

Children's Kiva Montessori School
PTO Meeting
Dec 8th 5:30-6:30 P.M. Children's House on Empire

- I. **Welcome/Introductions:** Angie Seeley, PTO President

- II. **PTO Vision-** The Children's Kiva Parent/Teacher Organization (PTO) serves as a liaison between parents, teachers, staff and the Board of Directors, with the goal of enriching the Kiva community. The PTO strives to create a welcoming atmosphere for families to engage more deeply in their children's education by providing a forum sharing ideas and by sponsoring opportunities for family involvement.

- III. **Reports**
 - A. **President**
 1. Welcome **We have rearranged the agenda so community forum is closer to admin reports for better discussion.**

 - B. **Treasurer**
 1. Checkbook balance is \$2,937 at December 2, 2015
 2. PTO has \$1,921 available for distribution under new policy, remaining is reserved for planned Outreach activities such as festival of trees, teacher appreciation, school of choice and childcare
 3. Monthly reports are available through Angie Seeley. **Because Angie has dual roles of president and treasurer, Angie, Stacey, and Susan will sign checks and Holley will reconcile the bank statements.**

 - C. **Volunteer Director**
 1. Overview of Volunteer Efforts
 - a) In the past month Kiva Family Volunteers have enabled the CEL/MS school to join the Veterans Parade by supplying the help needed to walk with the kids, helped to pull of the annual Stone Soup, last minuted moved items stored in the pink building for EL/MS, lower elemen field trip
 - b) Both CH and EMS could use help with dusting. **mainly the shelves**
 - c) Volunteer of the Month - Kelley Unrein
 - d) Charter needs a parent to help in the Music and/or Spanish class, Mon-Thurs 12:30 - 2:30, can be a 1 hour commitment per parent You do not need to have any experience, what a great way to learn with your children! This is just to help keep kids on track
 - e) Children's House needs help with *Playground & parking lot sweeping & fall leave corralling:Lexi will have bags by the storage shed and anyone can rake leaves at anytime. Weekend, after school daily, .Window & Blind cleaning: all classrooms, after school or over weekend, .People to eat lunch and assist with lunch prep in the classrooms (would require training), . Shovelers for winter . More specialized needs: Table refinishing and epoxy application, . Cubby Installation (we will be getting new cubbies in the next couple of weeks).Gazebo-need someone to remove the bamboo from the fencing around the gazebo and install Plexiglas. Weedeating outside the perimeter fencing. Someone to sand and stain the gazebo and some of the other outdoor structures. Someone to install new surface on the boat. **Someone asked if the call-in list (like the one used at EMS***

for crosswalk duty) would work for volunteer items in the classrooms but Stacey feels that at this point there isn't enough consistency with times to implement.

- f) Training for classroom volunteers Rob Lee who is our ELM consultant offered to conduct a simple volunteer training so parents who volunteer in the classroom can feel more comfortable. He is willing to accommodate schedules for parents who wish to attend. He will get teacher input! More info will be forthcoming. Kaitlyn (Upper EI Teacher) handed out an observation guideline. (For more info, please contact her) Lexi will pass on observation guidelines from the founding committee.
- g) Tamia Hurst commented that when she volunteers in the classroom she didn't feel comfortable wandering around looking for kids to help. She spoke with the teacher and asked if she could have 3 kids to read with each time she comes. You can talk to the teachers about what you are comfortable doing!
- h) A suggestion was made in regards to shoveling snow: Since there are 3 people on duty for crosswalk in the mornings, at less busy times 1 parent could shovel.
- i) Brian Mason had a suggestion that maybe having the older kids do service hours could help fill some of the volunteer needs as well.

