



PTO MEETING August 28 2019 / 8:00 AM / CAFE

ATTENDEES: 43 attendees (PTO - 5, Admin - 3, General - 35)

AGENDA:

1. Call to order at 08:07 am

2. Introductions

a. PTO Board

- i. President: Dana Wilkins
- ii. 1st Vice President: Tiffany Sheffield
- iii. 2nd Vice President: Jessica Rundle
- iv. Treasurer: Kris Beers
- v. Secretary: Jaimie Fuerherm

b. Administration - Mrs. Boyd

- i. Numbers and Staffing - Approximately 1200 students, Requesting to Board of Education: 3-4 General education teachers to balance student:teacher ratio (K, 4th, 6th), 1 ESAL teacher there are 13 different languages represented by 61 students at Quest and 1 Special education teacher.
- ii. Classroom Availability - Teacher lounge was outfitted with sound proofing, white boards, projector in preparation for growth, Computer lab will be converted and rolling computer carts will be utilized and 2 full classrooms are still open one will be used right away and the other will be kept open with expectations for student growth after the holidays.
- iii. New Elementary School - No new information than what was provided at meeting in May except they have broken ground and they still plan to move forward with construction. Hope to partner with new school due to proximity.
- iv. School Dismissal Manager - Automated system with barcode scanners and phone application utilized with real time data to assist in general pick-up, change in transportation and inclement weather with future focus on activities/clubs and bus routes. Three companies were accessed. *School Dismissal Manager* selected as company to move forward with a 3 year contract. School Dismissal Manager has been in business for 12 years. The initial breakdown of cost is \$2,000 a year, \$500 to write a secure program to talk to our informational system

There is nothing stronger than the heart of a volunteer! Thank you! 1

with updates nightly and a monthly fee of \$20. System will be up and running in 2-3 weeks once contract confirmed. Training and support will be provided for in house maintenance and usage. *Additional information about School Dismissal Manager and the program will be provided by administration.*

1. Vote to take funding from PTO Savings of up to \$3,000 for the School Dismissal Program.
 - a. Michael Flick made motion, Lauren Stradtner seconded the motion. 34 in favor, 0 opposed, 0 abstained. Motion passed.

3. Old Business

- a. Vote to Approve Previous Meeting Minutes
 - i. Christina Hattermann motioned to approve, Victoria Monterrubio second motion, 34 in favor, 0 opposed, 0 abstained. Motion passed.
- b. Vote to Approve Previous Meeting Minutes
 - i. Christina Hattermann motioned to approve, Jennifer Ditschut second motion, 34 in favor, 0 opposed, 0 abstained. Motion passed.

4. New Business

- a. Treasurer's Report
 - i. Reimbursements (Income)
 1. Checking Account Balance - \$21,115.17
 2. Savings Account Balance - \$15,028.21
 3. 2018/19 Yearbook Sales - Net \$3,000.00
 4. Quest T-Shirts - Income \$1,356.00, Expense \$3,187.50, Net \$ (1,831.50) - Sale underway till September 4. 224 shirts sold. No loss expected.
 5. Quest Magnets - Income \$385.00, Expense \$487.50, Net \$ (102.50)
 6. Yearbook Refund - Net \$1,049.05
 7. Donation - Net \$20.00
 - ii. Requisitions (Expenses)
 1. Hospitality
 - a. Welcome Back Teachers - Budget \$200.00, Paid \$176.26 under budget, Variance \$23.74
 - b. BooHoo Breakfast - Budget \$250.00, Paid \$248.50 under budget, Variance \$1.50
 2. Operating - Budget \$300.00
 - a. Custodial Staff - Ladder Replacement - Paid \$77.00, Variance \$223.00. Intention to purchase PTO cart at approximately \$100.00
 3. Students Needs - STEAM - Budget \$3,000, Paid \$3,000, Variance \$0.00
 4. Classroom Resources - SWANK Movie License - Budget \$607.00, Paid \$607.00, Variance \$0.00, Used for cafe, rainy days, special events
- b. President's Report
 - i. Vote Christmas Shop Percentage - 25% upcharge, which is lowest upcharge. There may be a convenience charge on gift cards. Pros of using company - no

