

ROCKY MOUNTAIN ACADEMY OF EVERGREEN PTO

April 21, 2021 Meeting Minutes

6 pm

Attendees: Valerie Hartford (PTO Vice President), Kate Blaney (PTO Secretary), Lisa Warren (PTO Treasurer), Jill Jachimek (PTO Director of Communications), Cody Knopf (PTO Director of RMAE Fundraising), Kjersten Ostrom-Condojani (RMAE Board Liaison to PTO), Kirsten Fisher (RMAE Board), Jessica Curtis, Tom Barbour

- 1. Call to Order:** Meeting began at 6:10 pm via Zoom.
- 2. Minutes:** March 2021 PTO meeting minutes were approved (Lisa/Jill motioned to approve) and will be sent to Tiffany Fontaine for posting to the RMAE website.
- 3. Principal's Update:** None
- 4. Treasurer's Summary:** Lisa noted the PTO's \$100K operating budget and shared that expenditures in the last month included those for the New Family Mentor Program, staff support (i.e., flowers for bereavement and wellness), and teacher appreciation activities. She also noted that the PTO wrote a check for approximately \$4K to the school for annual giving (i.e., funds donated to RMAE through the PTO PayPal account).
- 5. Events and Activities:**
 - Current/Old**
 - **Teacher Appreciation:** Kate shared information about teacher appreciation on behalf of the Chair, Marni Reinstein. Specifically, that we celebrated Administrative Professionals Day on 4/21 with flowers to the front office staff, as well as will be celebrating Principals Day on 4/30. In addition, teacher appreciation week is 5/3-5/7 and Marni has lots of fun goodies/activities planned for which she will need help from the Class Coordinators and families/students. Points to note are (1) with the great support of Administrative Professionals Day, it needs to be something we continue in the future, and (2) we need to make clear in communications that we are celebrating both the Principal AND Vice Principal roles on Principals Day on 4/30. Kate moved to request an increase in the budget for the teacher appreciation line item by \$250 to account for the flowers that have been recently sent to staff for bereavement and

wellness (Kate/Jill; motion approved) as those had not been accounted for in the original teacher appreciation budget.

Upcoming

- **Campus Clean-ups:** Kate shared that she has been in recent contact with Todd Wellman to formalize a plan for a spring campus clean-up as well as a summer campus clean-up. Both events will utilize a Signup Genius to seek parent volunteers to work on specific tasks, and spring will focus on tasks such as painting railings and staining benches, while the summer event will focus on tasks such as cleaning out trash cans, mulching, sweeping, weeding, etc. Communication to seek volunteers for the spring event will be sent out in early May.
- 6. Fundraising Updates:** Cody shared that she'd like to ensure that we send out a reminder for linking up Amazon Smile, and grocery cards before summer break - it's super easy money for the school! She also noted that she's going to be meeting with The Wild Game soon to get Bingo and the Warren Miller event set up for next year. Valerie noted that Kirsten Fisher has volunteered to be a second game manager with Tiffany Fontaine and that Valerie will be following up to ensure we have the Bingo game license in place for next year.
- 7. Ongoing Business and Other Topics**
- **Volunteer Management/Raptor Technologies:** Kate shared that after a Board vote, we had approval to purchase the hardware and software for the Raptor Volunteer and Visitor Management system for the school. She noted that the PO was processed and the hardware was sent to the school for delivery this week. She agreed to follow up to ensure that Lisa has an appropriate invoice for payment.
 - **New Family Mentor Program (NFMP):** Jill shared that she and Stephanie (Chair of NFMP) have been communicating with families to advertise the new program and seek mentor families for next year. She gave a short summary of the program for new PTO meeting attendees and noted that 9 families have currently signed up to be mentor families, but that we will need more as there are a projected 40+ new families to RMAE next school year. She and Stephanie plan to

begin matching families in June to roll out the program July 1.

- **Parents at Work - Safety and Security (PAWSS) Program:** Kate gave an update from Camar and Richele (PAWSS Chairs) that the program has been in place for a couple of months now and management of the program is much smoother than at the start. They have 15 volunteers that have had a background check to participate in PAWSS and the majority of shifts have been covered. Kate noted that with the installation of the Raptor system, background checks will be simplified and will allow for additional parents to volunteer for PAWSS.
- **PTO Board Nominations and Election:** Valerie shared the final nominations for the 2021-2022 PTO Board, which are as follows:

President/Co-President - Valerie Hartford (*formerly Vice President*), Kate Blaney (*formerly Secretary*)

Vice President - Erin Parrett (*formerly Co-President*)

Secretary - Marni Reinstein (*formerly Teacher Appreciation Chair*)

Treasurer - Tom Barbour

Director of RMAE Communications - Jill Jachimek (*current position*)

Director of RMAE Community Events - Ashley Key

Director of RMAE Fundraising - Cody Knopf (*current position*)

Valerie noted that elections will be held during the May regular PTO meeting and Tiffany Fontaine will be leading the elections. All PTO members are encouraged to join this meeting!

- **Survey for Preferred Communication Methods:** Jill shared the communications survey that will be going out to families through the class coordinator emails this week. The purpose of the survey is to collect information from families on their preferred methods of communication(s) from the school and PTO such that they may possibly be altered or streamlined for next year.

8. Announcements: Next/Final Meeting and Elections: May 19, 2021
6 pm - Zoom

9. Adjournment: The meeting was adjourned at 6:47 pm.

Minutes compiled by Kate Blaney, PTO Secretary