

Claxton Elementary PTO Meeting Agenda

Google Meet Virtual Meeting

meet.google.com/cpg-ziox-psg

Tuesday, September 8, 2020 @ 6:00pm

Agenda items in black font and meeting minutes in red.

Present: Alison Gioia, Allison Hammond, Amanda Pattanayak, Amy Aiken, Ashley Israel, Bethany Malley Wijesinghe, Brooks Butler, Cheryl Suydam, Jen Rhode Ward (taking notes), Kym Verhovshek, Lindsey Kucsera, Lisa Manning, Mary Nichols, Meg Ragland, Miriam Scott, Paul Garrity, Sara Niedenthal, Will Alexander, Stephanie Jones, Dawn Rollins

Welcome and Introduction [6:05 p.m.]

- Introductions by Amanda Pattanayak (alsevigny@aol.com) and Stephanie Jones (stephmissvolgo@gmail.com).
- Claxton staff and parents introduced themselves.

Thank You [6:20 p.m.] Stephanie Jones, Amanda Pattanayak

- All teachers and staff - thanks to all staff for all they have done to keep people feeling part of the community.
- Amy Aiken and Lisa Manning: When the Jubeelee auction was cancelled two days before it was scheduled, Lisa and Amy immediately converted the auction to an online format. They raised over \$6,000.
- 5th grade virtual Wall of Fame: Southard Nowak and 5th grade representatives organized the 5th grade graduation Hall of Fame. Amanda Pattanayak noted that portraits, memories, and quotes were moved to an online format. Claxton staff and parents worked hard to make 5th graders feel special.
- 5th grade graduation - bee yard stakes, video, messages to students, handmade drums were made by multiple staff members. Fifth graders did not build the drums themselves, but staff built them and stenciled the sides.
- Claxton families that helped deliver meals over the summer at ACS distribution sites with Asheville City Schools nutrition: Claxton families made up a large portion of the sign up, and Jen Ward did multiple days. Thanks to Claxton families for helping with that.
- Grounds: Miriam Scott has stepped up to organize informal days for weeding and school ground improvement. Miriam has put a lot of time into organizing this and doing work herself. Let Miriam know if you are interested in future opportunities miriam.scott@acsgmail.net
- Marquee sign: Tommasanne Davis updates the sign outside Claxton approximately weekly. Mrs. Nichols can let Tommasanne know if there are things to add.
- Merchandise team is working to put inventory online: Working on an online store. Meg will ask Miriam to promote this on the Claxton Buzz.

Staff Updates

- Principal's Message: Mary Nichols
This has been the most interesting start of a new school year. There are lots of new front office staff, and Paul Garrity has done a great job. The feeling is really positive in the building, with folks leaning into the fact that this is different than things have ever been. The staff has committed to following all of the safety protocols and has experienced some joy in being back together. STAR testing, a new assessment, has begun; it measures K-5 literacy and will be administered this month. Mrs. Karen Rigsby has rebranded *The Honeycomb News* (announcements), and they are ongoing. Viewership of these announcements has dropped, but maybe this is due to Mrs. Nichols not texting out links or parents not being with their kids all day. Internet hotspots and devices have been provided to every K-5 family in the district who has requested that.

Another pickup day will happen next week for Foundations (K-2 students) and other materials. ACS is working with local organizations to create PODS, and 3 Claxton teachers are working as staff in these to provide wraparound support, helping students be successful. School funding levels were cut a little, but some intended purchases would not have happened anyway because the school is not in person. Supplemental funding from the PTO means that there is nothing that needs to be sacrificed this year (supplies, etc.) even under budget cuts. It is impressive to see how staff carry out the mission statement (Arts, Leadership, Social Justice, Social Emotional Learning, Academics) even under remote conditions; Mrs. Nichols hopes that parents and students see these core values manifest. She knows now that parents and students and Claxton staff are especially a team.

Claxton Staff Team Updates

Mrs. Nichols noted that all team meetings have been delayed until October. No additional teams will be added this year so that Claxton staff can focus on the main 4 teams:

- MTSS (Multi-Tier System of Supports) Team
- Social Justice Team

- Social Emotional Learning Team
- Lighthouse/Leader in Me Team

Mr. Butler spoke on behalf of the Specialists Team and how they are working to ensure that they can reach more families. He noted that it is sad to not engage with the full community (since Specialist participation is optional), but that the specialists enjoy being able to reach back out to families who engage. The Specialists Team has created optional club offerings and encourages all to participate. They are working on the Integrated Arts theme, and the second grade monarch butterfly project began on Friday with a guest speaker from Asheville Greenworks. Second graders will express what they have learned in all of their modalities (ex: learning a song about monarch butterfly migration). He noted that Integrated Arts will continue to utilize guest speakers, and that they appreciate the ongoing PTO support.

