Sign**
 - Do we need to contact the county to add one at the end of the carline exit onto Trailside Drive?
 - Brittney to do a safety post on the socials
- **Schedule final budget meeting**
 - Next budget meeting is Wednesday, September 21st at 1pm.
 - Cortni will send everyone a copy of the updated preliminary budget for review prior to the meeting.
 - Cortni will finalize all numbers after the 9/21/22 meeting so that we can conduct a FINAL in-person budget vote at our 10/4/22 meeting.

- **2022 5th Grade Legacy Gift**
 - \$150 short from what was raised last year for the 5th grade to donate a picnic table to the school
 - Cortni will get an updated quote so we can vote on it at next Wednesday's budget meeting
 - This will be a Capital Expense
- **Miners Meals**
 - We used to have a form - it was found and needs to be updated.
 - Per a follow-up conversation with Stephanie, Haley, & Cortni on 9/16/22, the form has been updated. Haley will have it placed in the Trailside Times.
 - Change name to "Trailblazer Outreach Fund"
 - We have a large chunk of kids who need assistance with lunch this year, as well as supplies for specific school projects, and snow pants.
 - Could we do a "snack shack" at the upper picnic to help fund this initiative?
 - Recommended to keep it a social focus
 - Recommended not to use the name "snack shack" and to move away from the "snack shack" idea as it was turned down by Tracy twice
 - Ask for a "suggested donation" rather than have for purchase items
 - Cannot do home baked goods
 - Need to wait until Spring to revisit "snack shack" idea
 - Do we do a donation drive closer to Thanksgiving? Or do we need it earlier?
 - Use the funds from the "PTO" donations to help fund at this time
 - Cortni will talk to Eva about her current needs
 - Do we partner/combine with Eva's Giving Tree?
 - Stephanie to ask 4th grade mom (Dana Witkin) if she'd like to take it on again
 - 9/16/22 update from Stephanie: Dana is not interested in spearheading this, but is happy to help if anything comes up
 - Could we create a philanthropic neighborhood template to help with giving back to the school?
 - This would be something that is not associated with the PTO, but the funds would go directly to the Outreach Program.
 - Could it be a neighborhood bake sale or lemonade stand?
 - Fall and Spring
 - Totally optional for neighborhoods to participate

Fundraising

Katheryn

- **Oktoberfest Updates**
 - So far we have sold 49 tickets plus 6 teacher donation add-ons
 - Our cost per person is \$25 (sliders, salad, fries, two beers and 20% gratuity). We are selling tickets for \$75.00 each
 - With the purchase of the tickets each person will get dinner and then two tickets to get beer (can give to other guests at the event)

- People can bring their own wine for a corkage fee or purchase liquor there
- Katheryn's goal is 150 people. We can have 200 people max.
- Recommended to limit or combine auction items
- Going to do a raffle, but waiting to see all the items that have been donated
- Each person will receive one raffle ticket with entry to the event?
- Katheryn is going to pass out flyers at the car line this Friday after school. Bought flyers at Staples because of better/brighter quality.
- Photobooth for the event - need props?
- Make paddles?
- **Trivia Night Update**
 - Working on location to finalize date
- **Dates for Fun Run**
 - Stephanie to check with Tracy on what Fridays are free
 - Would March 24th or 31st work?

Academics

Dominique

- **Reach the Peak Update**
 - Assembly tomorrow at 2:30
 - Program is now 2 weeks now vs 3 weeks
 - Dominique put the student's packets in the teacher's mailboxes today
 - There are now fun and different ways for students to earn additional minutes
 - Hoping to create reading nooks for kids outside on the playground
 - There will be a photo booth in library that students can take a picture in/with a book in hand to earn extra points via Ms. Coccaro
 - If kids participate at all for the program, then they get a free book gift card to use at the Book Fair - we're using Scholastic Dollars to fund this
- **Book Fair Update**
 - Dad's and Donuts - Stephanie to ask Tracy and Michelle
 - Need to have a Book Fair transition with Mia - this is her last year. Maybe Brittany Howlett would like to take over?
 - Haley will send email to those who said "yes" to volunteering to try to get additional volunteers
- **Dates for Science Week**
 - Still plan for a science "night" and table the science "week"
 - Science Night -
 - Would like to have it in February - date TBD
 - Table the kits to put money into Missoula
- **Missoula Theater**
 - We still owe \$3,100.00 from last year
 - This current year is \$3,700.00
 - Move forward with it this year and reevaluate for next year
 - Use the \$2,000 funds originally preliminarily allocated for Science Week kits to support the play this year and also raise money by selling tickets and roses and waters

