

# CHILDREN'S KIVA MONTESSORI SCHOOL

## Parent-Teacher Organization

OCTOBER 10, 2017 5:30 PM TO 6:30 PM – TRINITY LUTHERAN @ 208 N DOLORES RD

- I. **Welcome/Call to Order** (Trena):
- II. **Roll Call** (Trena): Name? Affiliation with the school? What brings you here today?
- III. **PTO 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*
- IV. **Unfinished business** (Trena):
  - A. **Officer Elections**
    - i. **Jonathan Smith:** President
      - a. All in favor? All opposed? Trena motioned for jonathan smith to become president of pto. motion 2nd by Kathy. Motion carried
    - ii. **Kellian Valerio:** Volunteer Coordinator
      - a. All in favor? All opposed? Trena motioned for kellian Valerio to become volunteer Coordinator of PTO. motion 2nd by Kathy. Motion carried
      - b.
- V. **Directors’ Forum** (Jonathan):
  - A. **Director Alexia Hudson,** Children’s House There have been some staffing changes Mrs. Susan Lucas is relocating to New Mexico. This was scheduled for the 19th but has been moved to the 12th. After school on Thursday parents are encouraged to show up 10-15 minutes early to say their goodbyes. Transition is going well a lot behind the scenes. Pumpkin Patch is Wednesday 12:45-1 at the Hauser pumpkin Patch There is a Children’s House Board meeting on the 16th 5:15 work session 5:30 regular board meeting proceedings it will last about 1 hour and will be held at the Children’s House 18th is parent visiting day you may visit at anytime throughout the day to hang out or see your child doing works. Be aware of the time you would like to come during morning drop off until 8:20 its outside time along with 11:30-12:20 outside time so if you would like to see your child doing works chose a different time to come join your child at school. There will be a sandwich bar. Remember it is getting colder outside so bring appropriate clothing please.

October 10, 2017 PTO Meeting

- B. Head of School Susan Likes, E/MS** I am sorry that I am unable to join you this evening. I am at the Parent Montessori night with the Middle School classroom. Our classes are starting to get into their routines. It has been wonderful to get to see old faces, and learn about our new faces. We are having a training for Substitute Teachers on Saturday, October 14th from 9:00am to 3:00pm. Do you know anyone who would like to do this? Please give them the information so that they may be utilized for our substitute needs. We have a field trip coming up on October 20th to the Hauser Pumpkin Patch and we will need volunteer drivers. Please contact Ms. Amanda at the school if you are able to help transport students. Parent Teacher Conferences are coming up in November, as well as the Book Fair. If you are interested in volunteering for the Book Fair please contact Angie Seeley for further information.

**VI. Officer Reports:**

**A. President (Jonathan):**

- i. Introduction
- ii. Meetings 2<sup>nd</sup> Tuesday of each month 5:30 – 6:30 @ Trinity Lutheran
- iii. Any PTO role needed for upcoming school events?
- iv. Fundraiser Ideas from officers Talk to the fundraising committee
  - a. Bake sale?
  - b. Harvest “festival”
  - c. Stone Soup Art Auction?
  - d. Any other suggestions are welcomed!

**B. Treasurer (Trena):**

- i. Current checkbook balance: \$3,383.75
- ii. No income; No expenses at this time We are encouraged to look at the financial policies. there are 3 parts: bank reserve - outreach for distribution(\$2800) - funds available for distribution. The way the PTO processes request are first to be brought to the officers meeting then if approved brought to the PTO meeting. Bring different things to the meeting each year . Hold officer budget meeting this month. We ask that if anything is needed that you inform us please for the budget.
- iii. Needs request: CH is requesting PTO provide food for Family Day October 18<sup>th</sup>, estimated total cost \$60.00
  - a. All in Favor? All opposed? Trena motioned /motion carried
- iv. Needs request: PTO Officers agreed that child care for each PTO meeting is important; Estimated cost \$25 per hour Trena motioned/motion carried
  - a. All in Favor? All opposed?
- v. Yearly budget status: Budget planning meeting to be held as soon as possible