Treasurer Update

Claxton (school vs PTO) received their district budget in June, and the PTO is working Mrs. Nichols and staff to fill their needs.

- Through years of good financial stewardship, our PTO has savings in reserve that we are able to use this year if necessary, as we recognize that fundraising will be challenging without events like the Fall Carnival and 4th/5th grade dances.
- Treasurer's report: Ashley Israel, Dawn Rollins, Sara Neidenthal
In the 2019-2020 year, there was \$26,834.86 net revenue (minus one bill of about \$3000). Compared to \$22,297.90 in the 2018-2019 academic year.
- Review and approve 2020-21 budget: Ashley Israel, Dawn Rollins, Sara Neidenthal
The team worked hard to prioritize and to retain as many funding categories as possible. Major changes from last year include cutting all projected revenue streams in half, including the total revenue. This year, for instance, total projected revenue is \$37,100 (compared to \$84,000 last year). Some big ticket items like drums for 5th graders (\$5,000) were removed. The Leader in Me Curriculum was cut to bare bones (\$12,000 last year to \$5,000 minimum this year). Note that the mural project is an ongoing obligation for work already done near the school's old entrance (near the Media Center) and some funds are from ACS. The PTO has retained a discretionary fund to help with unexpected expenses, and also a \$100 / teacher materials grant. Teacher mini-grants have been retained, although they have been cut in half (to \$3,000).

Amanda pointed out that they will continue to reevaluate the budget as in-person learning situations might change.

Stephanie asked if anyone had questions about the budget, then used Roberts Rules to call for a vote. The vote was unanimous in support of the PTO 2020-2021 academic year budget.

Miriam asked about the drum budget, and if it might be reinstated if students return to in-person learning. Stephanie said that she thought that the budget might be too tight. Ashley said that budget decisions were made using facts in hand at the moment, and considering that most PTO funds came in during the fall. She said that something truly extraordinary would have to happen to add line items back to the budget, as PTO will have to operate at a deficit this year under most scenarios. Mr. Butler expressed his gratitude that PTO could help him get drums to the 2020 graduates, and he is considering seeking outside funding (\$5,000 for resident artist) for the 2021 graduates' drums.

Stephanie noted that there is inventory of Claxton shirts in the PTO room that will eventually be distributed to new families and to the DanceFit Team. So, PTO will not have to pay these monies. Miriam saved money on website services, and PTO received back funds (~\$100) for an increase in liability insurance for the Jubeelee that wasn't used.

Team / Event Updates

- Staff Appreciation: There are 65-70 persons on staff at Claxton (counting those shared among Asheville City Schools sites). Lindsey Kucsera (email: lindseykucsera@gmail.com) said that her team was passionate about expressing appreciation to staff, now more than ever. She and Bethany (bethanymalley@gmail.com) noted that they welcomed new ideas about what to do for the staff - how to serve and show appreciation during these times when things like staff luncheons are not allowed. Bethany mentioned that she is considering doing a Facebook fundraiser for Claxton PTO for her birthday. Stephanie confirmed that Claxton PTO is a 503C3 non-profit organization and suggested adding this suggestion to the Buzz or to the Claxton Rewards list. Cheryl and Alison agreed to help with Staff Appreciation.

