

Jackson School Parent Teacher Organization

General Meeting Minutes

Date, Time, and Location: Tuesday, August 28, 2018 at 6:30pm in the Jackson Elementary Library.

Meeting Called to order by: Jamie Shaieb at 6:35 pm.

Attendance: Michele Miller, Principal

Jamie Shaieb, President

Candace Andujar, VP of Fundraising

Kate Graves-Mercado, Secretary

Christina Simpson, Treasurer

Charle Jarrett, Financial Secretary

Melissa Carlile, Parliamentarian

General Members: Robyn Arthur, Yvonne Scott, Alena McClain, Nicole Polen-Petit,

Ashley Austerman, Katy Oreskes, Sandee Merrick, Lisa Bistrup, Andrea Pengel

Welcome: Jamie Shaieb

- Thank you for coming tonight. Please sign in.
- According to Jackson Elementary School PTO Bylaws Jackson please adhere to the following Robert's Rules while attending the meeting.
 1. Allow speaker to speak without interruption.
 2. No side conversations. Direct questions to speakers.
 3. Keep discussion on topic. Can table a topic for later if required.

Previous Meeting Minutes (5/1/18):

- May meeting minutes were emailed to board members a week prior and available at the meeting. Jamie Shaieb asked for a motion to approve May meeting minutes.

MOTION: Melissa Carlile makes a motion to approve May meeting minutes. Candace Andujar seconded the motion. The motion passed unanimously.

Presidents Report: by Jamie Shaieb

- Fundraising efforts last year were great! Raised over \$135,000. All funds go to the school computer programs, music, playground equipment, athletic support, Art and classroom supplies.
- We need volunteers to continue our amazing community events which make Jackson so special. Please fill out a PTO Connection form to indicate where you can help. We've received over 400 already.
- Thank you Kristin Rubow, our new Room Parent Coordinator. She held a great first Room Parent meeting.

- Thank you everyone for being here tonight!

Financial Report: by Christina Simpson

- Christina passed out the budget report that included the items spent for July and August and what was received.
- Noted that 2nd page of budget provides more detail.

Jamie Shaieb request a change in the format for reporting fundraising budget. Requested to include budget, actual spent and actual raised. Thanks Christina Simpson for taking on this role.

Candace Andujar asked if the price for the Touch of Understanding assembly go up.

Michele Miller confirmed a price increase of \$375 from previous year. She also explained that Touch of Understanding is a program for the 4th grade class to understand people with all different types of disabilities. The students rotate through seven stations that include using a wheelchair, reading in braille, walking with a blind stick, etc.

Principal's Report: by Michele Miller

- Hiring several positions right now (ex. Paraeducator, yard supervisor, etc.)
- Welcoming new teachers on staff: Weisser- 5th grade, Robbins- Kinder, Michael Smith- SDC
- Looking for a half time resource teacher
- Fund-A-Need Report: Dance program (Fund a need from Gala) starts on 9/10. "The Greatest Show" theme. Each classroom will have a 1:1 session each week with their dance instructor. The school will have a dance performance for parents over 2 evening in November.
- Fund-A-Need Report: El Dorado Art Council classes will begin in the Spring. Each class assigned an artist and then a project.
- New Choir Director- Mr. Ogle
- New JAG Director is Karen Magallanes. She has already registered over 70 kids for the Fall show.
- Teacher training- Trauma informed practices
- New counselor, Jennifer Craig, has been hired. She will be at Jackson 3 days a week. She is going into classes and doing small groups.
- Teachers ordered items to go into comfort corners in each class- calming, soothing place where they can re-set.
- Ice Cream Social was lovely, excited for Fall festival and Halloween theme has been picked and worked on.

Committee Reports:

Power the Paw: by Candace Andujar

- Went over Power the Paw forms

- Prizes for different levels of donations
- Looking for classrooms sponsors for every class- \$300 per business

Community: by Charle Jarrett

- Kinder Orientation and Ice Cream Social went well
- Always looking for volunteers
- Will communicate with room parents for more volunteers
- Team of 3 and ½ Charle Jarrett, Kari Murray, Liz Harvey and Lisa Koebel for behind the scenes.

Michele Miller praises Kinder Orientation, Amazing!!! Great feedback from new teachers too.

Fall Festival: by Melissa Carlile

- The Fall Festival is scheduled for October 5, 4pm-8pm. The theme Pumpkin Palooza. They are including a Scarecrow contest this year. Each classroom will have a scarecrow to decorate with a theme of their choice and display them at the Fall Festival to be judged in a contest.
- What does everyone think of the magician?
- There will be many new surprises this year.
- Andrea Pengel will send a link for sign up genius to volunteer. They are requesting more adult volunteers this year. They will continue to use middle school helpers for games.

Robyn Arthur asked if the scarecrows where to manage by the classroom room parent or by the teachers.

Recommendation to have them managed by the teachers. Mrs. Miller agreed and will notify teachers of the scarecrow contest and decorations.

Science Fair: by Ashley Austerman

- The Science Fair had great turn out last year. It is scheduled for January 31, 2019. The family Science Night will be on the same day but in the evening. Mrs. Austerman is looking for a new coordinator for the Family Science Night in 2019 as she will not be able to run it this year. She also notified the Board that she will not be able run the Science Fair in 2020.

Michele Miller can bring some things- Robotic demonstration and 3D printer demonstration.

Jamie Shaieb thanked Mrs. Austerman for her commitment and time to make the Science Fair a great event at Jackson.

New Business: by Jamie Shaieb

- Spirit Wear: Last year we decided on only sell Spirit Wear online so that we didn't need to carry any inventory. We received feedback that parents wanted to touch/feel product before purchasing. This year we are going to offer both options.
- Katy Oreskes agreed to continue managing online and Candace Andujar will manage campus sales.
- Jamie Shaieb requested a \$1500 increase in Spirit Wear to have more option available to sell at school. This would bring the budget for Spirit Wear to \$5000.

MOTION: Melissa Carlile made a motion to increase budget by \$1500. Christina Simpson seconded the motion. The motion passed unanimously.

Candace Andujar gives totals of sales so far. Sweatshirt and long sleeve options will be online as they are too expensive to carry inventory.

Candace Andujar we have shirts to donate to those who cannot afford them. Michelle Miller can let PTO know and we can give them to her to distribute.

Jamie Shaieb explained that Spirit Wear is not a fundraiser but we do increase the price slightly to cover hardship fund.

Alena McClain appreciated the price point of Spirit Wear. Very happy with everything.

Michelle Miller Spirit Wear trophy moving around to the class to class. The kids are loving it!!!

Jamie Shaieb, we changed it because the cost was so much to provide candy for whole school and we wanted to make it more manageable.

Jame reminded everyone to watch their children at the PTO Social Events .(ex. someone climbing up trees/railings/ buildings, in a dark area, in a classroom)

Michele Miller mentioned that it is a huge liability to the school if someone gets hurt.

Jamie Shaieb asked for final questions or concerns.

Alena McClain asked about Box Tops and how it works. Jamie Shaieb explained the process and also assured Box Tops Coordinators will be receiving information very soon with all the details.

Jamie Shaieb thanked everyone for coming again and adjourned the meeting at 7:32pm.

Next Meeting: September 4, 2018 at 6:30pm at the Jackson Library.

Meeting Adjourned at 7:32 pm.

Minutes compiled by Kate Graves-Mercado, Secretary.