**C. Volunteer Coordinator (Kellian):** contact me directly

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

**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

i. **PTO Meetings:** Snacks will be provided at each monthly meeting: We need 2-3 volunteers to bring snacks for meeting scheduled 11/14

ii. **C.H.**

a. **Room Parents (For all classrooms)**

- Ms. Kayla (Canyon Room)
- Ms.Susan/Ms. Alyce (Mesa Room) Kathy volunteered to be R.P.

b. **Volunteer grounds keeping**

- Tree and shrub trimming along west fence line and playgrounds
- Leaf raking- in the coming weeks not at the present moment
- Exterior window washing
- Refinish and stain gazebo
- Weed pulling in beds and pea gravel areas

iii. **E/MS:** Specials/Art/Drama/Sparks needs parents to volunteer to help with these activities. The Lead teachers need their assistants to help Input records and help with daily plans. Thank you **Upper EL** spark 10:30 **Lower EL** spark 12:00 NONE on Wednesday

a. **Room Parents (For all classrooms)** to coordinate with Lead Teachers for needs in the classroom, for example: coordinate parent drivers for field trips, etc. Parents are encouraged to talk to child's teacher and see what is needed for room parent. Room parents are our biggest need.

- Upper El/Ms. Paula
- Lower El/Ms. Cassy Monday afternoons for special; Trena volunteered to be R.P.
- Lower El/Ms. RayLynne Break Mrs.Raylynnne 1:20 work day; Stacey volunteered to be R.P.?
- Mr. John needs a room parent

b. **Mystery Readers:** Adults to come in and read to the classroom

c. **Specials Relief:** Couple of times a week – Adult to provide relief for Assistant teacher during specials which allows them to have additional collaboration time with their Lead

d. **Would anyone like to volunteer for any of these needs at this time?**

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

**A. The PTO would like to recognize and thank Mrs. Susan Lucas for the amazing contributions and dedication she has given to the Children's Kiva over the last several years. She has loved and guided many of our children, and has given us all wonderful tools and teachings that will**

**strongly guide us into the future. Her legacy will be felt for many years to come! MRS. SUSAN:  
We wish you many blessings on your new journey in New Mexico!! WE WILL MISS YOU!**

**VIII. Community Member Forum** (Jonathan): 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).) Parents are encouraged to speak with child's teacher if you have a complaint or need. If the problem is not solved then take it to the director. Then if not satisfied with the outcome take it to the board. This promotes healthy communication for everybody involved. You can email the boards directly from either school website. At the charter school questions about the parking situation specifically to blocking the walk way and the handicapped spot in front of the offices. (lexi CH)Parents are encouraged to be proactive. If you see someone doing something wrong tell them. Also suggested is a volunteer for the morning crosswalks because visibility is bad because of the sun in the am.

**A. Angie Seeley**, Kiva parent and former PTO President and Treasurer

**IX. Upcoming events:** (Jonathan)

**A. E/MS**

**i. October**

- a. 13th No School-Teacher Workday
- b. 14th Substitute Teacher Training
- c. 17th Vision/Hearing Screening
- d. 18th Fire Prevention Week Presentation with Fire Department
- e. 19th Vision and Screening
- f. 20th Lower El visits the Hauser Pumpkin Patch
- g. 23rd CKMS Board meeting

**ii. November**

- a. 3rd No School Teacher Workday
- b. 6th Finance Committee meeting
- c. 6th-10th CKMS Book Fair
- d. 6th-10th Parent Teacher Conferences
- e. 10th No School-Teacher Workday

**B. Children's House**

**i. October**

- a. 11th Visit the Hauser Pumpkin Patch
- b. 13th Third Year Seminar
- c. 16th Children's House Board Meeting
- d. 18th Parents Day you may visit at anytime throughout the day to hang out or see your child doing works. Be aware of the time you would like to come during morning drop off until 8:20 its outside time along with 11:30-12:20 outside time

October 10, 2017 PTO Meeting

so if you would like to see your child doing works chose a different time to come join your child at school.

e. 31st Pajama Day

ii. **November**

a. 3rd Parent Teacher Conferences

b. 13th Children's House Board Meeting

iii. **Upcoming PTO Meeting: 11/14/2017, 5:30p to 6:30p, Trinity Lutheran**

X. **Adjournment** (Jonathan)