

# CHILDREN'S KIVA MONTESSORI SCHOOL

## Parent-Teacher Organization

FEBRUARY 13, 2018 5:30 PM TO 6:30 PM – TRINITY LUTHERAN CHURCH

### MISSION & PURPOSE

*"The Children's Kiva Parent/Teacher Organization (PTO) serves as a liaison between parents, teachers, staff and the Boards of Directors (BOD) with the goal of enriching the Kiva community. The PTO strives to create a welcoming and inclusive atmosphere for families to engage more deeply in their children's education by providing a forum for sharing ideas and by sponsoring opportunities for parent involvement. The PTO will align, adhere, or coincide with the goals, visions, mission statements and bylaws of the Elementary/Middle school (E/MS) and Children's House (CH)." ~PTO Bylaws*

- I. **Welcome/Call to Order:** Jonathan Smith, President
- II. **Roll Call:** Name? Affiliation with the school? What brings you here today? (See attached list)
- III. **Directors' Forum:**
  - A. **Director Alexia Hudson, Children's House**
    - i. New student enrollment season is here; Paperwork will be on Kiva website
    - ii. Kiva is gearing up for kindergarten transition; the RE1 District Advisory Council is also working on "Blast Off Program" where families can visit each school to help ease the transition for children from preschool to kindergarten
    - iii. Pinon Project is offering "Incredible Years" parenting class – Please express your interest if you think this might be for you; Several Kiva parents have attended in the past and found it very valuable
    - iv. CH has been in operation for 30 years! School is looking to get an "Ad Hoc" committee to plan a big celebration (which will be sometime in May or June).
    - v. Parent Survey had a good response rate; Results: School needs to work on communication; Parents Cayce Hamerschlag & Trena Murphy expressed the desire for more communication about their children specifically. Board Member Tamia Hurst suggested parents reach out to teachers directly to ask if you want more info (may be difficult/very time consuming for a teacher to send regular updates to so every parent)
  - B. **Head of School Susan Likes, E/MS**
    - i. Innovation Fair kickoff will be Thurs 2/15, Fair itself is on 4/19 during school hours; 1<sup>st</sup> and 2<sup>nd</sup> grade is not required to participate but are encouraged to! The fair is focused on the design cycle and not about whether the project 'works' or not; Mr. Sean, our German teacher, is a former engineer and is very excited to assist the students
    - ii. E/MS is very excited as the school is under contract with Montezuma County to purchase the Justice Building @ 601 North Mildred – more info to come!
    - iii. American Montessori Society (AMS) will hold their annual conference in Denver on 3/21 and all teachers are very excited to go!
    - iv. Parent Survey results were similar to CH: School needs to communicate more; From now on the school will have a bi-weekly newsletter and classroom newsletters will be cross-shared (so that parents may be informed of what's happening in all classrooms)
    - v. Children's Authors Week will be 2/26 thru 3/2

**IV. Officer Reports:**

**A. President, Jonathan Smith**

- i. None

**B. Vice President, Kayla Maynard**

- i. None

**C. Treasurer & Secretary, Trena Murphy**

- i. Current checkbook balance: \$3,737.18
  - 1. Reserve available: \$397.14
  - 2. Outreach available: \$246.66
  - 3. Funds available for distribution: \$3,093.38

**a. Request for distribution of funds:**

- i. Ms. Caitlin Munroe made a request for \$700 for travel expenses to attend a Montessori Coaches conference/training put on by Nat'l Center for Montessori. After much discussion it was determined there is not enough information provided to approve the request. (Trena will communicate this to Ms. Caitlin and she may resubmit her request again if she desires.)

**D. Volunteer Coordinator, Kellian Valerio**

*"The PTO is an organization that exists to enhance school community and culture through parent volunteerism." ~PTO Bylaws*

As always, we extend a **HUGE THANK YOU** to all who are currently serving in various roles in support of the Kiva community!

