

## PTO Meeting Notes

### 8/22/2019

#### **Principal Update:**

Introduction – Ms. Johnson has been part of SLPS for the past 16 years, starting school in Kindergarten with SLPS and graduating HS from Vashon. (for more details see Welcome Letter on PTO Website [www.magi-pto.org](http://www.magi-pto.org)).

- Her focus this year is maintaining Mallinckrodt's top ratings as well as working towards a top rating in science. She is currently conducting interviews to fill the Science teacher role for Magi and expects to have the position filled soon.
- All new teachers will update their bios in the next couple of weeks and those will be available for the parent body on the Magi Webpage.
- Update on the Irrigation system: the district has approved for Magi to get an irrigation system. The District is willing to pay for ½ the cost. Parent body will vote on the additional cost in this meeting. If approved, the installation should occur within the next 2 weeks.
- A parent suggested that we consider Green as a uniform color. Ms. Johnson will be considering that request and will confirm back to parent body with a decision.
- Update on time for Curriculum night on August 29th, it will be from 6:00pm to 7:00pm each session will be 30 minutes long.
- Magi will have a library aide on Wednesday, Thursday and every other Friday. Each class will have dedicated library time in their weekly schedule. If anyone is interested in volunteering in the library, connect with Karen Hamon to obtain a volunteer form.

#### **PTO Board Member Introductions:**

Wendy Hamstra-Smith – Treasurer:

- She has a daughter is in 3<sup>rd</sup> grade at Magi.
- Her role on the PTO is to share information with the parent body about the PTO budget, work with parents and admin/teachers on needs they may have related to the PTO budget, writing checks for a variety of items that we bring to the school, supporting the Magi Fundraising Events and overall ensuring our school's PTO budget is in good fiscal health.
- This is Wendy's last year in this PTO role, anyone is interested in learning about the Treasurer role, contact Wendy ([treasurer@magipto.org](mailto:treasurer@magipto.org)).
- We will vote for a new Treasurer in May 2020.

Ken Zarecki – Communications Coordinator:

- Ken has a son in 4th Grade at Magi.
- His role on the PTO is everything related to communications. We utilize a variety of tools to communicate with the parent body about things that are happening at the school. He will post on the Magi Website, Magi PTO FB Page, Parent FB pages, send

emails, send home flyers with information and creates the newsletter that is posted on our Magi Website.

- This is Ken's second PTO tour of duty and he will be in this role for 2 more years.
- Ken also manages the Dragon Store, online store to purchase Mallinckrodt Dragon Merch!
- This will be Ken's last year managing the Dragon Store website and we're looking for someone to help with this responsibility going forward. If you are interested in managing the Dragon Store, contact Ken ([info@magipto.org](mailto:info@magipto.org)).

Sybill Naidoo - Vice President:

- Sybill has three children at Magi, a son in 5th grade, another son in 3rd grade and a daughter in 1st Grade.
- Her main responsibilities as Vice President include oversight of the Fundraising Activities we have at Mallinckrodt.
- Sybill also coordinates the AM Enrichment activities that we have at Mallinckrodt.

Karen Hamon - Volunteer Coordinator:

- Karen has a daughter in 1st Grade and a son in Pre-K at Magi.
- Karen's role on the PTO is to coordinate all the volunteers needed for the variety of activities we have at Mallinckrodt.
- There are endless ways to be involved in the Mallinckrodt community (specific opportunities will be shared later in the meeting).

Jill Perry - President

- Jill has 2 children at Mallinckrodt a daughter in 5th Grade and a daughter in 3rd Grade. She has another daughter who is not in school yet.
- This is Jill's second tour of duty as the PTO President at Magi.
- The role of President is to work closely with Ms. Johnson and with the district to understand, address issues that impact our school, our kids and parent body. As President, she also helps to guide and facilitate the achievement of our PTO goals for the year. As well as encourage and facilitate conversation amongst the parent-body, ensure everyone's voices are heard and viewpoints are respected.
- Finally, Jill's role is to support and champion the PTO Board members activities.

Gina Stone - Secretary:

- Gina has a 1st Grader at Mallinckrodt and a Kindergarden at South City Catholic Academy.
- This is her second year as PTO Secretary.
- The role of Secretary is to record the minutes of PTO meetings and share out the minutes to the parent body.
- Gina also helps to support the other Board members as needed on any and all activities to help support the school.