- **Social Justice League (SJL) Parent Auxiliary:** Amy Aiken noted that, over the summer, the PTO and Social Justice League members met to think about how PTO could be more actively anti-racist. SJL made recommendations, including the formation of a SJL Auxiliary team within the PTO. Persons from the SJL Auxiliary would attend SJL meetings, and Amy is communicating between a group of interested parents and the SJL team to determine next steps. This group is new and details are still being worked out, but email Amy (aepaxton@gmail.com) if you would like to be involved. Kym expressed interest in being involved.
- **DanceFit Virtual Boosterthon:** Lindsey Kuscera (email: lindseykucsera@gmail.com) and Meredith Stanley are working on this, which has replaced the FunRun, yet still hosted by Boosterthon. This 35 minute virtual dance-a-thon has a good profit margin (75% to PTO) and will run for 10 days (September 29th through October 9th). They will request that folks wear any Claxton merchandise (shirts) that they already have. Mrs. Nichols will work to ensure that shirts are distributed to new families. Stephanie noted that the shirts have been inventoried by Meg (<https://www.dropbox.com/sh/8gqlxphhedvlyya/AADW8gh9iyAf9blQISwEDtmia?dl=0>), and that there are not enough shirts of any one type to give all kindergarteners matching shirts. Amanda expressed her appreciation at the DanceFit team's creativity, which takes pressure off of local businesses. Lindsey noted that the company will send items directly to students, and that they will focus on rewarding classes (rather than individuals).
- **Merchandise Team - see above.**
- **Scrip -** Mary Nichols used this fundraiser at her previous school. One can buy a giftcard through the Scrip app, and Claxton PTO gets a percent of the sale purchase (which varies by store). There are no local grocery stores on the app, but there are many other options. This fundraiser will be rolled out after DanceFit concludes with an introductory video.
- **Claxton Rewards** (Ingles, Harris Teeter, Amazon Smile, Box Tops). Remember to re-link cards from Ingles [Tools for Schools] and Harris Teeter [Together in Education], since this needs to be done each year. Passive giving like this is quick and easy, and relies on purchases we are making anyway. Miriam said that she could collect numbers and bulk input them to these stores. There is now a BoxTop app that allows you to take photos of receipts, and sends funds directly to Claxton. Note that Amazon Smile (0.5% of all purchases) now links to the mobile app (<https://www.amazon.com/b?ie=UTF8&node=15576745011>).
- **Donate School Supplies:** there is a bin outside Claxton, built by Mr. Godleski, to donate school supplies. Let Miriam or Amanda know if you hear of specific needs, or check your child's school supply list. Mrs. Nichols notes that Claxton has sent many supplies home, so she anticipates gaps in the school's inventory when the students return to in person learning.
- **Yearly online background checks and one-time Level II training** are required if you have unsupervised time with students (ex: when chaperoning a field trip, you could take a child to the restroom unsupervised; to be with a child or small group alone, Level II is also required). As we consider opportunities for virtual connection with students, they will likely also require Level II training; Mrs. Nichols is considering how this might work.

ACS offers training and requirements for different "levels" of volunteers. [This page on the ACS website](#) has information about the different levels. Even though we can't have volunteers in our building right now, we can still help people get trained and ready for the time when volunteers are back in the building. The [ACS Volunteer Schedule for the 2020-2021](#) is available. Please note that these are the **ONLY** volunteer trainings scheduled for this year. The first semester trainings will be held virtually due to COVID-19 and social distancing requirements. The volunteer schedule includes a link to the sign-up genius. Volunteers are required to renew their background checks yearly on the anniversary date that they were submitted. They only have to attend the volunteer training once. Please spread the word, and let me know if you have any questions.

- Mrs. Nichols thanked everyone on PTO and on staff for their work over the summer.
- Questions can be sent to Miriam Scott, Claxton's Community Engagement Coordinator miriam.scott@acsgmail.net / (828) 419-0327
- **PTO Volunteer Needs:** Secretary (take notes), Grounds Committee, Craft Fair Lead (this is district-wide and is cancelled for 2020, but we need a Claxton liaison).

Dates to Remember

Wednesday, September 9: Level II Volunteer Training at 12:00 pm and 6:00 pm (both virtual)

Tuesday, October 6: PTO meeting 6:00 pm (virtual)

September 29 to October 9: DanceFit Virtual Event

TBD: Fall clothing drive (to support Family Resource Center for Children First)

Google Meet chat comments of note:

Me Reborn6:42 PM

Amanda, whenever there is a proper time, I would like to know where I can help to Vermont the grounds. Also, I would like to present an idea next PTO concerning fundraising if Mr. Butler could contact me at his convenience.

Lol, not Vermont, but concerning the grounds

Amanda Sevigny Pattanayak6:43 PM

Will touch base with you soon. Thanks, Allison!

Brooks Butler6:43 PM

will do!

Me Reborn6:43 PM

Thanks

Cheryl Suydam7:03 PM

Lindsey and Bethany, I'd be happy to assist on staff appreciation.

Alison G7:03 PM

I'd be interested in helping with staff appreciation.

Amanda Sevigny Pattanayak7:04 PM

Alison and Cheryl you can email me at alsevigny@aol.com and I can connect you both with Bethany and Lindsey! Thank you so much!

Cheryl Suydam7:05 PM

Great, thanks Amanda!

Alison G7:05 PM

will do, Amanda

Bethany Malley Wijesinghe7:06 PM

Thank you, Alison and Cheryl. I look forward to working with you in showing appreciation for our amazing teachers.

Kym Verhovshek7:12 PM

I'm glad to be on the auxiliary team.

