

Douglass PTO/SIT Meeting Minutes
November 8, 2006
2:45-5:15

- I. Welcome/Introductions and Sign-In
 - Principal – Kelley King
 - President – Penny Tompkins
 - Vice President – Natalie Portman-Marsh
 - Secretary – Jen Patrick
 - Treasurer – Beth Ellis
 - Volunteer Coordinator – Kelly Close
 - DAC Rep – LeNore Kerber
 - DPC Rep – Cathy Faughnan
 - Teacher Rep – Lynn Twietmeyer
 - Teacher Rep – Alisha Cohen
 - Parent – Miriam McCarty
 - Parent – Shelly Jarnot
 - Parent – Diane Mosley
 - Parent – Liz Lane
 - Gift Wrap Chair – Lori Winsor
 - PEN – Kathy Valentine
 - PEN – Paula Nelson

- II. Approval of October Minutes –All in favor-Yes. Discussed getting minutes posted sooner. We will do email approval to get them out sooner.

- III. Gift Wrap Update -Lori Winsor There was more participation in the gift wrap fundraiser this year. The profit was \$22,334 for PTO/SIT. Gift wrap will be delivered on Monday, Nov. 13th. Penny will send blast email to help with the delivery. There will be info in the School Newsletter - Pizzeria Z and Splitz, and other corporate sponsors will be added to the Newsletter. We are in need of a chair for next year. Thank you to Lori for all of her hard work!!!! It was very well organized!

- IV. DPC Update-Cathy Faughnan
 - Dr. Garcia talked about the achievements of the board and goals attained.
 - Cathy passed around the Boards' book - Achievement of Board Goals Executive Summary for 05-06. The district wanted all doors locked except the front door, except for certain issues like with the portables. Douglass is in line with what they wanted. They hired a group who will be looking into a Superintendent replacement. Dates on when they were meeting. We need to fill out page on what we are looking for in a superintendent. You can access this document online at bvsd.org - go in as a parent, fill it out and submit it. There will be a DPC/DAC meeting on the 14th to turn in this document. Cathy will go back to the board to see what they are looking for in this superintendent document. Cyndy Swenson will be attending next DPC meeting in Cathy's place, November 29th.

- a. Playground Committee Update –with passage of bond issue we will get many playground improvements. See bond issue. How do we get 1st in line for the money? Cathy feels we are in a good position to move forward first. Kelley said they are going to look at health and safety issues first and then they will prioritize those items. All items in the bond have been rated a 1, 2 or 3 priority. We will try to be persuasive on our priority 1 items. Cathy would like to reconvene with playground committee now that we have the money. Cathy would like to do the playground items all at once instead of one piece at a time. They may let us run with it since we are already out of the gate on this. Cathy feels we should have a design team that the board should give us. Cathy is continuing to move forward on the mosaic kiosk with Traci Hoops.
- b. School Improvement Plan- The educational facilities master plan is at BVSD.org. Cathy will email Pete to have a link to the master plan on the website.
- c. Ballot Issues –addressed in a.

V. Kelley King

- a. School Security and Crisis Plan Update –Kelley has been updating the group as it goes along. Discussed how it was going with the back doors being locked. The hardest thing is locking the Quonset hut and Cottage. There are lots of interruptions. We are looking into the electric FAB option. They are prioritizing schools with exterior buildings like ours. The companies which install these are really busy implementing these in schools all over, that is the main issue. There are challenges with after school groups in cottage. Kelley will talk to Paula about issues with after school groups in the cottage.
- b. School Improvement Plan – We are focusing on Reading and Writing. There is no gender gap at this time. We have shifted our focus to a group of kids who are struggling learners. Students with disabilities at our school are performing at the same level as non-disabled students in the district. There is an organizational goal around school climate and diversity and ism's. Natalie and Kelley went to represent the SIT team and meet with the board. Kelley passed around the progress template from bvsd. Every year we have to go through the paper process for our goals. This had to be turned in Oct. 31. Kelley has the entire document available if someone would like to look at it. Lenore commented that our plan was one of the best out there.

