



KMS PTO MEETING MINUTES FROM AUGUST 23, 2018

IN ATTENDANCE:

1. Maureen Hirt 2. Michele Martino 3. Dana Kachurchak 4. Pat Brockway 5. Julie Meine 6. Jessie Corcoran 7. Julie Smith 8. Nicol Thompson 9. Tera Pritchard 10. Kim Phillips 11. Laryn Ullman 12. Christine Riscili 13. Kristin Jacobs 14. Stacey Jones

Meeting was called to order at 9:33 AM.

There was a motion to approve the May minutes by Kristin Jacobs and this was seconded by Christine Riscili.

PRINCIPAL, PAT BROCKWAY'S REPORT:

- KMS facilities have been improved in many ways this year.
- KMS purchased A/C unites for every room in the building.
- The building was power-washed and painted.
- The trees were pruned.
- There is a new sidewalk to the left of the main entrance.
- The foundation was waterproofed.
- There is a new wood fence by the stadium.
- The district goals this year are student achievement, citizenship, the Sandy Hook promise, Say Hello Program.
- We're supporting each other through the Innovation of recycling program in Room 222.
- We're working on recycling plastic as well.
- Through our Communication goals, we are sending an E-blast every Friday with a weekly update.
- This weekly update is readable on a cell phone which is more convenient for parents.
- KMS is developing relationships with the community.
- The students are doing well with the Chromebooks.
- The library is a clean slate as most of the desktop computers have been moved to Timmons Elementary School.
- Infinite Campus training is in process~ next week. The teachers can message groups of parents directly from this system.
- Google Classroom~ teachers are using this and Mrs. Brockway models this approach by communicating with staff via Google Classroom.
- KMS Website~ there is a link to the teacher's email address. However, teachers' websites will not be updated in this location since teachers are using Google Classroom.
- Go Guardian~ there will be a safety meeting with John Molnar for the security of our student's email addresses.
- The student is invited to the Google Classroom by their teacher and the parent is the guardian.

- Mrs. Brockway is checking with Google Classrooms/teachers as to whether or not students should be using their Kenston School email address for other purposes outside of school.
- There is a new presence at KMS. There is now of Resource Officer on campus from 7:30am-3:30pm daily. The officer spends time at each building during the course of a school day.
- There is a different officer on duty each day.
- The students have noticed the officer. The officer talks with the students daily~ building a good relationship with them.
- These Bainbridge Police officers sign up for a shift to work here on their day off from regular duty. There could also be a sheriff on occasion.
- The district has a new digital technology~ walkie talkies can communicate between buildings. This allows for communication throughout the campuses for any reason.
- Tomorrow night: First Responders Night at the football game~ the communication has been sent out to all parents/community.
- Mrs. Brockway would like to replace all the old framed pictures with new pictures throughout KMS. These pictures are very old and these students have been gone for many, many years.

PRESIDENT. LARYN ULLMAN-KOENIG'S REPORT:

A. Code of Conduct

- When you come into the building, you're agreeing to the Code of Conduct.
- If you're new, you will have to register as this does not apply to each building.
- You will have to complete at least one check-in for each building.
- There aren't many options to volunteer at this building.
- If you're working on a committee, it is not your job to police other children/parents during an event.
- We are here to help with this~ the administration takes this very seriously.

B. Meeting Expectations:

- We are adults.
- We do not micromanage here.
- Please do not send REPLY ALL emails unless absolutely necessary.
- The meeting starts at 9:30 am and the goal is to end by 11:00~ there may be exceptions with longer meetings due to certain times of the year but this is very rare.
- If you come late, just come in. If you have to leave early, you can leave early.
- We don't want you to not come based upon not showering and racing here from another obligation.
- We are happy to have you and we appreciate you being here.
- We do not prefer to do email votes.
- Everyone gets a vote.
- If you're not on a committee but you want an email with a meeting reminder and agenda, please let me know.

C. Intro to Council:

- Kim Phillips will talk more about this during the Council Report.

D. Best Practices:

- The key for the storeroom is still MIA. I have a copy of it for this door.
- During the last meeting, we discussed leaving this room unlocked.
- It is nice knowing if you're coming in to do something or work on an event, the door is unlocked.
- There is no money left in this room: just supplies, decorations, dance concessions and such for hospitality and 8th grade party.

