

**PTO Quarterly Meeting**  
**January 30, 2020**  
**6:30pm**

**Agenda:**

1. Welcome/Call to order
2. Review of Year-to-Date Budget
3. Conference Meal Planning
4. Uniform Sale Updates/Planning
5. Financial Requests – Party with a Purpose, Gryphon Garden
6. Future Events Planning – Teacher Appreciation Week, Annual PTO Meeting
7. Final Comments and Adjourn

**Meeting Attendees:**

- PTO Board Members - Tina Loutsch, Penny Teder, Resmy Kurian, Elena Ryabinin, Christie Wills, Amanda Weidner
- ERA Faculty/Staff – Kelly Schiffman
- Parents – Kristin Parks

**Minutes:**

1. Christie began the meeting at 6:36pm.
2. Tina provided a current copy of the PTO Budget and opened for discussion
  - a. Tina noted the reimbursement for Kindermats was applied to Miscellaneous Items-K to 5 Grade (line 31) budget item, but the check also included other items covered by the Redemption program reimbursement, so there currently a surplus in line 31.
  - b. Christie noted that the Ski Club has started for the year – line 8 (Ski Club revenues) and line 15 (Ski Club expenses) are expected to net out.
3. The group discussed the upcoming Teacher Conference Meal, which is traditionally sponsored and supported by the PTO. A change in schedule for conferences has changed the scope and timing of the meal – only one meal is requested, for Thursday, February 13. Several group members are planning to volunteer for the preparation (starting around 2pm), serving during the meal (scheduled as early dinner 3:30-4:30), and clean-up afterwards.
4. The group discussed some planning items related to the upcoming Uniform Sale, February 13-14, during the parent-teacher conference times. Two ipads loaded with the PTO Square account will be available for the sale, and Tina will get petty cash and bring cashbox during setup time. Amanda will reach out to Karen Oglesby, who is leading the event, to see if she needs a Signup Genius or other help in recruiting volunteers. The group also decided that we would like to have the remaining PTO spirit wear and water bottles available for sale. Tina will be helping with setup for the Uniform Sale and will make sure these items are displayed.
5. Christie presented two financial requests from the community:
  - a. Party With a Purpose: The planning group for the kick-off event on February 29 has estimated their current total planned expense is \$1000, some of which will be covered by the \$5/person registration fee. The purpose of this initiative is to provide opportunities for all families in our community to connect in the way(s) that appeal most to them. Due to the broad impact to the entire ERA community, the group was enthusiastic about supporting this initial event and agreed unanimously to provide

funding up to \$750 for Party with a Purpose Kick-off. (Amanda motion/Christie second, all in favor)

- b. Kelly presented an update about our Gryphon Garden, with plans to upgrade the garden area, plan the type/amount of plants needed with Taher based on ability to use the items harvested in the lunch program, and generally make the garden sustainable. This effort will require purchase of new soil, seeds, structural poles, and pavers. Kelly mentioned that she has requested several grants, but the amount(s) that will be received is unknown. The group agreed to provide \$500 funding for the Gryphon Garden. (Christie motion/Amanda second, all in favor)
6. Christie announced the two upcoming items on the PTO calendar:
    - a. Teacher Appreciation Week is May 4-8. Christie has asked Jennifer Lundquist and the other parents that were involved in planning/leading last year, and she believes most will do so again this year.
    - b. Annual PTO Meeting is April 16. This meeting will include elections for the 2020-2021 PTO board. Christie encouraged all members to run again and spread the word to others that may be interested. All positions are one-year terms with a two-term limit in that position. Christie has served two terms as president, so she is ineligible to run for that position again this year.
  7. Christie adjourned the meeting at 7:54pm.