



**PTO Meeting Minutes
2022-2023 Academic Year
April 5, 2023
12:00 PM**

Attendees:

- Laura Richter (Principal)
- Diana Garcia (Teacher rep)
- Erin Atkinson
- Chesney Cote
- Carla Ponder
- Tanisha Parrish
- Michelle Johnson
- Sara Moffitt
- Michelle Johnson
- Whitney Whitener
- Brittany McFarland McEver
- Prentice Parrish
- Monica Shields
- Paula Martinez

Meeting location:

- Room 55 & Zoom information included for virtual option

Motion to start the meeting by Chesney. Second by Diana Garcia at 12:03 pm.

Minutes Approval/Edits Secretary - Tanisha Parrish

- March 1, 2023 meeting minutes.
- Motion to approve March minutes by Carla, Second by Tanisha.

Officer Updates

- President – Erin Atkinson
 - Open Officer positions for next year
 - We need parent support to fill open officer positions and key coordinator roles as this work is typically distributed among a small group of people. We have many parents whose kids are in 4th grade and will be leaving South Knoll next year. Please reach out to southknollelementarypto@gmail.com if interested and want more information.
 - Open roles include
 - **(1) President** - 1 year commitment, lead monthly SK PTO meetings and attend monthly city-wide meetings
 - **(2) Co-Chairs, Tiger Family Night** - We are looking for two people to coordinate a key fundraiser for the school which

includes collecting donations for the silent auction; Carla Ponder will be here to transition and support the co-leads next year.

- **(2) Co-Chairs, Teacher Appreciation** - Coordinate the celebration of our teams with monthly treats, birthday's, food and events for Teacher Appreciation Week, seasonal holiday treats, and keeping lounge stocked with snacks; Sara Moffitt is the current chair and while she cannot continue as the lead, she can help support the co-leaders and transition the knowledge.
 - **(1) Coordinator, Teacher Grant** - Work with the Treasurer, Chesney Cotes, to oversee the monthly process of collecting and approving teacher requests for funds. Requirements include checking the PTO box monthly for teacher requests, coordinating with the Treasurer on request amount and tracking approvals by grade level. This role can be done from a distance.
 - **(1) Coordinator, School T-shirts** - Coordinate the design of the school t-shirt for the year, collect sponsors which goes towards funding the cost of the t-shirts, coordinate with school to get t-shirt sizes from students and teachers, sort and distribute t-shirts for each class.
 - **(1-2) Fall Fun Run** - We have one volunteer to help and would like one more to help coordinate the school Fun Run, which is a key fundraiser
 - We are always looking for individuals to help with one-time support whether it's with donations, volunteering of time, etc. If you are interested please let us know and we'll get you on general list and notify you of where support is needed
 - **(1) Spirit Night** - Michelle Johnson is the current lead and it's her last year here, so we need a new lead. Role includes coordinating with local business to host profit sharing events as a fundraiser for PTO (e.g. McDonald's South Knoll night where a % of proceeds go to the school)
 - **(3) Coordinator, Teacher Copies** - We need about 4 people to help make copies for teachers. We have one volunteer already (Monica) and are looking for 3 more. Commitment is each person comes to school once a month for an 1.5 hours.
- Guidelines for teacher grants for next school year
 - Next year, we will make the process more efficient by having Principal Richter review all teacher requests for funds before bringing it to the PTO. The objective is to minimize duplicate requests for things that the school already has and Principal Richter has visibility to that. Teachers will share the proposal with Principal Richter before submitting to PTO.
 - The goal is to have equity access to funds by grade. We learned this year that some grades have more requests than others, so we will continue an open call for a targeted amount for each grade. Then will re-open

requests to anyone after December's fundraiser and we have a better idea of total available funds.

- We will focus on items that are reusable for students in the future.
- Planning for May PTO meeting
 - Based on the larger turnout from the April evening PTO meeting and feedback from parents, we committed to having another evening PTO meeting in May 3, 2023 6-8 pm;
 - Will secure Kid Klub again - parents can RSVP if they want to use Kids Klub
 - Will include an activity (Floral design education class - an option for Mother's Day) - Sara Moffit has a connection at College Station High

- Vice President/Communications – Carla Ponder
 - All needs have been filled for the scholarship readers. Thank you to all who have volunteered!