There is nothing stronger than the heart of a volunteer! Thank you! 2

inventory, good price points of under \$5 items, damaged products replacement, non-holiday specific/universal items

1. Aisha Canonico motioned to approve, Amy Martin second motion, 40 in favor, 0 opposed, 0 abstained. Motion passed.
- ii. Vote Fun Run Proceeds Allocation - Proceeds to go towards classroom resources and technology (equipment, computer programs, laptop pads, bins, etc.)
 1. Christina Hattermann motioned to approve, Tiffany Pasanen second motion, 34 in favor, 0 opposed, 0 abstained. Motion passed.
- iii. Yearbooks - Price Increase - from \$12-15 to \$15-18 - September is target for flyers, All orders will be online this year. No additional charges will be applied for cover upgrade due to company error credit from last year 2018/19. Cover will be thicker laminate and a 6th graders art work. The 6th grade will have the opportunity to submit cover drawings that will be voted on. Ads will be available for purchase in January timeframe.
- iv. Spirit Sale - Shirt prices have increased by \$1 from \$5 to \$6, grade levels have been removed to keep costs down and allow flexibility. The 6th grade shirts estimates are in process. The order forms should be available before 2 quarter. Shirts can be worn for Spirit Days. Spirit Days students will be encouraged to wear grade level shirts, colors or Quest teal to receive brag tags, bracelets, pencils. Magnets sales are also underway and PTO will be spotting magnets during pickup on cars to give out treats.
- v. Bulletin Boards - If you are interested in doing a bulletin board, please speak with your teacher. Kelly Gibsons does most of the boards as a volunteer but is very open to parents doing boards for their teachers.

5. Committees and Volunteer Opportunities

6. **Donuts with Dad & Dudes** - Tues., Sept. 24 (A-K) and Fri., Sept. 27 (L-Z) - 7:30 am, Two Session by last name, 1 adult per family, Book Fair will be open, Krispy Kreme has donated 120 donuts and provided a discount for additional donuts.
7. **Math Superstars** - Optional math enrichment program is seeking graders to donate their time once a week for 1-1.5 hours to grade papers. The answers will be provided to graders. If students complete 75%+ they will receive a brag tag and an extra recess. Parents can find weekly math sheets on Quest Website under Parent and Student section.
8. **Fun Run** - October 3 - Kick-off, October 11 - Official Event, Booster Thon - Volunteers needed from October 4 to 11 to distribute daily prizes per grade level. PTO is seeking a minimum of two parents per grade, wild wild west theme decorations, and multiple volunteers day of event for safety, lap markers, water stations. Company provides prizes, videos, step by step guide, but volunteers make this event successful. Last year 74% was kept by Quest. The financial goal is 35,000 this year. Should be a fun and exciting event for the students with daily prizes, daily video with wild wild west storylines, nightly challenges, 50 state challenge. Principles will participate ultimate goal prizes such as has having to dye or style hair crazy. PTO is seeking company donations/sponsors.