Amy Paxton Aiken7:13 PM

aepaxton@gmail.com

Alison G7:20 PM

here are the instructions for amazon smiles for the mobile app.

<https://www.amazon.com/b?ie=UTF8&node=15576745011>

Amanda Sevigny Pattanayak7:20 PM

Thank you so much, Alison!

Bethany Malley Wijesinghe7:25 PM

It looks like we need to create a Claxton PTO page and listed it as a nonprofit organization so we can easily create fundraisers on your personal page. I see Claxton Families @CLXFamilies. I can work with the admin on that.

www.claxtonparents.com

Co-Presidents: Amanda Pattanayak / alsevigny@aol.com / (617) 953-0855

Stephanie Jones / stephmissvolgo@gmail.com / (828) 398-9200

Claxton Elementary PTO

STATEMENT OF ACTIVITY

July 2019 - June 2020

	TOTAL	
	JUL 2019 - JUN 2020	JUL 2018 - JUN 2019 (PP)
Revenue		
Afterschool Arts	2,682.00	0.00
Book Fair	-183.94	3,022.80
Scholastic	-773.89	207.25
Total Book Fair	-957.83	3,230.05
Boosterthon Income	51,195.65	49,832.47
Boys Run Club		225.00
Carnival	9.41	
Carnival Ticket Sales	5,698.92	4,778.00
Total Carnival	5,708.33	4,778.00
Corporate Contributions	4,880.00	3,500.00
Craft Fair	3,420.86	1,270.00
Dance Income	2,885.00	2,991.79
Direct Public Support		
Individ, Business Contributions	500.00	1,000.00
Total Direct Public Support	500.00	1,000.00
Go Local Sales		0.00
Income Auction		
Corporate Sponsors	1,405.00	1,100.00
Live Auction		559.39
Silent Auction Item Sales	1,740.00	17,235.80
Ticket Sales for Silent Auction	6,845.00	5,164.16
Total Income Auction	9,990.00	24,059.35
Indirect Public Support		
Amazon Smile	88.75	77.62
Total Indirect Public Support	88.75	77.62
Other Types of Income		
Miscellaneous Revenue	50.00	1,300.00
Total Other Types of Income	50.00	1,300.00
Restaurant night		303.95
Roots & Wings Donation	1,305.00	1,375.00
Sales	18.12	
Sportswear	897.00	227.00
Yearbooks	1,555.00	2,355.00
Total Sales	2,470.12	2,582.00
Sales of Product Revenue	460.00	
Songs for Snacks		30.00

Claxton Elementary PTO

STATEMENT OF ACTIVITY

July 2019 - June 2020

	TOTAL	
	JUL 2019 - JUN 2020	JUL 2018 - JUN 2019 (PP)
Staff Appreciation fund	50.00	
Total Revenue	\$84,727.88	\$96,555.23
GROSS PROFIT	\$84,727.88	\$96,555.23
Expenditures		
Bank Fee	75.00	32.50
Adjustment		312.50
Bank Checks Order	29.95	27.95
Credit Card Machine	389.18	100.65
Returned Item	25.00	
Total Bank Fee	519.13	473.60
Business Expenses		
Business Registration Fees		429.89
Total Business Expenses		429.89
Craft Fair Expense	2,748.50	
Curriculum	226.00	
Fundraising Expenses		
Book Fair Payment		3,920.73
Boosterthon Expense	5,984.37	22,252.12
Boosterthon 19-20	18,809.75	2,000.00
Total Boosterthon Expense	24,794.12	24,252.12
Carnival Expense	493.48	1,397.58
Inflatables	545.70	545.70
Permit for Carnival		260.00
Total Carnival Expense	1,039.18	2,203.28
Merchandise	1,595.87	171.00
Silent Auction	35.52	-209.04
Alcohol Permit	160.00	
Catering	1,419.66	941.28
Facilities and Equipment	375.00	
Equip Rental and Maintenance		600.00
Total Facilities and Equipment	375.00	600.00
General Reimbursements	311.25	
Total Silent Auction	2,301.43	1,332.24
Total Fundraising Expenses	29,730.60	31,879.37
Misc. Reimbursements		1,210.14
Operations		
Books, Subscriptions, Reference	491.14	
Postage, Mailing Service	55.00	30.00
Printing and Copying	162.05	