- i. **Opportunities:** Please watch newsletter and posted signs, check with your child's teacher, a staff member, Directors, or PTO officers to find out where help is needed:
  - 1. E/MS needs Mystery Readers to read for 30 minutes
  - 2. E/MS always needs assistance laminating and cutting classroom materials
  - 3. Volunteers are needed for pick-up and drop-off at E/MS: Days help is needed: Tuesdays and Fridays 7:30a to 7:45am

**V. Teacher's Forum: We love to hear about celebrations, comments, suggestions, questions or concerns. It is YOUR participation that makes this organization great!**

- A. Ms. Cassy, E/MS, said her classroom is just clicking along, students are studying ancient civilizations
- B. Ms. Kayla, CH, shared that CH teachers are integrating students more often so that they are familiar with all classmates. This will facilitate their transition when they go to kindergarten/1<sup>st</sup> grade so that there will be more familiar faces; They are also studying dinosaurs and other subjects as they come up (Lexi mentioned an impromptu discussion that came up about collarbones)
- C. Ms. Alyce, CH, shared that they are studying sharks, seals and whales

**VI. New Business:**

- A. None

**VII. Unfinished business:**

- A. **PTO IS STILL IN NEED OF A SECRETARY! PLEASE SPREAD THE WORD!**
- B. **WE NEED VOLUNTEERS TO ORGANIZE/LEAD THE FOLLOWING EVENTS:**

- i. **Spring Yard Sale Update:** Trena spoke w/ Erin Tanner and 4/21 \*may\* work (tbd). She is willing to assist but would need some **STRONG** support from parent volunteers for set up, clean up and for working the event. THE GOAL IS TO HAVE 1 CO-CHAIR AND 8 VOLUNTEERS BY 3/13 TO MOVE FORWARD WITH THIS ANNUAL EVENT. A volunteer sign-up form will be created and shared asap. Lexi suggested that volunteers be entered into a raffle for a gift card to encourage participation.
- ii. **“Spring Clean”** event: A day where a team of volunteers can perform school clean up and maintenance. The PTO would host a barbeque at the end of the event.
- iii. **“Sunday Funday”** (no name yet) – Just a FUN day for families to celebrate the end of the year with of fun “classic” games and activities at the park. Think: Water balloon toss, bean bag toss, cake walk, etc. Pot-luck? PTO hosted bbq?

VIII. **Community Member Forum:** We love to hear about celebrations, comments, suggestions, questions or concerns. It is YOUR participation that makes this organization great! (In order to be respectful of everyone’s time, please cap to 5 mins; for discussions that may take more time, please email [kivaPTO@gmail.com.](mailto:kivaPTO@gmail.com))

A. None

IX. **Upcoming events:**

- A. **February 19th - No School - Presidents Day**
- B. February 21st – Parent meeting for potential new parents – Beech Campus 12:30 pm
- C. **February 23rd - No School - Teacher Workday**
- D. February 24th - Sub Orientation - Beech Campus - 11:00am - 1:00pm
- E. February 26th - CKMS Board Meeting - Beech Campus - 5:30pm
- F. Feb 26 thru March 1 - Parent Teacher Conferences - Beech Campus
- G. February 28th – MCHS Orientation for 8<sup>th</sup> Graders – Beech Campus – 12:40 pm
- H. March 2<sup>nd</sup> – Board Nomination Committee “NonCom” – Cortez Library – 1:30 pm
- I. March 6<sup>th</sup> – School Accountability Meeting – Beech Campus - 4:00 pm
- J. March 12<sup>th</sup> – Children’s House Board Meeting – Empire Campus – 5:30 pm
- K. **MARCH 13<sup>TH</sup> – PTO MEETING – TRINITY LUTHERAN – 5:30 PM**
- L. March 15<sup>th</sup> – Curriculum Committee Meeting – Empire Campus – 3:30 pm
- M. March 16<sup>th</sup> – Lower El Field trip to the Ag Expo – Montezuma County Fairgrounds
- N. March 19<sup>th</sup> - CKMS Board Meeting - Beech Campus – 7:00 pm
- O. **March 22<sup>nd</sup> thru March 30<sup>th</sup> – No School - Spring Break**

X. **Adjournment**

Minutes prepared by Trena Murphy 2/21/18

# PTO 2/13/18 Sign-In

Prepared by:

Date:

	<u>Name</u>	<u>Contact Phn/Email</u>
1		
2	Jenna Murphy	
3	Trish Vazir	
4	Coyce Hamerschlag	
5	Cassandra Whitehead	
6	Susan Felix	
7	Alexia Hudson	
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10	Rachel & Jonathan Smith	
11	Tamara Hurst	
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