



Viola Gibson PTA Meeting Minutes

DATE: OCT. 11, 2018

New Parent Meeting – 5:50 p.m.

1. Shannon Kehoe, principal
 - a. Power School is our district's information system. For elementary students it's for emergency contact information. Parents need to update information in Power School or contact the school to update information anytime they move, get a new phone number, etc.
 - b. School Messenger is the district-wide information system, used for school news, school closings etc. School Messenger uses contact information entered into Power School.
 - c. Guidelines for alerting school when your child is out:
 - i. Call the office, choose the attendance line, and leave a message.
 - ii. If your child is ill, be specific about symptoms because it helps staff understand what illnesses are going around the school
 - d. Winter recess policies – If it's not below 10 degrees (including wind-chill), kids go outside.
 - e. Toys from home – Discourage kids bringing toys to school unless it's a special event/special day
 - f. Chaperones – School must have yellow volunteer cards from all people chaperoning a field trip. Yellow volunteer cards are available in the office next to the sign-in/sign-out.
 - g. School lunches – Parents can come to lunch any time. You can use your kids' account to buy lunch; let the teachers/café know in the morning if you're eating school lunch.
 - h. Birthday/holiday celebrations – Don't bring food for celebrations.
 - i. Class/teacher requests – We put a lot of effort into matching kids and teachers, and balancing the classroom. Parents can fill out a form to give input into class/teacher selection, but asking for a specific teacher is discouraged
 - j. Cell phones – If kids bring a cell phone to school, they should check it into the office in the morning and then pick it up at the end of the day.
2. Eric Christoffersen, PTA president
 - a. Membership – \$10/\$18 covers fees
 - b. PTA website is accessible from the Viola Gibson school site
 - c. Meetings – usually 2nd Monday of each month in the library
 - d. Funding requests – Require motions; PTA asks teacher to attend the meeting when their funding request is reviewed so we can ask questions
 - e. Income sources:
 - i. Box tops and Hy-Vee receipts can be turned in in the office
 - ii. Amazon Smile – shop through smile.amazon.com and choose Viola Gibson PTA
 - iii. Spirit wear
 - iv. School supply kits
 - v. Gator Gallop – budget \$16,000 income
 - vi. Spring Carnival & Silent Auction – budget \$10,000 income
 - vii. Craft/vendor fair (new)
 - f. Funds go to 5th grade celebration, Lego league, run club, staff appreciation, classroom needs, staff training, technology (laptops, tablets, etc.), field trips
 - g. Volunteer coordination – Office/teacher support, vision/hearing screening assistance, picture day assistance, reading with kids

- h. Communication
 - i. Gibson Gazette and Office News emails; Includes link to Virtual Backpack – this is where you'll find info about community activities for kids (e.g. cheer clinics, baseball camps, scouts, school-day-out activities, etc.)
 - ii. PTA Facebook group
 - iii. Quarterly reports from the PTA to increase transparency
 - iv. School messenger emails

October PTA meeting

Call to Order: 6:34 p.m.

Attendees: Eric Christoffersen, PTA president; Sarah Mersch, PTA vice president; Emily Wilkinson, PTA co-treasurer; Anne Kapler, PTA co-secretary; Lindsey Kellogg, co-secretary; Beth Painter, PTA co-volunteer coordinator; Brittany Tillman; Heather Stallman; Lori Bries; Suzanne Morse; Della Archer; Suzanne Carter; Trask White; Kari Bruns; Lauren Cumings; Rebecca Long; Rachel Faust; Chris Nelson; Jessica Muters; Kris Eells; Lisa Leslein

