



Glencairn Parent-Teacher Organization

1110 Narcissus Drive
East Lansing, MI 48823

Nurturing Each Child
Educating All Students
Building World Citizens

Glencairn Parent Teacher Organization Minutes

September 24, 2019 Meeting

Red Cedar Library

In attendance: Karin Polischuk (President), Josh Vincent (Vice President), Kim Roland (Secretary), Jason Weller (Treasurer), Lorraine Ware (Principal), Julie Bungard (ELL Teacher), Jessi Kauppi, Shannon Torres, Paola Leon, Jen Pace, Laura Tortorelli, Jennifer Harvey, Elizabeth Lyons, Anne Scott, Kim Ringlever, Terah Chambers

Absent: None

Meeting called to order at 6:35 p.m.

Teacher's Report (Mrs. Julie Bungard – English Language Learner Teacher):

- Morning Celebration is up and running and going well.
- Friendship Families Program – This will be the second year of this program. Making some changes based on what she learned last year. This year looking for 12 families to mentor families that are brand new to the USA. With International families coming and going, some pairings may change throughout the year. Will do interviews with families at the end of the year to learn even more feedback.
 - There isn't any sort of time frame or commitment required – just what's best for both families. This should be a no pressure program.
 - Goal is to build relationship and become a mentor. Able to answer questions and openness to learn more about each other.
 - Some ideas are dinner, trick or treating, family outing to an orchard.
 - Looking for host families now. If interested, please let Mrs. Bungard know. She will match families.
- 30 countries represented in the school!
- 38 students will need Mrs. Bungard's services so far this year. Mrs. Brown also goes into the classrooms.
- Mrs. Bungard is doing Safety Patrol this year. It was a little bumpy in the beginning, but has improved and will continue to. This is a really great group of kids this year. Working with AAA to get new belts and vests.
 - Per Jason – there is still \$110 in the PTO Safety Patrol budget.
 - What did the previous teacher use their budget for? Hot chocolate and pizza party, pins.
- There are a lot of new teachers this year and can the PTO provide a list so that these teachers have a better understanding of how the PTO can support them?
 - Karin explained that there was an email sent about field trip support. We will be approving the budget shortly and are hoping to send an email to first year teachers

about how much budget they have to kick start their rooms. They can spend their budget any way they choose.

Principal's Report (Lorraine Ware):

- Staff Meeting after school today – Teachers wanted to propose an idea for Fun Run – Could we get shirts instead of bandanas? No, because bandanas were already delivered. We'll keep it in mind for next year. This was a popular idea with the teachers so that kids would be coordinated for things such as field trips and other grade level activities. This builds grade level community spirit.
- School is up and running and we're one month in. There is a lot of energy put into routine and procedures. This take time and practice. Sometimes we try some things out and find that it doesn't work, so make changes to get better. Moving into the new school has been fun, but a lot of work.
- New teachers are doing wonderful!
- On the playground, the sandbox is up and running. Gaga ball pit was up after two Monday nights of help with parents and a couple teachers. Little House Village is almost up and running. From football parking money, Mrs. Ware did buy another house and will need help to build it.
- Changed the routine this week for start of school day and morning celebration. This change has been going well. The kids are settling into the gym much better after starting their day in the classroom and coming to the gym as a group.
- Lunch procedures are going well. We have 6 lunch monitors this year.
- Three interns this year: 1st grade, 3rd grade, 4th grade. There will be another in 1st grade in the last half of the year.
- Running records and AIMSWEB assessments have started now. This becomes our baseline and helps us determine how to use a reading interventionist and support staff. We are not a Title 1 school (which would provide an additional funding source based on the number of free and reduced lunches in a school). We do have 31A funding, which does provide a little extra money. It is really important that our teachers can differentiate the kid's needs so that they can provide extra support to those that need it in both math and reading. Each grade level of teachers have planning time together. This also means that they can coordinate their math and reading teaching time and support each other based on kids' needs.
- On a personal note, Mrs. Ware really loves the new building and is happy to be moving in. The rooms are beautiful.
 - Thank you to Mrs. Ware for great communication to the parents as the school has been making tweaks in procedures.

Financial Report (Jason Weller):

- The budget was sent to all families during the first week of school. Tonight we need to officially vote and approve it.
- We've already had some money go out and money come in.
- Jason spent time talking through the proposed budget and each category on the budget.

- We started the school year with a little over \$19,000 in cash reserves. Expenses are a little more than revenue because we are sitting on so much reserve. We are purposely trying to spend down some of this money over the last couple years.
- There is also a little more than \$1,200 in the PayPal account that isn't shown in the budget.
- Moved to approve the budget by Terah Chambers. Seconded by Shannon Torres. 2019-2020 budget unanimously approved by all in attendance.
- Karin discussed our cash reserves. She heard from a PTO training that we should have one years' worth of expenses in reserves. She had also heard that non-profits should have about 4 months of expenses. She'd like to reallocate some of our reserve money toward a playground budget that Mrs. Ware could use at her discretion. Mrs. Ware currently has her eye on another little playhouse with a bridge and two slides that would cost somewhere around \$500-600. There is a larger structure that could be added that would fit about 50-60 kids that would cost about \$40,000. We are looking into whether or not we have any money left over in our playground allocation from the bond. Could we pull about \$10,000 from reserves for this need? This would leave us plenty left in reserve and satisfy the one-year of expenses recommendation.
 - Motion to move \$10,000 from reserves for use as needed for the playground by Kim Ringlever. Seconded by Jennifer Harvey. Approved by all those in attendance.
- Fun Run update - \$3,625 so far toward our \$8,500 goal. Reminders and flyers do keep going out. Money will continue to be collected after the event. This is the PTO's largest fundraiser. Fun Run will be held on the soccer field right next to the school, which is a city park. We'll be watching the weather and will make the call on the Thursday night before the event if we need to use the rain date.
- Popcorn will start this Friday. \$1,350 deposited for the first three weeks in September. There's probably another \$500-600 already the last couple weeks. We do still have expenses. We're still looking for volunteers to come in and pop popcorn.

Calendar Review and President's Report (Karin Polischuk):

- October – Fun Run
- November – Science Night
- December – Movie Night, Book Fair
- January – Math Night (MSU has already reached out to us to see if we know what date we want to do this.)
- February – Talent Show? (unofficial because Mrs. Ware still needs to talk about with Mrs. Biedenbender)
- March – Book Bingo (run by the 4th grade as a fundraiser for their field trip), Book Fair
- April – Taste of Glencairn
- May – Festival of Cultures, Field Day
- June – End of the Year Picnic

Meeting adjourned at 8:00 p.m.