E. Sign-up Genius (SUG):

- Emails for volunteer opportunities or any sign-ups will come directly from KMS Sign Up Genius instead of personal emails.
 - We don't want sending an SUG and the planning for an event to be stressful.
 - If hospitality decides to go buy the supplies for conferences instead of sending out a Sign Up Genius asking parents to donate, then this is okay!
 - We raise money to do these events and we can always do a funding request if we go over the budget.
- F. Putting the "T" back in PTO:**
- We have a teacher/staff member join us each month to share ideas and work together.
 - Let us know if there is something you would like to learn about at KMS.
- G. How to get Involved:**
- Please be sure to complete the purple PTO form to be a member of the PTO. Even if you're not on a committee, you should still complete this form to become a PTO member.
- H. Council Report: Kim Phillips**
- a. What is PTO Council?
 - i. Kenston PTO Council is comprised of representatives from each building
 1. Building Presidents and Vice Presidents serve as members
 2. Executive Board which consists of:
 - a. President, Vice President, Treasurer, and Secretary
 3. Chairpersons for:
 - a. Bomber Hangar, Care Blue, and E-Communications
 4. At-large members
 - ii. Ensures that the activities of all Buildings support the well-being of the overall organization and the mission of the Kenston PTO by:
 - iii. Monitoring the appointment of all executive boards
 - iv. Maintaining Kenston PTO By-laws and ensuring that the By-laws are followed
 - v. Auditing each building's Treasurer's book at end of school year
 - vi. Manages district-wide activities and events, including:
 1. Bomber Hangar
 2. PTO Directory
 3. Fine Arts Showcase
 4. Scholarships for graduating Seniors
 5. Kenston Night at a Cleveland Indians Game
 6. Kalahari Family Get Away
 - b. What does PTO Council do?
 - i. Meets on a monthly basis
 1. During each meeting District Superintendent, Nancy Santilli, gives a report
 2. Every other month, the building principals attend PTO Council meetings
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Every month, the building presidents will share the key points from the PTO Council meeting with the building PTO Boards. Here is information from the first PTO Council meeting of the 2018-19 school year:

- I. Volunteers needed at district-level for Bomber Hangar and PTO Directory
 - a. Each building's Membership Chairperson should email their database of volunteers that checked the box on the Volunteer Form in these areas
 - i. For Bomber Hangar, email list to Shelly McDonough at mcdonough@roadrunner.com

- ii. For District Directory, email list to Lynne Hamilton at dlhamil@comcast.net
 - iii. If anyone else is interested, see your building President
- II. Building Websites
 - a. Each building E-Communications Chair should update their website with the following:
 - i. Calendar of meeting dates
 - ii. Building PTO Board Roster
 - iii. Building Event Calendar
 - iv. Bomber Hangar information (contact Shelly McDonough with questions)
- III. Bomber Hangar Update
 - a. Description – retail store that sells Kenston spirit-wear, located at KMS; however, the store is “mobile” to make it convenient for shoppers during events such as ‘Meet the Teacher’, orientation, football games, and more
 - b. Beginning of school year sales are going great
 - c. Volunteers from all buildings are needed for assistance with:
 - i. Pricing, tagging, inventory management, communication, coordinating volunteers, and more
- IV. 501c3 (Non-profit status)
 - a. Kenston PTO will begin the process of filing for 501c3 status with the assistance of a law firm
 - b. Process will take 3 – 6 months
- V. The Kenston Parent Engagement Series
 - a. Description
 - i. A series of events hosted by Kenston PTO in coordination with the district and board of education
 - ii. The Kenston Parent Engagement Series is designed to engage top experts, our parent community and school personnel in topics that will support our parents and schools in preparing our students today, for a successful tomorrow. The series provides a proactive approach in assisting our parents with information that can help them support their children. The Parent Engagement Series is free to attend and is hosted by Kenston PTO Council.
 - b. Safety and Security will be the topic for the first event
 - i. When: Wednesday, September 12, 2018 at 7:00 PM
 - ii. Where: Robert E. Lee Auditorium at KHS
 - iii. Speakers include:
 - 1. Bainbridge Police Chief, Lt. Jon Bokovitz
 - 2. Bainbridge Fire Chief, Lou Ann Metz
 - 3. Jeremy McDevitt, Kenston Assistant Superintendent, Business Operations & Strategic Initiatives
 - iv. Parents may submit questions in advance to:
 - <https://docs.google.com/forms/d/e/1FAIpQLSdhSEerKsfgvPPhwUinRH7hZXrSVWJZCf4nA7wa5eYW1JLd5Q/viewform>
- VI. 3 Major Areas for PTO Council to Address for 2018-19 School Year:
 - a. Parent Engagement (Fall)
 - b. PTO Communications (Fall)
 - c. PTO Volunteering and Membership (Spring)

TREASURER, KRISTIN JACOB'S REPORTS:

- There has been no financial activity this year.

