PTO Meeting Regular Meeting

17 November 2020, 6-7:30pm

Location: Zoom

1. Attendees
	1. Tiffany Coleman – *Equity Committee*
	2. Heather Duemling – *Equity Committee*
	3. Samantha Eads – *2020/2021 PTO Co-President*
	4. Oniffe Grizzle – *Equity Committee*
	5. Rachel Guthrie – *University Elementary Vice Principal*
	6. Glen Hopkins – *University Elementary Principal*
	7. Kerry McGarry – *2020/2021 PTO Treasurer, 1st Grade Teacher, Fundraising Committee*
	8. Jen Rhoda – *2020/2021 PTO Secretary, Equity Committee*
	9. Lauren Rosner – *Events Committee – Teacher Appreciation*
	10. Dinorah Sapp – *Equity Committee, Wellness Group Coordinator*
	11. Maggie Sher – *2020/2021 PTO Vice-President, UES Library Aide, Fundraising Committee*
	12. Tandhy Simanjuntak
	13. Teresia Simanjuntak
	14. Hopi Stosberg – *2019/2020 PTO President, Fundraising Committee*
	15. Rachel Voorhies – *2020/2021 PTO Co-President*
2. Verification of Quorum (at least 5 members present for voting to be valid).
	1. 15 members present.
3. Approval of October minutes. Unanimous without comment.
4. Principal’s Report – Glen Hopkins
	1. Request that families be safe outside of school with regard to COVID exposure. Positive case identified in school, person does not work with children. Encouraging that we have had very few close contacts within the school, which is an indication that everyone at school is following protocol. Safety is first and foremost.
	2. Chat:
		1. Hopi Stosberg : Glen, thank you for everything you and the teachers and staff are doing to keep our school community as safe as possible.
		2. Glen Hopkins : We are all in this together!
5. Treasurer’s Report – Kerry McGarry
	1. October Expenses:
		1. Literacy facilitator: 741.00
		2. Student Needs: 300.00 (Walmart card).
		3. Teacher boxed lunches: 537.00
		4. Total Oct Expenses: 1,041.00
	2. October Income:
		1. Kroger Rewards: 791.42
			1. Request for repeat reminders to families to sign up for this.
		2. Savings Divident: 11.45
		3. Total Oct Earnings: 802.87
		4. Fall Campaign income will be included in November Report
6. Fundraising Committee – Hopi Stosberg
	1. Fall Campaign – as of yesterday, we’ve raised ~$(removed d/t open internet post). Understandable that total is low this year. Hope to raise more before winter break, but also accept that that may not happen. Thank you receipts will begin going out soon. Hannah Carroll is posting updates about thankfulness campaign and she is doing a great job with that. One concern is that envelopes may not have reached everyone, possibly a post office/mail problem.
	2. Box Tops- should be getting a check for $200 soon.
	3. Pizza X Proof of Purchase- they are giving double points for Education week ($0.50/POP). Call for collection and will turn in this week. Be sure to trim to size.
7. Equity Committee- Oniffe Grizzle
	1. Due to several meetings since the beginning of the school year, we have decided to become an official committee within the PTO. What we are hoping to do is be a lot more intentional about how we organize our work and that it is consistent with what the school is doing. Right now we know there is an Equity Committee among the faculty and there are things going on at district level. Within the PTO, we want to make sure we are supporting the mission of the school:
		1. School mission: “We at University Elementary School work to encourage our students to become inquiring, reflexive learners who value others in an inclusive community and around the world.”
	2. We have developed a document of 5 questions and 5 actions as a guidepost. This was emailed out to families on October 19th and is available on the PTO website (https://universityelementary.digitalpto.com/).
	3. Now, we are looking at short-term and long-term goals with measurable objectives. We would like to make sure that they are based in data whenever possible. In developing these, we would like to do an “environmental scan” with Principal Hopkins and faculty to see where we would be most effective. We would also like to work with the school community create practices within the PTO that will benefit students for years to come.
	4. To begin, we are meeting twice weekly in an attempt to make meetings as pluralistic as possible. Attend what you can; there is no expectation to come to all of them. Any parent/guardian, teacher/staff, or administration member is welcome to join or stay engaged over email. Meetings are Fridays 6-7pm and Sundays 3-4pm.
	5. We would like to have more voices that represent the whole of our school.
	6. Gratitude to Mr. Rafi Hasan (MCCSC Equity and Inclusion Coordinator), who attended our meeting on Sunday. We are working with him to see how best we can be intentional. Our goals and objectives will be tied to the mission of University Elementary.
	7. We are working on a public repository of resources to share with other parents, so that we can support conversations that teachers are going to be having in the classroom regarding inclusion and in accordance with the Teaching Tolerance platform that has been utilized by the school.
	8. A primary goal is parent engagement and we are working on adopting a model for this from The Welcome Table. (Dinorah Sapp: <https://winterinstitute.org/wp-content/uploads/2020/02/The-Welcome-Table-Brochure_2020.pdf>)
	9. Mr. Hasan led the Equity Committee through an exercise that helped us understand more fully the concept of equity. We would like to do this exercise in a general meeting for the whole of the PTO. One thing that became clear was that we, as individuals and within the committee, need to do work to become more self-aware. We need to come to this with a clear understanding of what diversity, equity, and inclusion means for University Elementary as a whole and the PTO in particular.
	10. These conversations will be ongoing. We encourage you to chime in where you can, because the more voices we have involved in this, the better the end product. Again, meetings are Friday evenings at 6p and Sunday afternoons at 3p.
		1. Zoom link:
* <https://us02web.zoom.us/j/7211383247?pwd=SmxOcXIvWHNwMmtPbGt2cEsxcGJMZz09>
* Meeting ID: 721 138 3247
* Passcode: 126861

