

Eblen PTO Meeting
Tuesday Oct. 4th, 2022
5:30 - 6:50
Eblen Media Center

Meeting Minutes

Welcome (Kate Sonoskus, President)

In Attendance: Stacie Pederson, Amanda Smith, Kellie Kendall, Candice Moore, Haley Stamey, Jaime McKee, Athena Silver, Kris Remington, Kate Sonoskus, Carrie Johnson, Lindsey Gerhardt, Julia Hodges, Katie Robinson, Lori Ahn

Approve Agenda

- Amanda Smith motions to approve, seconded by Candice Moore & approved by all. Removed computer chargers from agenda and added PBIS (removing Class Dojo)

Secretary's Report (Jaime McKee)

- Jaime McKee motioned to approve last meeting's minutes, Candice Moore seconded, all approve

Treasurer's Report (Kellie Kendall)

Current Account Balance: \$35,030.50 as of 10/3/2022

There is still chocolate and party money that hasn't been taken into account, but we will have the most updated numbers by November's meeting.

- Proposed procedure for requesting funds from PTO.
 - Floor was open for discussion of the limit of money teachers can ask for and how many board members will need to approve this amount.
 - A set limit of \$250 can be requested in urgent cases, and must be approved by the majority of the board members, as well as a principal.
 - This will be added as an addendum to the bylaws.
 - Amended procedure can be found on the last page of the minutes. Athena Silver motioned to accept, Kris Remington seconded & all approved.

Principal's Report (Julia Hodges)

- Chocolate sales were fantastic and raised \$16,552
- Wednesday is the pizza and movie party, Friday is the Italian ice reward and water balloon launch.
- Other dates to note: 10/17 field trip for 5th graders (Careers on Wheels at Biltmore Church), 10/24 is picture day, 10/25 is health fair, 10/31 is an early release day (and a club day.)
- The first club day was amazing. Kids were very excited and there are 36 clubs.

Old Business

- Bylaws
 - o Bylaws are now on the website and should be reviewed so they can be approved at the next meeting, November 1.
- Wifi

- o Kate Sonoskus is being given wifi access so she can make updates (and access PTO documents) when at the school.
- Teacher Budget (Lori Ahn)
 - o Clubs came up with a wish list of items they need. Only 5 clubs needed items. PTO discussed this becoming a line item in the PTO budget. For now, Candice Moore will purchase the items that clubs need and will submit the receipt for reimbursement. (Kate made a motion that Candice make this purchase and will be reimbursed. Amanda seconded. All were in favor.)
 - o PBIS will have a quarterly celebration.

New Business

- PTO website - Haley Stamey and Jaime McKee will work together to create a google site for PTO updates. This will then be linked from the Eblen site and will be easier to update.
- Sign-up Genius was mentioned. Not everyone received the sign up genius email for the PTO meeting, and volunteers will be needed for upcoming events. It was discussed that the links for Sign-Up Genius can be sent to teachers to push through Class Dojo, and also Principal Hodges can help send the link via text on occasion. The link will also be added to the new PTO site when it is live.
- PBIS will have 4 quarterly celebrations. Lori Ahn wanted to know if the teachers should come up with a proposal for the celebration (including an estimate for cost) or if PTO wanted to give a budget. For the first PBIS celebration, Kate Sonoskus motioned we give up to \$1000 to spend. Kellie Kendall seconded the motion, all were in favor.
 - o A PBIS committee is being formed with the teachers, and PTO will have a sub-committee to work with them to help with the celebration ideas.

Meeting adjourned at 6:55 PM Next meeting will be November 1 from 5:30 to 6:30 PM.

Requesting funds from the PTO

Who: Any staff or group requesting funding or reimbursement from the Eblen Intermediate PTO

Why: To be accountable for funds, **any disbursement of funds must first be reviewed and approved within the setting of a PTO meeting** with the exception of *extenuating circumstances*, in which case, the board + school principal can approve disbursement of no more than \$250.

When: Any staff requesting funds must provide the appropriate information (listed below) to the PTO President **prior to the next planned PTO meeting** (currently meeting the first Tuesday of each month for the 2022-2023 year). The President will add the item to the meeting agenda for consideration.

What: Please prepare the following information for consideration of funding by the Eblen PTO:

1. Who is requesting the funds?
2. What is the intent for use?
3. What is the estimated cost? Please provide any research of options as an example.
4. How many students or staff will benefit from use?

The requested information can be emailed to: **EblenPTO@outlook.com**

Following the PTO meeting, the person requesting funds will be notified by a PTO board member of the approval or denial of funds.

(Procedure voted in as an addendum to the PTO Bylaws 10/4/2022)