Claxton Elementary PTO

STATEMENT OF ACTIVITY

July 2019 - June 2020

	TOTAL	
	JUL 2019 - JUN 2020	JUL 2018 - JUN 2019 (PP)
Supplies	252.35	
Total Operations	960.54	30.00
Other Types of Expenses		
Insurance - Liability, D and O	624.00	399.99
Total Other Types of Expenses	624.00	399.99
Parent Support		
5th Grade Celebration		669.27
Back to School Bash	896.95	796.71
Claxton Chats	97.65	106.92
Directory publishing		298.00
Field Day		751.23
New Families	125.40	381.25
Total Parent Support	1,120.00	3,003.38
Payment to Yearbook Co.		2,961.99
Play Support	1,000.00	1,200.00
Programs		
After School Arts Snacks	397.25	718.18
Community outreach	618.95	940.95
Cultural Events	9,475.00	7,407.35
Let me Run Scholarships		556.16
Social Justice League		1,500.00
Total Programs	10,491.20	11,122.64
Student Support		
T shirts		1,218.05
Wall of Fame		256.02
Total Student Support		1,474.07
Teacher/Classroom/School Support		
Bees	-780.00	119.05
Grounds	17.11	78.97
PE Equipment		221.46
Principal's Discretionary Fund	1,513.74	1,643.31
PTO President discretionary fun	361.69	124.20
Staff Appreciation	1,914.46	628.65
Substitute Teachers		2,000.00
Supplemental Grant for Teacher	2,737.05	5,784.19
Teacher assistant supplies	800.00	800.00
Teacher of the Year	300.00	500.00
Teacher supplies	3,300.00	3,800.00
Tshirts for Staff	309.00	625.00
Volunteer Appreciation		747.43

Claxton Elementary PTO

STATEMENT OF ACTIVITY

July 2019 - June 2020

	TOTAL	
	JUL 2019 - JUN 2020	JUL 2018 - JUN 2019 (PP)
Volunteer payment		3,000.00
Total Teacher/Classroom/School Support	10,473.05	20,072.26
Total Expenditures	\$57,893.02	\$74,257.33
NET OPERATING REVENUE	\$26,834.86	\$22,297.90
NET REVENUE	\$26,834.86	\$22,297.90

Claxton Elementary PTO

BUDGET OVERVIEW: FY_2020_2021 - FY21 P&L

July 2020 - June 2021

	TOTAL
Revenue	
Book Fair	
Scholastic	2,500.00
Total Book Fair	2,500.00
Boosterthon Income	25,000.00
Corporate Contributions	3,000.00
Direct Public Support	
Individ, Business Contributions	500.00
Total Direct Public Support	500.00
Income Auction	
Ticket Sales for Silent Auction	3,000.00
Total Income Auction	3,000.00
Sales	
Sportswear	500.00
Yearbooks	2,000.00
Total Sales	2,500.00
Sales of Product Revenue	
Holiday Gift Cards	500.00
Total Sales of Product Revenue	500.00
Staff Appreciation fund	100.00
Total Revenue	\$37,100.00
GROSS PROFIT	\$37,100.00
Expenditures	
Bank Fee	
Bank Checks Order	30.00
Credit Card Machine	200.00
Returned Item	25.00
Total Bank Fee	255.00
Fundraising Expenses	
Book Fair Payment	2,500.00
Boosterthon Expense	8,250.00
Total Fundraising Expenses	10,750.00
Operations	
Books, Subscriptions, Reference	1,418.00
Postage, Mailing Service	100.00
Total Operations	1,518.00
Other Types of Expenses	
Insurance - Liability, D and O	574.00
Total Other Types of Expenses	574.00
Parent Support	
5th Grade Celebration	500.00
Field Day	400.00

Claxton Elementary PTO

BUDGET OVERVIEW: FY_2020_2021 - FY21 P&L

July 2020 - June 2021

	TOTAL
Total Parent Support	900.00
Payment to Yearbook Co.	3,000.00
Programs	
Community outreach	5,000.00
Social Justice League	3,900.00
The Leader in Me	5,000.00
Total Programs	13,900.00
Tax Prep	300.00
Teacher/Classroom/School Support	
Bees	400.00
Bus Driver Love the Bus Week	300.00
Mural Project	6,203.00
Principal's Discretionary Fund	2,000.00
PTO President discretionary fun	500.00
Staff Appreciation	1,500.00
Substitute Teachers	2,000.00
Supplemental Grant for Teacher	3,000.00
Teacher assistant supplies	750.00
Teacher of the Year	500.00
Teacher supplies	3,400.00
Tshirts for Staff	625.00
Volunteer payment	2,600.00
Total Teacher/Classroom/School Support	23,778.00
Total Expenditures	\$54,975.00
NET OPERATING REVENUE	\$ -17,875.00
NET REVENUE	\$ -17,875.00