

**Seven Generations Charter School  
PTO Meeting Minutes**

	<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Today's Meeting</b>	1/14/2020	6:30-8:00 pm	IS
<b>Next Meeting</b>	2/12/2020	2:00-3:30 pm	IS

**Introduction**

**Attendees:** Dawn Campbell, Andrea Dougherty, Emily Palmieri, Jully Shook, Claire Loomis, Rachel Hause  
**Staff:** Robyn Perna, Kelly Paxton, Jen Hersh, Kelly Baughman, Carolan Gehrt, Danielle McConaghy

**PTO Mission**

As the SGCS PTO, it is our mission to serve as a collaborative team of parents and staff members supporting the core values of our school. We enrich and enhance the quality of educational experiences by: engaging parents as active participants, building community, coordinating events, resources, expertise, and time in alignment with the values of our school.

**Meeting Norms** \*We agree to listen and respond to one another in a respectful way, creating a safe environment allowing all to be heard.

\*We agree to allow all participants to be heard and have an equal say, gather input from everyone, and utilize some form of consensus for decision making by people present.

\*We agree to allow all participants an opportunity to contribute their voice in a safe, welcoming environment and to have a clear communication to the school community of agenda, minutes and other information.

\*We agree to start and end on time, be respectful of time by staying true to the agenda.

\*We agree that official PTO communication distributed will be fact-based, unbiased information and will not include any personal sharing or details.

\*We agree to an environment that is welcoming, open minded, and positive where we all follow agreed upon norms.

**Discussion Review**

1. Opening/Introduction Andrea Dougherty	Check in, Intros, Mission and Norms review, Parking Lot review. <ul style="list-style-type: none"> <li>● Review of the parking lot procedures <ul style="list-style-type: none"> <li>○ if you have anything not on the agenda that you want to discuss, please write it down and we will address it at the end of the meeting or put it on next month's agenda</li> </ul> </li> </ul>
2. Review/update Emily Palmieri, Julie Shook, Rachel Hause, and Nikki Hawk	Treasurer funds/updates *(Hot chocolate bar, PTO table) from Holiday fair, Game night update/invoice: funds, Dan Shantz funds/update etc.  November budget: <a href="https://sevengenerationsschool.org/wp-content/uploads/2018/07/PTOAccountNov19.pdf">https://sevengenerationsschool.org/wp-content/uploads/2018/07/PTOAccountNov19.pdf</a>

	<p>December budget: <a href="https://sevengenerationsschool.org/wp-content/uploads/2018/07/PTOAccount-Dec19.pdf">https://sevengenerationsschool.org/wp-content/uploads/2018/07/PTOAccount-Dec19.pdf</a> 12/5/19 \$69 deposits from Game night-the line was left blank on budget form.</p> <p>Dan Shantz-sold about 30 cards, clarification from Nikki Hawk needed with exact number. The invoice has not been received or processed, so it will be included January financials.</p> <p>Game night-All invoices and payments have been turned over to Emily. The snacks sold were given from an Aspire event, all money collected from snacks were donated back to Aspire. A sign and information about the program were on display at the event. Concern arose about an accountability trail with this kind of donation. Though the school and PTO supports donations to different organizations, there needs to clarification add to financial agreement/money handling form as to proper handling of funds (ex. separate cash box, tracking of funds, etc.). Emily will add this information to the form.</p> <p>Clarification for Seven Gen Lends/Library on PTO account: Seven Gen Lends came under community circle when a need was seen. It is in conjunction with the school; guidance counselor is in charge of overseeing the needs and providing necessary information while respecting confidentiality. Historically the PTO has helped organize Seven Gen Lends meal and gift donations.</p> <p>October next year-make a line item for Seven Gen Lends food/gift donation sign up so that the PTO can be more involved with organizing and helping.</p>
<p>3. Discussion Dawn Campbell</p>	<p>EIC gallery walk for March/Teacher Appreciation Most teachers do not go home between the end of school and the EIC gallery walk. Proposal is for the PTO to provide dinner for the teachers because they are at school for such a long day, at the suggestion of a few teachers, and possibly going smaller for teacher appreciation week if needed. Proposal approved. Set up would have to be in the teacher's room because the cafeteria/commons area will be utilized for the gallery walk. Dawn will touch base with the teachers she's been in contact with and will send a sign up to genius Sandra to be included in an upcoming Constant Contact. PTO approved a \$200 budget to supplement in case the sign up genius doesn't get filled.</p>
<p>4. Discussion/review/update Rachel Hause, Emily Palmieri *(Devon Taylor), and Andrea Dougherty</p>	<p>Upcoming Community events and Fundraising for January, February and March (Movie night, Bear creek tubing) etc.</p> <p>January: no meeting in December was detrimental for planning purposes. Movie night could possibly be held the last week of the month or beginning of next month. Waiting to hear from Devon Taylor and Nikki Hawk before proceeding.</p> <p>February 26 tubing at Bear Creek 2-5:30. A minimum of 50 tickets must be sold to have the event. Tubers must be 6 years old, 42" tall and parents need to sign a form when they check in. Bear Creek wants someone to be there 30 minutes before group arrives to check people in and the payment must be done in a single transaction. Post on PTO Facebook page the need for someone to come at 1:30. Andrea and Rachel will tag team this event. Bear Creek Charges \$15 per person, PTO will charge \$16 per person to cover paypal fees.</p> <p>March: parking lot water park Split Rock H2oooooh. There could possibly be a movie night for March if January doesn't</p>

	<p>work out</p> <p>April: Science night Andrea will email Mad Science</p> <p>May: Iron Pigs game on the 1st. They want to know the number of tickets sold a month in advance. The PayPal button is on the website already. The event can start being promoted through Constant Contact closer to the date.</p>
<p>5. Discussion/review/update Rachel Hause and PTO Ambassadors</p>	<p>Credit card versus cash at PTO events, new money form, jobs/responsibilities etc.; PTO ambassadors etc.</p> <p>For the Gallery Walk the PTO ambassadors were selling lunch bags and Dan Shantz cards, but were told by administration that no cash was to be accepted. Fourth graders in the IS were collecting cash, so this seemed inconsistent and confusing. Administration needs to clarify whether the PTO can or cannot accept cash at events for items being sold. This topic needs to be revisited next meeting.</p> <p>When there is an event, there has not been a money tracking form with information for what was in the cash box at the start and what is in there at the end of the event. Rachel created a form that can be used for this purpose.</p>
<p>6. Instruction/lesson Amanda Cossman</p>	<p>Lesson on using the iPad and instructions parking lot for next meeting</p>
<p>7. Ending/discussion Andrea Dougherty</p>	<p>Questions, concerns, parking lot items</p> <p>The Wednesday afternoon meeting was cancelled in December by admin after the emails they received and their review of the agenda. No opportunity to reschedule was given. The Board of Trustees would not go a month without a meeting. The PTO needs an action plan for what to do if there is a snow day/delay on a meeting day avoid this problem in the future.</p>
	<p>Drawing for Amazon gift card for teacher attending PTO meeting or event (see July meeting minutes); winner Ms. Cito for attending the Rita's event in September.</p>

### Next Meeting Details

Our next PTO meeting is Wednesday, February 12 th from 2:00-3:30 pm. \*(Jennifer Jones facilitating)

February meeting agenda items:

H200000h Water park-Andrea

Cash transactions for PTO selling items-clarification from administration

Lesson on using the iPad