There is nothing stronger than the heart of a volunteer! Thank you! 3

9. **On the Move** - Weekly Tues K-2 and Thurs 3-6 - 7:30 - 7:50 am - Weather Permitting - Walking Program. The program is strictly run by volunteers in conjunction with PE. Program requires a minimum of 2 volunteers per grade. Students walk outside on the playground. Due to district policy non-Quest students (young siblings) will not be able to participate.
10. **Hospitality & Staff** - Thursday, September 12 - 1st event - After School. Staff treats are provided once a month with a theme to show our appreciation. Teresa Albright is seeking a co-chair and committee members. Each month lookout for Sign-up Genius seeking donations for homemade and/or packaged goodies.
11. **Art Night** - Tuesday, October 25 - Planning to have an artist draw/paint as you go, crafts, paint a rock for \$1 to be placed in our Quest Rock Garden - "There's Only One You", food trucks. Committee Members/Volunteers will be needed to help with set-up, stations and clean-up.
12. **Movie Night** - Friday, November 1, Pre-order popcorn/snack packs & drink, bring your own chair, Movie will be determined based on SWANK (movie license company) newly released list and administration approval. If purchases go well, may add a second night to allow more opportunity for families to attend while meeting safety code regulations on number of people in the gym. Committee Members/Volunteers will be needed for set-up, stations and clean-up.
13. **Holiday Shop** - December 5 - 13 - Volunteers can sign-up using Sign-up Genius. There will be time slots you may select from. If you happen to be free last minute you are welcome to stop in to help. Students will be able to purchase items during their Media Center time slot and when permitted by the teacher. Large array of items that range in value that are not holiday specific.
14. **STEM Night** - Thursday, January 23 - ABTECH - Space-X will bring employees onsite to do activities focused around rockets. If you have a passion for STEM and are interested in having a station at event please contact PTO. We will need volunteers for set-up and clean-up.
15. **80s Glow Dance** - Friday, February 28 - This is a theme refresh from the "Sweet Heart" theme, trying something new and fun for all. There will be a Glow Sticks, DJ, Kona Ice and Food for purchase. This event sold out last year and we will need to cap ticket sales at 600. Committee Members/Volunteers will be needed for planning, decorations, set-up, stations and clean-up.
16. **6th grade Dance** - Event planning is a partnership with 6th grade parents and teachers, Last year dance was held at SunTree Country Club, \$25 a meal, DJ, cookie favor and gift cards. Invitations are being donated. Committee Members/Volunteers will be needed for planning, decorations, favors, set-up, stations and clean-up.
17. **Muffins with Mom & Misses** - Weds., April 22 (A-K) and Thurs, April. 23 (L-Z) - 7:30 am, Two Session by last name, 1 adult per family, Book Fair will be open. Volunteers will be needed for set-up, serving and clean-up.
18. **Quest Fest** - Saturday, April 25 - Our biggest fundraising event full of fun! All hands on deck for this one. This event is open to the public. Tickets can be purchased in advance or at the gate. In the past we have had face painters, DJ, food trucks, dunk tank, raffles, silent auction, bounce houses, video games, hamster balls, temporary tattoos, crafts and vendor tables. We are seeking business sponsorships and donations for silent auction. Vendors may have a table but only to promote business and provide giveaways, no transactions. Committee Members/Volunteers will be needed for planning, decorations, auction items, set-up, stations and clean-up.

There is nothing stronger than the heart of a volunteer! Thank you! 4

19. Spirit Days - Friday, October 25 - Kick-off - Show your Quest Spirit! - Wear your grade level shirts or color, wear teal or any other Quest related apparel and have the potential to receive a prize. Parents/guardians can join in the fun by purchasing a Quest magnet. PTO will be on the lookout during pickup for Quest Magnets and provide treats to driver when spotted. GO QUEST EXPLORERS!!

20. Announcements and Dates to Remember

- a. Chilly Spoons Spirit Day - **Friday, September 6 - All Day**
- b. Teachers Treats - **Thursday, September 12**
- c. Next PTO Meeting - **Wednesday, September 18 - 8:00 am**

21. Adjournment at 9:48 am

22. Other Business

- a. How to become a volunteer - Go to www.brevardshools.org and fill out the volunteer application. Go to district office on Judge Fran Jamison Way to get fingerprinted. You will be emailed your status of approval. The initial annual fee is \$35, and then there is a renewal fee each year.
- b. To find out the happenings at Quest go to <https://www.brevardschools.org/QuestES>
- c. To stay connected to PTO go to www.facebook.com/QUESTELEMENTARYPTO/
- d. Have an idea? Share it with us at QuestElementaryPTO@gmail.com