

Fir Grove Elementary School Parent-Teacher Organization General Meeting Minutes

September 17, 2020

Opening

The regular meeting of the Fir Grove Elementary School Parent-Teacher Organization was called to order at 7:05 p.m. via Zoom video chat on September 17, 2020 by Minta Johnson.

Present

(via Zoom)

Minta Johnson, Kristina Hiersche, Jenn Hundt, Sarah Hinton, Lyndsay Roller, Elizabeth Ranweiler, Erin Miles, Trisha Gross, Kate Prakash, Megan Thompson, Adele _____, Marisol Barce, Ariana Alejandres, Barbie Minor, Erin Sellnow, Yuka ____, Keiko Alford, Susan Mabe, Briauna Mckizzie, Tamara Ward, Melissa Anderson, Colleen Summers, Melissa Mayes, Stephanie Morris

Approval of Agenda and Minutes

The agenda was unanimously approved as distributed. The minutes of the last meeting (June 4, 2020) were unanimously approved as distributed.

PTO Board Member introductions

Due to Covid-19, we were unable to have our usual spring elections. The 2019-20 board members agreed to stay on until we are able to hold elections for 2020-21 board members.

Minta Johnson – president

Jenn Hundt –Co-VP (fundraising)

Sarah Hinton – Co-VP (fundraising)

Lyndsay Roller – volunteer coordinator

Liz Ranweiler – secretary

Kristina Hiersche – treasurer – has already completed her 2 years of service! Need new treasurer for 2020-21!

Principal Update: Erin Miles

- 354 students at Fir Grove this year. That is about 30 less than last year.
- 15 classroom teachers.
- Mrs Oakes (3rd grade) is on long term leave, Mr Leijon (formerly at Ridgewood) is filling in for her.
- Lori Cody (Tech) is on medical leave, Annie Phou is filling in for her.
- Tomorrow – supply pickup for K, 2-5 at the office
- Meet The Teacher Wednesday, Sept 23, 1-3pm
- Meals free to kids age 1-18 at Fir Grove Tuesdays & Thursdays 11am-noon. Bring a bag, Tuesdays is 2 breakfasts & lunches, Thursdays is 3 breakfasts & lunches
- Library to Go at Fir Grove – pick up book bundles at the same time as lunch pickup (Tues & Thurs 11am-noon) – thank you Mrs Donnelly!
- Beaverton Education Foundation funded a way for Fir Grove staff to connect with families that couldn't participate in spring distance learning – increased student engagement a lot!
- The PTO and Pilgrim Lutheran Church raised almost \$5,000 in the spring that paid for Safeway gift cards for families in need. Big thanks to Lindsay Ruhnke for getting Pilgrim Lutheran involved! Fir Grove will receive a WE Collaborate award at the district WE awards for the partnership with Pilgrim Lutheran Church.

Budget Update: Kristina Hiersche

FY 2019-2020

- Ended FY 2020 at just under \$44K
- 5th grade wasn't able to have a sendoff, so they used the money they had raised for Subway gift cards and things like that for students
- Lots of money left over! Total expenses \$33K, we expected \$49K. That's because a lot of field trips didn't happen and because a lot of school supply money is typically spent in the spring to buy items for fall but we weren't able to do that this spring.

FY 2020-2021

- The board has revised the budget that we came up with in June. That's unusual. We will need to be flexible this year!
- Changes to income
 - Fun Run will be virtual. Typically we raise more in cash/checks than online. So we may raise less – we set the goal a bit lower, \$20K instead of \$25K (2019 Fun Run raised \$28K).
 - Matching bumped up because we have been getting more matching \$\$
 - School supplies – we received a \$7K donation from BCC!
- Changes to expenses
 - No BooHoo/WooHoo
 - Bumped up Fun Run expenses because we hope to get tshirts for all students
 - No math & science grant
 - No paper planners for 4th grade
 - Bumped up school supplies to \$5K since we got \$\$ from BCC to use for school supplies
 - Shadow Project postponed
 - No summer reading party
 - Bumped up teacher supplies to \$250 per teacher

Question about 5th grade sendoff line item – that is a passthrough, 5th grade parents raise money for a celebration and we hold it for them until they spend it

August 2020

- We already have almost \$10K in income (including the \$7K from BCC) – that's unusual!
- Expenses total almost \$3K. school supplies & PTO insurance
- We have almost \$51K in cash and assets as of the end of August.
- Scouts – passthrough - \$340 of the Benevity check for over \$2000

Vote on amended budget – all in favor, none opposed, no abstentions.

Volunteer Update

Not much going on as far as volunteering due to Covid restrictions. If you want to volunteer, reach out to your child's teacher. School supply distribution is tomorrow.