## Goals 2019/2020 Year:

- Support new Principal and all Teachers
  - Our PTO Board is made up of Board Members, two teacher liaisons and Ms. Johnson. With this group in place we ensure that the needs of our teachers are heard, we have alignment on activities for the school that are supported by the teacher community and by Ms. Johnson.
  - Through the PTO budget process, we have specific line items that can help to support teacher's needs throughout the year.
  - We also have a process for Teachers and/or Parents to make additional Fund Requests, throughout the year, on items that are not already covered in the PTO Budget. A Teacher or Parent will fill out the Fund Request form, submit to the PTO Board, ahead of the upcoming PTO meeting and the request will be discussed at an upcoming PTO meeting and if needed the parent body will have an opportunity to vote on the specific fund request.
  
- Continue to grow parent / community involvement:
  - The school activity calendar can sometimes look really busy and overwhelming (especially in May). This year we've tried to shift some events to different times of the year to ease the number of events that occur in a month.
  - We work to coordinate Family Friendly activities that are quarterly and will bring together our community, such as the upcoming Decades Dance, where families can come to school with their kids, dressed in clothes from their favorite decade and have a fun evening dancing and playing games with the Magi community.
  - We have a monthly Garden Party, while the weather is still nice. The schedule for Garden Parties is on the PTO Calendar on the PTO Website.
  - We are always open to new and fresh ideas of other activities we can bring to our community.
  - As a gifted school community, we partner with Columbia and Kennard on activities throughout the year and there are opportunities to get more involved to build a stronger partnership with our sister schools.
  - We will continue our focus on great multi-channeled communication: we have many different mechanisms of communication to the parent body. Parent FB page, Magi FB page, newsletters, flyers sent home in backpacks, we also have a PTO bulletin board to share ideas, parent pages and Ms. Johnson is going to work on getting the remind app going. We will work on getting communication out on a timely manner.
  - Most importantly, we are an open community and encourage anyone to bring forward ideas, issues, concerns so that we, as a community, can look for opportunities to resolve issues and alleviate concerns. Don't hesitate to reach out EVER, if you have questions, concerns, ideas, etc....

- Be good stewards with financial contributions that come to our school.
  - We have two types of fundraisers at Mallinckrodt:
    - Fundraising for Specific Mallinckrodt Events or Activity: for example a fundraising event specific to raise funds for 5th Grade Camp.
    - Fundraising for Mallinckrodt's General Fund: for example our Trivia Night Fundraiser and the Annual Fund Drive. Funds from these types of fundraising events fund our PTO Budget as well as provide an opportunity for the Fund Requests that teachers and parents can bring up throughout the year.
  
- Respect everyone's time. We strive to get information out to you (parent body) as timely as possible. We will focus on starting and ending our PTO meetings on-time. For PTO meetings, specifically, we have a goal to end at 7:45pm, so that we can all get back home to our families.

#### **Volunteer Updates (Karen Hamon)**

- There are many opportunities to volunteer at Magi. To be a volunteer you must fill out a Volunteer Application that includes a background check and references. You need to have this application completed and submitted to take part in any volunteer activity at Magi. This includes going on field trips, attending classroom parties, etc.
- Once you've applied, your status remains active for 2 years. After 2 years, you need to complete a renewal form to apply again.
- Forms are located on the webpage, on the PTO bulletin board, or directly from Karen Hamon (volunteer@magipto.org). If you need a renewal Karen has them.
- We have many people who commit a lot of time to this school. It is so appreciated by the board and teachers. This year, we have a Volunteer Log that you can keep and track your volunteer time. We can utilize these logs to help support different grants for the school. If you turn in your hours to Karen, you will be entered a raffle each semester to win great prizes. Karen has logs, get from website and bulletin boards.

#### **Immediate Volunteer Opportunities:**

- August 29th - Curriculum Night: we have a few spots remaining for parents to contribute to the Taco Bar we are hosting for the teachers on Curriculum Night. Contact Karen if you'd like to sign up to bring something. We can start bringing food items around 4pm on August 29th.
- Tour Guides Needed - We would like to have at least 2 tour guides for each tour. If you are interested, plan to attend the tour on Sept 12 or Oct.10, from 10-11am, where our own Amanda Doyle will be leading the tour. This is an opportunity to learn from the best. Amanda can show you the ropes, so that you'll be prepared to host your own tours later in the year. Tours typically take about an hour. .