- Need to confirm with Ecker if we can or cannot have food in auditorium
- **Authors**
 - Possibly have authors come to the school to speak with the students
 - Have an assembly or loop him in around library time
 - Christian McKay Heidicker – Scary Stories for Young Foxes
 - Dominique would sponsor him to come
 - His age range is 3rd – 5th Grade
 - Libby Ludlow (TSES mom & Olympian) as well? She might be better for K-2 Grade

Social

Jessie

- **Post Picnic Download**
 - Final cost of the event was \$1622
 - Can reuse many items (especially art & bracelet making) for next year
 - Estimated that 250 people attended
 - Should we do it earlier in the year?
 - Maybe next year's community art project is to make a school flag?
- **Dia de los Muertos**
 - Just starting to form a committee for this
 - Friday, Nov. 4th 5-7
 - Should we move to 10/28 instead? Live Give PC might be on 11/4 and lots of kids out of town for soccer
 - Sell water, snacks, other food?
 - There might be some decorations from the last dance in the PTO closet
 - Secured DJ (same one as the picnic)
- **PTC Week**
 - Do SignUpGenius for the week – lean on community for support of donations
 - Stephanie to send Jessie the old SignUpGenius

Health and Wellness

Julie

- **Mileage Club Update (Started yesterday!)**
 - Definitely need additional volunteers with the new system. Older kids know the routine, younger/kindergarten students not as much so it was a little chaotic.
 - Recommended to adjust required laps for the little kids
- **Bike to School Update**
 - October 12th this year
 - The Bike to School committee would like to include a flag raising ceremony in the morning. Hoping to do this as safely and with as little disruption to class time as possible.
 - As students arrive at school (7:45 – 8:10) breakfast treats and activities would be held behind the school. At 8:10 First Bell as students line up, instead of teachers taking them into the classroom, they would walk as a class around to the front lawn to sit/stand in groups.
 - The ceremony would include:

- Short welcome speech (Principal Fike?)
- Raise Flag / National Anthem (by guest singer?)
- Pledge of Allegiance English/French
- Sing school song
- Students to class - by 8:30?

Communications

Brittney

- Going to take out community input question about logo in the Times - Stephanie to ask Tracy what our next step is
- <https://www.waituntil8th.org/>
- Work with Haley to create a Canva to get sponsors for the Directory Spot and Times

Secretary/Membership

Haley

- **Volunteer Form and Donation Form Updates**
 - Let's really try to email the people who said "yes" to volunteering first and then put the sign ups in the Times.
- **Shared Drive/Folders**
 - Once we have access to all of our PTO emails let's try to add documents made into the Shared Drive. This is in hopes that we can properly pass along information about our individual roles each year.
- **Directory Spot and Trailside Times Sponsors? - Do we want to bring this back?**
 - Yes - Brittney and Haley will work together to create a design to put in the Times
- **Determine monthly meeting day/times for the rest of the year**
 - 2nd Wednesday in November (November 9th) 1-3pm - *keep open your Wednesdays as it could change to a different Wednesday in the month of November
 - October Open PTO Meeting on the 10th - Stephanie to ask Tracy
 - Zoom and Live
 - Time is TBD
- **Weekly Email Updates**
 - Will send an email to Tracy and Michelle and cc the board each week with our board updates.

Principal Updates

Tracy

- None today.

Teacher Liaison

Michelle

- **Penny Wars**
 - Going to talk with the teachers about Penny Wars and get their thoughts
- **Playworks**
 - Coach K has been onsite training with teachers
 - Teachers brainstormed some great ideas and playground "game" alternatives with Coach K (sand box with trucks, magnifying glasses, etc.)

Additional Notes/Misc To Dos:

- Update the Teacher Grant Form - Haley completed
- Update the Outreach Form - Haley completed