Sam Eads: If you are unable to come to meetings, but want to be involved, please send a message to universitypto@outlook.com

Dinorah Sapp: please consider visiting the site for The Welcome Table, which is a good model for establishing relationships and creating mutual goals

Glen Hopkins: I will plan to be there next Sunday.

Sam Eads: Thank you, Mr. Hopkins, for supporting the group and the effort.

1. Events Committee – Rachel Voorhies
	1. Lauren Rosner- Thank You Wagon for teachers/staff. Nov 30th-Dec 18th.
		1. Plans: Amazon wishlist of items (teas, lip balm, pens, notebooks, gloves, gift cards, etc.) coupled with non-monetary items (words of encouragement, thanks, praise, etc.). Information will come out in a email/Monday Minute on Nov 30th that details effort and how to order.
		2. Feedback:
			1. How do we transport non-monetary items?
				1. Dinorah Sapp: I am a walker and can have a cardboard box for people to drop thank you notes as they come to school.
				2. Lauren Rosner: Yes, I will coordinate with you on that.
				3. Maggie Sher: If you have thank you notes, I can put them on a bulletin board for display for the teachers. Teachers have responded well to that in the past.
				4. Glen Hopkins: Thank you’s from students also coincide with World Kindness Day, which was part of the announcements this week. I talked about kindness to self, others, and the environment. An important part of that is articulating thanks. We hold on to those thank yous from people.
				5. Oniffe Grizzle: I like the idea of gift cards so teachers have options of what to purchase. Do we still have the capacity to make a video to say thank you to teachers also? Teachers made one for the students and they loved it.
				6. Rachel Voorhies: Yes, we talked about this last month. Is there anyone who would be interested in putting this together?
				7. Tandhy Simanjuntak: If you send us the videos, we can make it. I will put together a Google Drive for families to share their clips.
				8. Oniffe Grizzle: How about signs in windows of cars as well?
				9. Glen Hopkins: If we organize that part on a day when teachers stay for faculty meetings, I can coordinate so that they are all outside to see the signs. Also, that way we can videotape to share with our online teachers.
			2. How should we handle delivery of Amazon items?
				1. Glen Hopkins: delivery to school is not a problem. Teachers will really appreciate non-food items as alternative. Sherwood Oaks gave us a lot of Starbucks and Crumble gift cards today. Friday, someone is organizing a coffee bar and pastries for teachers, so bringing in a variety of food & non-food options will be good.
2. Existing Business
	1. Dinorah Sapp- Wellness Group
		1. We had 6 people respond to the Google Form who are interested. I’ve sent some ideas and we will see how it develops.
		2. First action- recognize our Food Service workers. Maybe interview and picture, encourage thank yous. Maybe do this on a bi-weekly basis.
		3. Lunch ideas on PTO page for parents to share. Highlighting menu items at school.
		4. My dream goal: salad bar cart coupled with a healthy eating curriculum.
		5. Open to all ideas that committee members are interested in doing.
3. New Business
	1. Birch Foley- Garden Project
		1. I’m a scout in Bloomington and am working on my Eagle project. I would like to build a raised bed garden tower where the cabin used to be by the playground. I would like to execute this project in early December. The purpose of the project is to attract pollinators to the raised bed gardens. (Did not include details of construction in these minutes). The total cost of the project is $350.
			1. Conversation determined that Birch will be able to fundraise for project and that garden funds are needed for repairs of existing gardens.
			2. Motion: PTO will give $100 to support this project. Unanimous approval.

Minutes submitted by: Samantha Eads

Minutes approved by: Member Vote at December PTO General Meeting