Email Lyndsay (volunteer@firgrovepto.com) if you have any questions.

To volunteer in person, you must scan the QR code at Fir Grove's front door and do the contact tracing survey.

Fundraising Update

\$1400 raised in bottledrop just since spring! Wow! You can still pick up bags from the office or at lunch pickup. Email bottledrop@firgrovepto.com if you have any questions. We'll talk about Fun Run at the October PTO meeting!

Scouts Update

Kari McGatha is not at this meeting. The PTO is the charter organization for Scout Pack/Troop so typically she will give an update at PTO meetings. We know the Scouts are working on virtual meetings and some small in person meetings.

New business – proposed amendments to bylaws

A couple of different bylaws amendments are proposed. One to add a member at large to the board – that is a board position that doesn't require much time, just attending board meetings. Ideally we will have 1-3 members at large. And one to add an emergency clause and streamline the time for obtaining funding.

Info on proposed amendments:

Current bylaws are at <https://firgrovepto.com/about-your-pto/bylaws/>

The pandemic made the board realize that we need some emergency clauses to permit us to continue to help Fir Grove in an emergency. We are also proposing some housekeeping amendments. Here are all of the proposed amendments. Additions are in red, deletions are ~~struck through~~.

- Article IV, section 4.01:
 - Add **staff** to the list of people who are members of the PTO.
 - Purpose of the proposed amendment: Currently our bylaws state “all Fir Grove Elementary School parents, guardians, and teachers are members of the PTO.” We want everyone who works at Fir Grove to be a member and that is why we want to add staff.
- Article V, section 5.03:
 - Add **Section 5.03 Special Circumstances. The Board of Directors has the power to act in an emergency without the prior consent of the PTO general membership. Any action taken pursuant to this section must be explained to the PTO general membership at the first general meeting following the action. If an action taken pursuant to this section is one that normally requires approval by the PTO general membership, it shall be voted on by the PTO general membership as soon as practicable. “Emergency” means an unforeseeable situation such as the COVID-19 pandemic or a natural disaster.**
 - Purpose of the proposed amendment: Give the board the power to act in an emergency; maintain accountability by requiring the board to explain emergency actions to the general membership
- Article VI, section 6.01 and Article VII, section 7.01:
 - Add “**and Member-at-Large**” to Article VI, section 6.01
 - Add Article VII, section 7.01g **The Member(s)-at-Large shall support the PTO board as needed by providing input on agenda items and other board decisions.**
 - Purpose of the proposed amendments: Add Member-at-Large position and define the duties of Member(s)-at-Large
- Article IX, section f
 - Requests for funds over \$500 must be ~~presented at a general meeting. The request will be~~ announced in the PTO newsletter and voted on at the next general meeting.
 - New section f will read “Requests for funds over \$500 must be announced in the PTO newsletter and voted on at the next general meeting.”
 - Purpose of the proposed amendment: Speed up the ability to respond to requests from teachers and staff for funds over \$500. With the current rule it can take over a month to

respond to requests, which puts teachers in the position of having to choose between waiting or spending their own funds.

- Article XI, section 11.02
 - Once approved by the Board of Directors potential amendments will be brought to vote at a general business meeting and require a majority vote of members present to be accepted. One ~~month~~ **week** notification to all members must be given before voting on potential amendments.
 - Purpose of the proposed amendment: Streamline bylaws amendments by decreasing the notice period. With the current rule it can take up to 2 months to amend the bylaws.

We will vote on the proposed amendments at the October general meeting. If you have any questions about them, please email officers@firgrovepto.com

Geography Club

Geography club is for 2nd-5th graders. They get maps each month to study and have a test on countries and capitals at the end of the month. Stephanie Morris has run it for years but this is her last year at Fir Grove and she's trying to figure out how to do it this year and whether families are interested. She also needs to find someone to hand it off to! She will send Erin an email to send to families and they can respond to Stephanie if they're interested. Sarah Hinton is interested in taking over after Stephanie leaves.

Next meeting October 1 – vote on bylaws amendments and board elections!

Adjournment

Meeting was adjourned at 8:02 p.m. by Minta Johnson.

Agenda for next general meeting (October 1, 2020)

- Welcome
- Approve today's agenda and minutes from previous meeting
- Vote on proposed amendments to bylaws
- Vote on 2020-2021 board members
- Principal Update: Erin Miles
- Budget Update: Kristina Hiersche
- Volunteer Update: Lyndsay Roller
- Fundraising update: Jenn Hundt and Sarah Hinton
- Scouts update: Kari McGatha
- Committee Updates: Art Lit, Geo Club, 5th grade sendoff
- New Business
- Questions
- Meeting Adjourned