VI. President Comments-Penny Tompkins 3A passed and 39 and J did not. Douglass will receive \$4 million!

- a. Parenting Safe Children Workshop January 31st - Kelly Hereid is spearheading this event. Parents can pay to attend \$35/person \$55/couple.

b. Spirit Wear - Jim Kavaur was given a 2-year contract to handle spirit wear. He has started that process for this year. Douglass sweatshirts etc. It is mostly a service, not really making money from it. We do this to promote school spirit.

c. Teacher Wish Lists - Ryan Elementary put together a wish list as an example- we will look at that. Looking for someone to head this up. Lenore volunteered. Pete will do whatever we need to do to keep it updated.

d. Lafayette Clothes Closet. – Around the holidays we have a clothes closet where people can donate clothes to our sister school. There will also be a giving board where you can volunteer to donate a gift for these children. Lynne Jones is heading this up. Penny added it in to PTO manager for next year.

e. Book Fair next week.

f. Rescheduled fundraising committee meeting for next Monday the 13th at Penny's house. They will talk about fundraising goals for next year and put together parent survey. Would like to have survey out by mid December. Natalie will be heading up this committee.

g. Crawdaddy's sale tonight.

No PTO meeting in December.

h. Holiday items -Canned food drive, giving board, all school sing classroom parties

i. Parent Engagement Network – here to talk about PEN . Some parents requested we get a group like this here.

There was an all-day PEN Leadership training. PEN is the critical need to get asset building going early. It is important to start with elementary school age children. Lena Michaels, Michelle and Liz Lane are heading this up.

Kathy Valentine and Paula Nelson from District Leadership Team, and Liz Lane from Douglass attended to discuss PEN. PEN wants to work with any parent group –like the PTO. PEN is building assets of youth and parents. It started about 5 years ago as requested from the Boulder Valley Superintendent of schools. He found student survey results alarming and called a group of people together to start PEN. PEN wants to look at our great parent community and educate them.

They created a substance abuse task force. Paula's principal asked her to join this group since she had older kids. The task force included a policy piece, a parent piece and a youth piece. PEN is not all about focusing on drugs and alcohol, it's about creating a thriving community. It fits well with elementary schools, as well as middle and high schools. They have a leadership team. PEN has a partnership

with Boulder County Prevention Connection. There is a 9-month community calendar available to anyone in the community. Kelley will be presenting at the January PEN meeting. PEN has a lot of partnerships throughout the community. Chris King is one of their liaisons. Leslie Smith is liaison on the school board. Teams have been built and work with different parent organizations. PEN looks at what the climate is at the school. PEN is an all volunteer Boulder organization, not a national organization. We want to make sure people know about it and take advantage of it. They are here to give some history and make people aware of PEN. Suggested adding some questions to our parent survey to get input on what PEN might want to address.

Next presenter for PEN is on the 6th of December. Does change have to be so hard?. PEN flyer will be in Friday folder this week. Passed out 40 development assets. PEN is all about these assets and how we can support these with our children. Liz wants to have an evening here at Douglass that expands on this idea with the assets. Alisha suggested getting in contact with the teacher group that is looking at school concept. We are looking at an evening to do this. The whole theme of PEN is highly positive.

- VII. DAC Update - Lenore's team reviewed 2 other elementary schools- Creekside and Mesa Elementary. They are going to analyze the data and make a plan to address issues. Timelines were challenging. Now that they are through reviews they will work on the process for next year. Lenore's subcommittee is the Accreditation Committee they review curriculum, etc. They are specifically focused on academics. If anyone is interested in the accountability process Lenore would be happy to review it with them. Thanks to Lenore for her hard work.
- VIII. Treasurer's report – We have Quickbooks online now. Three people can use it. Penny, Linda and Beth. Beth will be up to speed on everything in January. Beth passed out the budget. \$800 made in Douglass Dough last month. Gift wrap, we deposited the money but did not pay the bill yet, so \$20,000 over right now. Faculty dollars is the PTO purchased gift cards through the bank. They were expired and needed to be redistributed. We spent about 1/3 of the Enrichment Program budget on the Moose Butter presentation. Insurance was paid. Miscellaneous was for PTO manager costs. We need to build that in the budget for next year. Busses and subs will be billed monthly by Paula. We will hopefully have some room in the budget from the \$15,000 we set aside for playground, if we get the money from the bond that passed. We are projected to spend \$38,000 on classified staff.
- IX. VP Comments– We talked about the survey for the fundraising feedback. Encourage people who are interested to attend the meeting on Monday. The Bulletin Board is updated. Signs about PTO meeting were posted.
- X. VC Update – Had thank you cards for volunteers. Passed those around to sign. Peggy is all set with the Book Fair. VC's are helping people individually with

PTO manager and that seems to be going well. Jacqui Davie is heading up the teacher auction this year.

Comments:

Need to add Bake Sales to the classroom newsletters. Next one is Wed the 15th. Kelley will email teachers to remind them.