D. Fundraising Director

1. Update at meeting Feedback on the Festival of Trees has been positive. We will have an update on the net profit next month. Erin is already planning for next year and feedback or suggestions are appreciated! If anyone sees or has access to a cheap artificial tree, grab it for next year! Angie Seeley can possibly store them. Also, if anyone sees any of the bigger lights for cheap, we need those too. Lexi suggested that we have the festival earlier in the day, before the parade so that it isn't so cold and late. Feels more families may participate this way. There were some complaints about the fires that they were too smoky but others enjoyed the atmosphere. Brian Mason said the hot chocolate booth raised \$140 for the Pinion Project.

E. Health and Wellness

1. 'Avoiding infection tips' - Kelly Busby Suggested Elderberry syrup and occillocoxinum to prevent colds and flu (Please see newsletters for more detailed info!)
2. E/MS playground update - Mary Jo Standard- We did not get the grant for the playground because we are at this location temporarily. Mary Jo is looking into other grants and options. The city will not give us any money but will pay the cost to maintain a play structure. we could possibly put up a temporary structure that we could take with us when we have our permanent building. Brian Mason feels that we should create something permanent for the community. The goal is to have this by next fall.
3. There was a question about how this becomes a board priority. Tamia Hurst suggested that Mary Jo start by presenting to the board during their community forum. Angie suggested that she come up with numbers of what funds would be needed and then go to the board. Lexi also suggested attending a fundraising committee meeting and just grease as many wheels as possible. She also suggested looking into freeplay equipment and can give resources on this.

- IV. Community Forum-**We love to hear what parents(guardians/staff etc.) are thinking please don't hesitate to share celebrations, comments, suggestions, questions or concerns! It is your participation that makes this organization great! We respectfully ask that these items be limited to 5 min, if you would like more time please request your items be placed on the agenda and we will be happy to accommodate you! **Brian**

Mason made a suggestion that at every school event, we ask people to bring an item of food or clothing to donate so we can use it to benefit the Bridge shelter or pinion project. He also said that there are still 90 families that people can help with Christmas through the pinion project.

- A. **Board of Directors Representative-** Will speak about Schools plan for the Executive Director changes and answer questions or concerns.
 - B. **Open Forum- follow up**
- V. Director's Corner**
- A. E/MS Executive Director or representative- Susan Likes is acting as the interim director until a permanent replacement for Josh can be found. There will be a Winter Social which will also serve as an open house for Josh. We need parents help before to set up chairs and everyone will need to put their own chairs away at the end. EMS instituted a new guidance policy. Info was sent home to each parent. If you have questions contact Susan. They also switched SPARK to the afternoon because it has been too cold in the mornings. Someone made a suggestion that teachers send home a daily schedule for parents.
 - B. Alexia Hudson-CH Executive Director- Thanks for all the help with Stone Soup! Asked that if anyone knows someone who has early childhood training to send them her way as CH needs substitute teachers. The policy for outside play is that it has to be 20 degrees or above to have kids play outside. CH has one thermometer that they will gage this from. if the flag is up, kids will be inside. CH is not doing a gift exchange for Christmas this year. Instead they will be collecting food to donate or families can get names from the pinion project and donate food or money to help families for Christmas. The thematic unit this month at CH is on giving. The kids will take ornaments they make to nursing homes. Lexi wants to create a school culture of giving at CH.
- VI. Other Activities**
- A. Box Tops- Could not get anyone from EMS to head this so both schools will collect for CH.
 - B. Mentor program
 - C. School of Choice - National school of choice week. Event scheduled for Thursday, January 28 in the evening. Both schools to participate at Beech Street in lunch room. If you are interested in helping plan this event email kivapto@gmail.com
 - D. Ideas for future agenda items - Montessori, teacher input, etc?
- VII. Upcoming Events/Calendar**
- A. Monday, December 14, BOD meeting (CH & E/MS)
 - B. Tuesday, December 15, winter social at Cortez Elks Lodge
 - C. Friday, December 18, early release (E/MS)
 - D. Holiday - No School - December 21 - Jan 4
 - E. Next PTO meeting:
 - 1. Tuesday, January 12th 5:30-630 PM at CH