1. Introductions and Opening Remarks – Eric Christoffersen
 - a. Communication updates
 - i. PTA will be putting out the Gibson Gazette
 - ii. Mrs. Kehoe will be putting out Office News
 - iii. For information about non-school activities, use Virtual Backpack; link will be included in Gibson Gazette
 - b. Ground Rules:
 - i. Voting is open to all – Aye/Nay approximation
 - ii. Discussion should be relevant to the current topic, guidance will be given to bring the discussion back to topic if it strays; time for open discussion will be given at the end of
2. Meeting minutes from September 10, 2018 approved.
3. Principal's Report
 - a. No-Waste Wednesday will begin next week. Coordinated by Green Team/Mrs. Welsh. Students compost at lunch. Need help from parents during lunch shifts.
 - b. Communication: Effort for more parent communication from office and teachers via email, Instagram, SeeSaw. Please share feedback with Mrs. Kehoe regarding communication.
 - c. Study trips have begun. 5th graders went to Wickiup. Kindergartens go to apple orchard next week.
 - d. Third grade music concert next week.
 - e. Halloween parade details coming soon. Parade is followed by classroom party.
4. Budget Review – Eric Christoffersen/Emily Wilkinson
 - a. Eric, Sarah, and Emily reapportioned the budget based on past years' expenditures. Added line items for: teacher education, flowcabulary, replacement of classroom tablets
 - b. Motion to approve reapportioned budget: Lisa Leslein motioned to approve. Lindsey Kellogg second.
5. Old Business
 - a. Gator Gallop Update – Heather Spangler/Emily Wilkinson
 - i. Budgeted income: \$16,000. Net income: \$21,000
 - ii. Comments/suggestions:
 1. More communication to new parents about what Gallop is
 2. Include a script for kids/parents to use when asking for sponsorships
 3. Could we do anything for Justin Schaffer, who sets up the sound system, DJs the event, tears down his own stuff? Ideas: Gift card, shout-out in school

communications, thank you video from kids, do a cheer for him at next year's event

- b. Parent Survey Results – Anne Kapler
 - c. Conferences Next Week – Sign-up Genius Open for Times with Teachers and Meal Commitments
 - d. America Reads – Volunteers needed to come to classrooms to read to kids. Signup will be going out soon.
 - e. Drop-in Volunteering Update – Sarah Mersch
 - i. 13 or 14 parents participated in the first event, lots of stuff from teachers for them to do, positive feedback from both participants and parents
 - ii. May add some evening times in the future
 - f. Vendor/Craft Fair Update
 - i. Scheduled for Friday, Nov. 16, 5 to 8 p.m. 10 confirmed vendors in the first two days.
6. New Business
- a. Teacher Funding Requests
 - i. \$460.90 for Kindergarten field trip to Allen's Orchard. Motion to approve: Emily Wilkinson; seconded by Lindsay Kellogg.
 - ii. Between Sept and Oct meetings, PTA approved replacing rugs in the music room; old rugs were growing mold.
 - b. Motivational/Inspiring Messages (RR Door Designs) – Emily Wilkinson
 - i. Parent suggested using vinyl decals or paint to put positive messages on bathroom doors and/or steps
 - ii. Chris Nelson: Wellness committee has discussed similar initiatives
 - iii. Ideas: Consider having each classroom come up with a message; consider asking parents to sponsor messages
 - iv. Committee: Emily Wilkinson (chair), Chris Nelson, Heather Stallman, Kris Eels, Trask White
 - c. Child Care/Kids Activities during PTA Meetings
 - i. Working with Mount Mercy University nursing and education student volunteers. May have childcare available for November meeting. Updates to come.
 - d. Restaurant Give-Back Nights
 - i. Several restaurants have approached the PTA about a give-back night. This is a night where the PTA gets portion of revenue from sales on a specific night.
 - ii. We've been contacted by Papa Murphy's, Lewbowski's, Adelita's, and several others
 - iii. We should ask if take-out orders are included.
 - iv. Eric will follow up on scheduling restaurant nights. Watch for updates in the Gibson Gazette
7. Comments/Open Discussion
- a. We will have an un-staffed table for the PTA at conferences so parents can drop Box Tops and Hy-Vee receipts.
 - b. Suggestion for more communication around receipts and box tops.
 - i. Ideas: Write a blurb that teachers can include in their newsletters (need to explain the "why"); Classroom contests
 - c. Mrs. Kehoe. We need more things for kids to do at recess, especially K/1 recess
 - i. One idea is Gaga ball – it's like dodgeball within a pit. Are there people who could make these pits? Heather Stallman can help build. Mrs. Kehoe to look into insurance, etc.
 - ii. Suggestion to refresh the paintings and signs around the trail
8. Motion to adjourn at 7:40 p.m.
9. Next Meeting Monday, 11/12