- Treasurer - Chesney Cote
 - March Financial Report
 - Budget update
 - Approval for additional field trip budget
 - We have budget to support other school activities. When getting feedback from Principal Richter on what the school may need the following ideals surfaced:
 - Campus beautification - paint and clean up the front outdoor areas
 - Muralist to paint a hall mural for pictures and to welcome Kindergarteners
 - All school celebration (e.g. pizza party, etc.)
 - Motion to approve March budget by Carla, Second by Whitney.

- Secretary Update - Tanisha Parrish
 - Will coordinate with Carla to start posting PTO agenda and minutes to the website.
 - Will shift to sending out meeting minutes after the meeting vs. with next month's agenda
 - Add a link to Principal Richter's monthly newsletter

School Updates

- Ms. Richter, Principal
 - May 18 from 6:00-7:30 pm, Teachers will host an open house which gives students a chance to show parents what they've learned and how they are tracking towards their goals
 - STAAR testing begins next week for students
- Field trips:

- Kinder – Oil ranch April 5th and water day May 23rd & April 30th Texas A&M visit
- 1st – Brazos Valley Museum of Natural History on May 9th
- 2nd – Movies on May 25th
- 3rd – Bee Creek Park
- 4th – Pool on May 23rd & Washington on the Brazos
- Thank you's, retirements, or staff meetings
 - Ms. Carter, the school's Enrichment Specialist, has decided to retire. The school is currently interviewing for a replacement.

Teacher Appreciation Updates (Sara Moffitt)

- Teacher Appreciation Week is April 3-6, 2023
 - This week is Teacher Appreciation Week and teachers received the following throughout the week:
 - Chocolate fountain
 - Homemade neck pillows that you put in the microwave and wear
 - May 17th - massages for teachers are back on
 - Lunch and desserts tomorrow; They are short on desserts; Tanisha volunteered to bring additional desserts.
 - Gift cards
 - Sara has two years left - and wants to transfer the role it to someone else while she is here.
 - A big thank you to Sara and team for supporting our teachers in a wonderful way!

Teacher Grants:

- Two new requests:
 - Smart Panel on Wheels from the PE teachers for \$3,500. Grant would benefit all classes.
 - Renovation of the trophy case near gym entrance, to better display children's artwork
- Discussed getting a gift for the kids after they take the STAR tests next week

Committee Updates

- **Scholarship**
 - \$1,000 scholarship for seniors that attended South Knoll. Applications were due March 10th. We only received two applications, both from highly qualified individuals. We agree to give both applicants a scholarship given the high quality of their applications.
 - Thank you to those who volunteered to be on the review committee!

School Events

- **Spirit Nights** (Michelle Johnson):

- 4/23 - Kendra Scott profit share - Kelli Macafee will serve as volunteer
- Marcos Pizza - May
- Smoosh Cookies - July 13
- Grand Station - June Spirit Night - consider a competition between schools
- Michelle's last year here so we need to find someone to take the lead for Spirit Night
- **Tiger Family Night**
 - April 13, 2023 at 5:30 - 8:00 PM
 - The Auction is now live and you can start bidding [here](#). Go only and tell friends; Do not need to be a South Knoll parent to bid
 - Will have Kona Ice & 3 Sweet Pops available for purchase; Kona Ice will be a profit share
 - Various Interactive booths generously donated & hosted by businesses or TAMU Clubs, tentatively:
 - Code Ninjas, Cook'n'Grow, TAMU Oceanography, Pebble Creek Golf, School of Rock, CSHS Art Club (face painting), Book Fair, Row House
 - Over 60 Donors for our silent auction plus our incredible Teachers!
 - Performances start at 5:30 pm
 - Need volunteers to help set up and take down; Set up will happen around 2-3 pm and take down around 8 pm

Open Floor

- Chess Club
 - Prentice Parrish shared how he is teaching his daughter, who is a 1st grader at SK, how to play chess, and would like to start a chess club at the school starting next year.
 - Principal Richter is going to look into the best times of day. During the day is best as afternoon is a hurdle for some kids and parents. Principal Richter suggested 10:30 AM - 1:00 PM - which is where students have some open time and can come in and out.
 - Can assess what funding needs there are for chess boards, etc and present to PTO; There may be some UAL chess puzzles in the closet - 3rd, 4th and 5th
 - Prentice can commit to once a week and would welcome other parents who know chess and want to volunteer time to teach the kids.
 - Oakwood Intermediate has a chess club so this could be a good way to expose kids earlier in elementary school.

Meeting Adjournment

- Next meeting will be Wednesday, May 3, 2023 @ 6:00 PM at South Knoll, Cafeteria
- Motion to close meeting by Tanisha, Second by Michelle.