COMMITTEE REPORTS:

A. DANCE CONCESSIONS: JULIE VOUDRIS/ DENISE LECHAK

- No report, first dance is September 7, 2018
- B. CARE: JULIE SMITH**
- The list for new to district families was received.
 - Julie will start calling next week to invite these new parents to the September PTO meeting.
 - Julie will call on the phone first and then send an email with an RSVP.
 - There should be a follow up about a week out from the meeting as a reminder.
 - Julie will let the board know what the plan is for the meeting.
 - Last year the meeting was in the Home Economics Room.
 - We will need a volunteer or two to help Julie with the set up prior to the meeting.
 - We will also need a volunteer to stand in the office and escort the new parents to the PTO meeting room.
- C. HOSPITALITY: JULIE MEINE/ MICHELE MARTINO**
- August 14th was the first event with the Back to School breakfast for the staff.
 - This went very well and the teachers were very appreciative.
 - The next event is Open House
 - We will purchase water, lemonade and cookies.
 - We will use the budget for this.
- D. BOMBER HANGAR: CHRISTINE RISCILI**
- So far, we've had 7 events.
 - There is new merchandise and a curvy line.
 - There is a SUG for volunteers.
 - Please take your name off the list if you've signed up and you know you cannot help. We've had trouble with someone signing up in several spots and not showing up for the times.
 - We've been selling so much of these products. It's been very busy!
- E. E-COMMUNCAITONS/WEBSITE:**
- Is there anyone interested in filling this position?
 - The responsibilities include sending E-blasts and posting meeting minutes on the website. These E-blasts go to Mrs. Brockway for approval first.
- F. NEWSLETTER: KIM PHILLIPS**
- Kim puts this newsletter (weekly update is the new name) together and then she sends this to Pat's assistant, Susan finalizes this before Mrs. Brockway approves the weekly update.
 - Information from PTO Committees is needed by Wednesday, every week.
- G. VOLUNTEERS/MEMBERSHIPS: MAUREEN HIRT**
- Maureen keeps track of the teacher memberships as well.
 - To date, we have 127 members, which is down from last year at this time.
 - Many people only completed 1 page out of 2 on the purple PTO form.
 - We will run a brief survey about this very subject.
 - Maybe we can provide an envelope such as KIS does. This may help to get the forms back to the school.
 - Students may lose these or misplace the papers in transit.
- H. BEAUTIFICATION: STACEY JONES**
- We planted sunflowers and mums.
 - We will get access to the hose to continue to water these plants.
 - Jesse Corcoran volunteered to help with beautification.
- I. BOOK FAIR: MISSY SPELLACY/NICOL THOMPSON**
- No activity as of yet.
- J. FUNDRAISING: MAUREEN HIRT/STACEY JONES**
- Maureen will meet with Joe on 9-12-2018 for the 1st set up meeting. She will keep us posted.

K. SKATE NIGHT: MICHELLE REES

- No report as of yet.
- We discussed in great length a possible liability waiver from the skating rink.
- This will cover any discipline and behavior problems.
- We discussed who is responsible: owner of skating rink vs. parent?
- Michelle will talk with the roller rink to see if they will provide a liability waiver such as when there is a birthday party hosted at the skating rink.
- The school is not responsible for this as it should come from the skating rink.

L. STAFF APPRECIATIONS: CHRISTY ROSNECK

- No report as of yet.

M. 8TH GRADE PARTY: STACEY JONES, KIM PHILLIPS, MAUREEN HIRT

- No report as of yet. It is pretty early to start this conversation.
- Dana Kachurchak volunteered to help with this.

OLD BUSINESS:

- No old business

NEW BUSINESS:

- No new business

Meeting adjourned at 11:08 AM.

Minutes taken by Stacey Jones