

PTO minutes, November 14, 2017

Start 5:05 PM

Agenda (5:07)

Attendance: 17

6 teachers

1 principal

9 parents

1 Liaison

- Despereaux is up to chapter 17 on the Pillsbury website.

Financial Report

- Working on getting Rosie (the Treasurer) on the checkbook
- Roxanne Robinson and Patti Amstrup have agreed to be the two staff signers on the checkbook and keep track of the financials.
- History of PTO financials
 - Used Quicken for PTO budget and dispersals, the system crashed, and the file was deleted.
 - Moved to Google Docs after that happened, because then the information is stored in the cloud.
 - Discussion of overall financial situation, including a history of PTO funds going back to the 1990s
 - Discussion of a petty cash fund for the liaison. It was decided that the Liaison would have a petty cash fund of up to \$100, turning in receipts to document the spending afterward.
- Huge Thank you and acknowledgment of all of the teachers who have stepped up to keep the PTO functional and running through the years.

Fundraising Update

- Application for SCRIPS submitted

- SCRIPS expected to roll out sometime next week
- Discussion on best ways to get this out to parents
- Decisions made on SCRIPS:
 - Fundraiser selling of gift cards will be cash only, unless people purchase them online themselves.
 - PTO will use reserve money to buy \$2,500.00 worth of gift cards to sell after school, and track how well that goes.
 - Ms. Roeser will design a flyer for the website.
 - The link for SCRIPS will go on the Pillsbury webpage
 - Signup lists to sell after school at pickup will be posted on the PTO Facebook page.
 - Jasmine is the official coordinator for SCRIPS. All questions should be directed to her.
 - We will be looking into an account for the PTO that allow us to use multiple credit cards (to help parents purchase if they cannot or do not want to create an account for themselves).
 - We will determine whether or not all cards can be reloaded, or only some cards.
 - If we sell a lot of cards quickly, we will re-order right away.
- Spirit Wear
 - Looking for a new vendor with more color and design options
 - Redesign logo
 - Diversify on products (i.e., coffee mugs, scarves, fleece blankets, etc.)
 - Let's work to build school spirit by wearing Pillsbury shirts on Friday

Communication Preferences

- How do parents prefer that Pillsbury communicate with them? Current forms of communication include:
 - Robocalls
 - Emails
 - texts
 - Flyers
 - Pillsbury Website
 - There is a Google calendar on the website
 - Facebook PTO page
 - Facebook Pillsbury page
 - Posted signs
 - Newsletters

- How do we collect data on how parents prefer communication?
 - This has been tabled due to time constraints, and will be discussed further at another meeting.
- How do we use that data to communicate effectively?
- Turn the focus on communicating in a more timely fashion, with reminders coming further in advance than a couple of hours.
- Look into the possibility of using the Remind App.

Volunteer Opportunities

- Pillsbury Carnival is Friday, June 8th. Mark your calendars now!
- Scholastic Book Fair in February--need a LOT of volunteers for this one!
- Tour volunteers - lend your voice as a parent to other parents who are considering having their children come to Pillsbury. Tell them how great we are, and the fun things we are doing!
- Sell gift cards and T-shirts after school
- Communicate with Sam or Amanda if you can volunteer
- Rey to follow up to determine where the profit from pictures is currently going.

Open Discussion

- Rainy Day Requests:
 - Pedal Power - \$5000 - to use for bike maintenance, mainly, but also to update some equipment. **AFFIRMED BY PTO.**
 - Raz Kids - a new reading curriculum. Request is for \$1709.10 for the license for the first year. Going forward, we will be asking parents to contribute per household to help offset the costs. **AFFIRMED BY PTO.**
- Discussion came up as to where the Minnesota Moccasin grant money was allocated. It was earmarked for the science lab.

Meeting ended at 7:03 PM.