

ROCKY MOUNTAIN ACADEMY OF EVERGREEN PTO

March 17, 2021 Meeting Minutes

6 pm

Attendees: Valerie Hartford (Vice President), Kate Blaney (Secretary), Lisa Warren (Treasurer), Jill Jachimek (Communications Director), Dr. Ann Hudson (Principal), Kjersten Ostrom-Condojani (RMAE Board Liaison to PTO), Richele Newvahner, Cody Knopf, Kirsten Fisher (RMAE Board), Kimberly Fox

- 1. Call to Order:** Meeting began at 6:05 pm via Zoom.
- 2. Minutes:** February 2021 PTO meeting minutes were approved (Jill/Lisa motioned to approve) and will be sent to Tiffany Fontaine for posting to the RMAE website.
- 3. Bylaws:** Valerie reviewed changes to the PTO bylaws with the group. Changes included removal of the Principal position from the Executive Board and addition of a signature page (Jill/Lisa motioned to approve). Updated bylaws will be printed and placed in the PTO binder.
- 4. Principal's Update:** Dr. Hudson shared that state testing is coming up in March, with an extended testing window due to COVID. RMAE participates in this testing because it's an additional piece of data for how to support students following this last year, and because it is the only metric used by Colorado for formal recognition of a school of excellence (part of the RMAE 5 year strategic plan). Dr. Hudson also shared that a new school initiative to support our core virtues will be the design and placement of core virtue flags around campus next year. She also shared details of the new campus design plan, which would capitalize on money provided through 5B. Specifically, the plan would improve traffic flow and add 42 new parking spots - essentially re-routing drop-off and pick-up traffic behind the school using a paved fire road. In addition, the circle would no longer exist, but removal will allow for expansion of existing outdoor classroom space. IN response to a question about student safety considering the re-routing of the road, Dr. Hudson noted that the fire road entrance would be closed off after drop-off until pick-up time and any arrivals/deliveries during school hours would use the normal entrance/roadway that is currently used.
- 5. Treasurer's Summary:** Lisa presented the following Treasurer's summary:

PTO operating account	\$ 101,811.34
Total PTO operating funds (if excludes MS fundraisers and annual giving)	\$ 73,537.61
Bingo Bank Account	\$ 630.02
Total PTO funds (operating + bingo)	\$ 74,167.63

6. Events and Activities:

Current/Old

- **Ongoing Teacher Appreciation:** Kate shared that she has been supporting Marni Reinstein (Teacher Appreciation Chair) in developing a plan for staff appreciation in March, April, and May of the current school year and barring any issues, would move forward with those plans.

Upcoming

- **Evaluate fundraising ideas during the current year:** We briefly reviewed the ideas brainstormed at the February PTO meeting and noted that we would be searching for a Director of Fundraising to possibly finish out this school year, but definitely to get started on next year. Cody Knopf volunteered to take on this role and get started right away. She also would like to put her name down for Dir of Fundraising for the 2021-2022 school year.

7. Ongoing Business

- **New Family Mentor Program:** Jill shared that the plan is to begin recruiting existing families to be mentors after Spring Break. She noted that she and Stephanie have created a blurb with a link to a google form for new families to opt in to the program. In addition, get-togethers over the summer will be planned as part of this program to welcome new families.
- **Parents at Work - Safety and Security (PAWSS) Program:** Richele shared that since the program first started in early March, she's had 19 people interested and of those, 8 have completed a background check and 2 more already had previous Jeffco background checks. The remaining 9 people are varied on level of interest based on the requirements: 10 shifts, background check, fingerprinting down the hill, etc. She noted that of 51 shifts available in March, volunteers signed up for 28 of them, though not all were able to complete their shift given challenges with background check timing. She noted some of the challenges experienced include: the background check requires quite a bit of time and an appointment down the hill, and that some potential volunteers feel that 10 shifts is too much of a commitment.
- **Volunteer Management/Raptor Technologies:** Kate shared that Erin Parrett (PTO President) has been researching the potential utility of Raptor Technologies as a means for volunteer management and background checks going forward. However, Kate noted that the PTO is on a hold with regard to purchase and implementation of Raptor while they wait for information from

the school regarding background check requirements. Kate has been in touch with the Policy Committee regarding the need for this information and will follow-up with this Committee and Dr. Hudson to glean the required information.

- **Bingo:** Lauren was not able to attend the meeting, so an update on Bingo is pending

8. Other Topics

- **PTO Board Nominations, Elections, and Timeline:** Valerie shared the timeline for nominations and the election, including gathering of nominations between now and mid-April, and voting at the May PTO meeting. If anyone is interested in joining the PTO Board for the 2021-2022 school year, they should reach out to Tiffany Fontaine. Current nominations are as follows, though anyone is able to nominate themselves for a role, even if there are other nominations for that role:
 - 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 - NONE
 - Director of RMAE Communications - Jill Jachimek (*current position*)
 - Director of RMAE Community Events - NONE
 - Director of RMAE Fundraising - Cody Knopf (*formerly Classroom Coordinator*)
- **Tutorial - Logging Volunteer Hours:** Jill provided a quick tutorial on how to log volunteer hours. She noted that on the RMAE website, there is a step-by-step guide that she will plan to link in a future communication to families. Suggestions were brought up to perhaps do a video of how to log hours?
- **Volunteer Incentives:** Kate wished to open a discussion on how to incentivize families to volunteer and log hours, given the importance of logged hours to the charter and its business dealings. Some suggestions for incentives were as follows: designated parking spot for a month, rewarding top earners with a prize, doing a monthly drawing from all families that logged hours in a given month (to level the playing field). We discussed how important communication with families on the topic of volunteering is at the beginning of the year, and how the New Family Mentor Program could serve as a forum to discuss the

importance at that time. An additional suggestion was to add more event/activity slots on AtoZ, e.g., RMAE Committee hours.

- **Survey for Preferred Communication Methods:** Kate wished to open a discussion on the utility of a survey to families on their preferred method of communication regarding school, classroom, and PTO information (to reduce redundancy and overburdening). PTO members agreed this was a good option and may be relevant to include additional examples of communication methods in the survey (e.g., VM and text information through the Messenger). Other suggestions included better staggering days of communications (creating a schedule) and using a (possible) electronic marquis in future years.

9. Next Meeting: April 21, 2021 6 pm - Zoom

10. Adjournment: The meeting was adjourned at 7:17 pm.

Minutes compiled by Kate Blaney, PTO Secretary