- Committee Chairs Needed for upcoming events:
  - Sept. 27th - Decades Dance: we need someone to chair this event. The PTO will set up a sign-up genius and to help coordinate volunteers for the event. Kim Johnson, 1st Grade parent, will help with the coordination for anyone who is new.
  - Oct. 14th - Oct. 18th - Scholastic Book Fair: we need someone to chair this week long event. You don't need to take the week off work to be the Book Fair Chair. (set up is the Friday before and breakdown is the following Friday). VIP day is Friday, Oct. 18th.
- Coach for Let me Run: our 4th and 5th grade boys running group. If we are not able to find a coach for this activity, we will not be able to provide this opportunity to our kids this year. For more information on Let me Run, contact Karen Hamon.
- We strive to have committee chairs for all of our events, but we also want to be constantly training the next person. If you're not interested in chairing an event this year, but you think you have interest for the upcoming year, sign up to be a transition person. Contact Karen for more information.
- If you sign up for any volunteer event at the PTO meeting (8/22/2019), Karen will add you to the sign-up genius, so you will get the information via email.
- Let Karen know if you want to see specific items on the Volunteer bulletin board.
- This year we are also going to start showcasing, "Perspectives of Mallinckrodt", a variety of stories written by parents, teachers, our kids about experiences at Mallinckrodt. If you have a fun story to share about your experiences at Mallinckrodt, send it to Ken Zarecki.
- Take-away Message: There are so many opportunities to volunteer – different ways, before school, after school, during the day. So many different opportunities to be part of this community. It's a great way to get to the teachers at the school, your kid's friends and just different things happening at the school.

#### Volunteer Questions:

- As a new parent, how long does it take to get the volunteer request approved? If you submit the application, you should be fine to sign up for the first few events coming up. If you need to know if you are due to renew, let Karen know and she will try to track it down.

#### **Budget Update (Wendy Hamstra-Smith)**

- Every year in May we will vote on the budget for the upcoming school year. The budget you are seeing tonight is the budget that was approved in May. We do this to ensure that the budget is approved when school starts. In past years, we did the budget approval in August (at the first PTO meeting of the school year) but that didn't allow for teachers to use PTO funds to prepare for school.
- The Budget, we have approved is our "shell". These are the things we are planning for during the year. We've had several successful years of fundraising, so we have a healthy budget going into the 2019/2020 School Year.

- At any point, if you feel that the school needs something or if teachers need things throughout the year, we have extra money to allow for fund requests. Fund Request forms are available online. If you are a parent, you can do a funding request as well. Always be sure that teachers and CJ are aware of your request. We will review and if we have questions, we'll go back and forth.
- We have two types of accounts where our money is kept:
  - Regions Bank Fund – this is our banking checking account. This is a small, fluid account that we keep to write checks for smaller items to support the school.
  - SLPS Fund - is where checks from the Annual Fund will be deposited. This is typically the fund we use to pay for larger items, fund requests that come in through the year and items that we didn't already budget for when the budget was approved in May.
- Our goal is to hit the budgeted amount each year, if we want to increase, we will vote on it.
- We are projecting between Trivia Night, DUTS and Annual Fund – estimating 52k this year.

#### Budget Questions:

- In the past, we talked about, if there is a surplus in the funds, we would think about investing the surplus. Have we taken any action with that? We have talked about it but at this point have not dug deeply into it. We are planning to meet with a parent financial adviser later this fall to look at our options.
- Where in the budget is Multicultural Night covered? It is in the School Enrichment line item.
- Is there a line item for Food Fundraisers in the budget? Every year we do food fundraisers, where we make arrangements with a local restaurant that if anyone from Mallinckrodt goes during the designated time and orders food a certain % of what is earned that night will go back to Mallinckrodt. In general the Food Fundraisers don't yield large \$\$'s for us, what we do earn we add to the Principal's Fund. That money has traditionally gone to the principal fund (Box-tops, Shop-a-roo) would fund the Principal's Fund, but those fundraising opportunities are decreasing, so we've added Food Fundraiser \$\$ to Principal Fund to supplement. The Principal Fund allows for Ms. Johnson to do more in-the-moment things for the teachers, staff and kids such as, order food for all staff meetings, provide ice cream treats or pizza parties to kids, etc. In May last year, we voted to add additional dollars to the principal fund, because the sources we used to use were starting to dry-up. This year, Jessica Shasserre, has already booked one food fundraiser every month. Food Fundraisers are a great opportunity to socialize with magi community as well.

#### **Fundraising Update (Sybill Naidoo)**

- Fundraising at Mallinckrodt might look different than what you might expect from a Fundraising activity. We don't do selling of candy, pizza, wrapping paper, etc.... our Fall Fundraiser is our Annual Fund Drive. This is where we ask parents, grandparents,

aunts, uncles, friends any member of our community to simply give as you can. With this approach we get 100% of the funds that are donated. Any amount is great and appreciated.

