

Elementary Parent Teacher Organization Meeting Notes



Date: Thursday, November 7, 2013

Time (90 min.): 10:00 -11:30 a.m.

Location: District Office Board Room

Meeting Objectives

- To share financial and budget protocols
- To understand the Chandler Education Foundation initiatives and increased communication
- To share creative and exciting ideas
- To discuss protocols for supporting CUSD students and staff

	Item Discussion	Who	90 min.
1.	Celebrations	Frank Narducci Assistant Superintendent for Elementary Education	
<ul style="list-style-type: none"> • CTA – Liberty will receive the National Blue Ribbon Award in Washington D.C. • Heather Anguiano, Hartford SE Principal is a finalist for the Rodel Principal of the year • Conley will initiate Elementary Honor Society – 1st CUSD school induction this month • Tarwater will have a pilot Mandarin program for kindergarteners starting 2014-2015 			
2.	Chandler Education Foundation	Meg Gillett Director for Chandler Education Foundation	20 min.
<ul style="list-style-type: none"> • The 100% Awareness campaign supports teacher grants and this year collected over \$74,000. (\$45,000 was awarded in grants to teachers across the district. New teachers received a gift card to for supplies.) • Since 2007 CEF has awarded back \$283,000 to the schools. • CEF has a great partnership with Skateland. Skateland has awarded \$100,000 back to Chandler Schools. Conley and Hartford SE have received a combined total of \$10,000. • Each school received 10 birthday gift certificate. The principal may use them how they wish. • The next event is the car/cash raffle. For those that purchase their tickets between December and January 15, their name will go in the early bird drawing for chance to win a \$400-\$500 raffle prize 			
3.	Agreement Updates 501(c)(3) Q & A	Lisa Knox Revenue Account Specialist	20 min.
<ul style="list-style-type: none"> • The President will need to sign the agreement and return back to Lisa by November 30. (Only a few school missing.) • Have good open communication with the principal. • When you are doing student fund raising, like cookie dough, read-a-thon, etc. come up with a reasonable allocation to split fund the proceeds with PTO and the district auxiliary account. Student Council should have it in their club minutes. • Stop being a pass through for the schools, the money must be deposited in the district accounts. • Looking for sample donation letter, Google for non-profit donation letter • Yearbook money is not to go through PTO anymore (District will look at the RFP for yearbooks) • Students cannot sell raffle tickets, considered as gambling • No 50/50 raffle • If price is cash or gift cards (same as cash) 			

4.	Update on ELA (English Language Arts Adoption) (Materials on display at IRC through 1/10/2014)	Frank Narducci Assistant Superintendent for Elementary Education Dr. Nicolle Karantinos Director of Curriculum	20 min.
<ul style="list-style-type: none"> • It has been 12 years since new material has been in teachers hand for English Language Arts • Sample materials are on display at the Instructional Resource Center located at 500 W Galveston. • Two teachers per site are on the ELA Adoption Committee • All teachers are involved in evaluating the materials. • View the English Language Arts Adoption Information that was presented at the meeting. • Parent review an evaluation dates and times are: Friday, December 13th, 1-4 p.m., Monday, December 16 and Tuesday, December 17th, 5-7 p.m.Schools will place in news blast. 			
5.	Open Discussion Regarding Bylaws *Bring a copy of the site Bylaws	All	20 min.
This has been placed in the Parking Lot until the next meeting on January 9th.			
6.	Wrap-up & PTO Request Approval Form	Frank Narducci Assistant Superintendent for Elementary Education	10 min.
<ul style="list-style-type: none"> • The PTO Request Project Request Form should be completed when you are requesting to make an enhancement to the facility (shade structure, trees, bolted down park benches, etc.) or add something to the school (iPads, printers, etc.) • If you have questions, speak with the principal at your site or contact the Elementary Education Office 			

Next Meeting: Thursday, January 9, 2014

Next Meeting Topics

Site Bylaws

Vendors – Festival Fund Raisers