- We kick off the Annual Fund Drive in October and like to try and reach our goal by the end of the calendar year.
- Donations to the Annual Fund Drive are tax deductible donations.
- If you are considering donating to the annual fund – check to see if your company does matching funds and you can double your contribution. Last year we got almost \$6000 in matching donations.
- We have opportunities for contributors to donate by check or by website (starting now even). You can do a one-time donation or a monthly donation. Whatever works for you or your family. You can also share the opportunity to donate with your friends and family.
- In the spring we do our big Mallinckrodt Trivia Night. The past few years we've done it at a venue in Ladue. This event includes Trivia, a silent auction, a live auction, 50/50 raffle, it is a really fun event.
- In the past few years we've done some big projects with funds raised at Trivia Night. We funded a couple of room expansions in classrooms, bought instruments for our 5th grade band, purchased the well loved and super dirty gaga pit, added equipment to the science lab, and funded teacher grants to name a few things.
- Trivia Night and the Annual Fund Drive also funds all the line items on our budget which is all due to the amazing community that we have that are willing to give time and money to our school.
- In addition to big fund drive, we have the food fundraisers. When food fundraisers are coming up there will be communication about how to get engaged in the fund raisers.
- Also, we do a box tops campaign and earn some money from Shop-a-Roo. Add the Box Tops and Shop-a-Roo apps to your phone and give back to Mallinckrodt when you shop!

### **Fund Requests:**

We have 3 Fund Requests to review & vote on tonight:

- 1) Ms. Johnson would like to purchase 2 Smart Boards for 2 classrooms in the school to continue to increase technology usage in classrooms. The amount of this request is \$6990.00.
  - No Vote: teachers and Ms. Johnson are going to explore whether SmartBoards or Promethean Boards are preferred and will come back to PTO with updated request.
  - Teachers have concerns about the functionality of the Smart Boards as compared to the Promethean boards, many prefer the Promethean Boards.
- 2) 2<sup>nd</sup> grade teachers are requesting 19 refurbished Chromebooks for use in the two 2nd grade classrooms. The Chromebooks being used currently, were purchased by the PTO (not the District) about 5 years ago. They have experienced wear and tear over their life. The 19 Chromebooks, + the current stock that are still functioning will be used by both 2nd grade classrooms. The amount of this request is \$2000.00.

- No VOTE: We will use funds from the Technology Budget to purchase the requested Chromebooks
- 3) Irrigation System – Garden committee asked for an irrigation system, 2 years ago. Originally the district said they would pay for the irrigation system as part of a larger district wide plan to provide irrigation systems for several SLPS schools. The original plan for the district to fund irrigation systems for select SLPS schools was put on hold. However, the district is willing to pay for ½ of the irrigation system for our school, the install and a spring/fall set up. The PTO would fund the balance. The total cost of the irrigation system is \$5315. The amount of this request is \$2657.00. Plan includes irrigation through the garden area and through the orchard in the front of the school. The PTO would be responsible for any maintenance to the irrigation system if the school is responsible for any damage to the irrigation system (sprinkler heads get broken). We also have a line item in the budget specific for the GArden Fund which has \$1800 which could be used to support any repairs if needed. If approved, work is scheduled to start in about 2 weeks.
- Vote: Approved (46 voters, 46 approved)

**Open Discussion/Questions:**

- How are teachers feeling about the increased enrollment this year?
  - Mrs. Flanders: class size is significantly larger – however, we have a great support staff and are feeling a bit overwhelmed, but have strong leaders, great team and some great support staff that is stepping in and helping. Working hard to set routines and transitions to keep things running smoothly. Confident we are having a good year. This is more of a stretch for me professionally. This is a community and we'll make it work. Thank you to everyone for reaching out and I think we're going to be ok.
  - Mrs. Kargis: I don't have that much of an increase. Appreciative of the people stepping up to support the teachers as needed.
  - Jill Perry - We are working to bring leaders within SLPS Gifted Program together and talk about this as a broader issue for all of the Gifted Programs in SLPS. We are also working to connect the parents involved in the Equity Bridge group with district leaders to discuss this more broadly.
  - Ms. Johnson met with a team of leaders this week, including Dr. Adams and is hopeful that Dr. Adams will put out a communication in the next week or so on this topic as well.
  
- Would it help to have a room parent?
  - Teachers will talk about it and if there are additional thoughts, they will reach out.
  
- Ms. Johnson, since you are new to the school, do you have any new initiatives you want to do this year?
  - Right now trying to work through the immediate needs, it's been a busy few weeks.



- I'd like to see more focus on communication and public speaking in the classroom.
- Thought about a golf club at the school, but need to address some immediate things first.
- What's going on with the Library? Looks like it needs some help. Does the library have enough supplies? There was concern that students were not scheduled to come to the library.
  - Ms. Johnson - We do have a part-time librarian who is here 3-days a week.
  - Jill Perry - the library you see now is a big improvement over what it was a few years ago. At that time, a group of parents got together, formed a committee and made some improvements. If you feel like the library could use some sprucing up – put together a committee and see what you can do to improve the library. Connect with members of the PTO to talk about opportunities.

Raffled off SLU Soccer Tickets - 3 sets of 4 tickets!! Congratulations to the Winners!!!

See you next month!