

# CHILDREN'S KIVA MONTESSORI SCHOOL

## Parent-Teacher Organization

NOVEMBER 14, 2017 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*

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

- I. **Welcome/Call to Order:** Jonathan Smith, President
- II. **Roll Call:** Name? Affiliation with the school? What brings you here today? (See sign-in sheet )
- III. **Directors' Forum:**
  - a. **Director Alexia Hudson, Children's House**
    - i. Teacher training
    - ii. Parent teacher conferences this year were ~96% attendance
    - iii. Fall break is next week – No school
    - iv. Drop off will occur inside the building after school returns due to winter weather
    - v. BOD is doing annual appeal
    - vi. Stone Soup – Volunteers still needed; Please watch children at the event for safety
  - b. **Head of School Susan Likes, E/MS**
    - i. Stone Soup Peace Gallery – kids are very excited
    - ii. Participating students have all completed artwork for PTO Silent Art Auction
    - iii. E/MS needs stock pots for Stone Soup and volunteers to cook, chop veggies; please bring your own bowls/silverware
    - iv. A few staff changes recently, hope to fill asap
    - v. School till needs substitutes; Training coming up on 12/2 at E/MS location
    - vi. Fall break is next week
    - vii. Winter break is coming up in December and it follows RE-1 school schedule (it's a long break and many parents commented about ideas on kids' activities, especially for working parents). If anyone has great ideas please share w/Susan and she will pass along the information.
- IV. **Officer Reports:**
  - a. **President Jonathan Smith**

- i. Nothing new to report @ this time
- b. Vice President Kayla Maynard**
  - i. Nothing new to report @ this time
- c. Secretary Rachel Smith**
  - i. Rachel has unfortunately resigned from her position effective immediately – She has new work hours that will be taking her away and we will miss her! (Trena will be filling in until the position can be filled)
  - ii. Is there anyone interested at this time in serving as the PTO Secretary?
    - 1. **Tamia Hurst graciously volunteered should no one else want to run for office; The PTO thanked Tamia for her spirit, but because Tamia is already an active Board Member for both schools, and already selflessly gives so much of her time in so many capacities, the PTO would like to continue the search and give other parents the opportunity to support the school; Please pass the word along – PTO needs a secretary.**
- d. Treasurer Trena Murphy**
  - i. Current checkbook balance: \$3,358.75
    - 1. Reserve: \$197.14
    - 2. Outreach: \$355.36
    - 3. Distribution of Funds: \$2,806.25
  - ii. Motion for distribution of funds: CKMS – Two Art drying racks, estimated expense \$244 + tax/shipping: **Motion seconded by Urulu Yazzie; All in favor, motion carried.**
  - iii. **A request for a high-volume paper cutter was put on hold until a new Art Teacher can be hired**
- e. Volunteer Coordinator Kellian Valerio**
  - i. **HUGE THANK YOU'S:**
    - 1. ***Estevan Valles and Dick Giesler who each performed some maintenance of CH playground equipment***
    - 2. ***Morning drop off volunteers at E/MS***
    - 3. ***Lunch time help***
    - 4. ***Room coordinators***
    - 5. ***ALL of the parents and volunteers who serve in so many ways!***
  - ii. **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. **Stone Soup – Volunteers still needed. Please check with Alexia and/or Susan to see how you can help**
    - 2. **CH**
      - a. **Room Parents still needed!**
        - i. Ms. Kayla/**Kellian Valerio**
        - ii. Ms. Alyce/ **Kathy Griglak**
        - iii. **PTO apologizes – Kellian and Kathy volunteered for these position last meeting, but the record was overlooked**
      - b. **Volunteers for grounds-keeping**
        - i. Tree and shrub trimming along west fence line and playgrounds
        - ii. Leaf raking- Let's have a leaf-raking party! **Any weekend day will be fine – Just coordinate with Alexia)**

- iii. Exterior window washing
- iv. Refinish and stain gazebo (completed?) **This was not completed and due to the temperatures this will have to wait until it warms up**
- v. Weed pulling in beds and pea gravel areas

### 3. E/MS

- a. **Laminating and cutting** classroom materials
- b. **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
- c. **Room Parents still needed!**
  - i. Ms. Paula/Upper EI – **Tamia Hurst volunteered to fill this role**
  - ii. Mr. John/Middle School
  - iii. **Room parents are extremely helpful in organizing transportation for field trips when needed, and it is suggested to set up a phone tree (where room parent can keep other parents of the same classroom up to date if any needs arise.)**
- d. **Mystery Readers:** Adults to come in and read to the classroom

## V. New Business:

- a. **PTO Silent Art Auction @ Stone Soup THIS Thursday 11/16;** Kiva students' art will be auctioned off to the highest silent bidder. We will also have a few other items for auction that will be donated by a couple of local artists; Kayla is serving as Chair for this event this first year, and the PTO officers will man the event. We hope the auction can get some great traction and become a solid annual event in the future! Please contact any of the PTO officers if you have any questions, or would like to help. **Volunteer hours may be substituted for \$5.00 ( 1 hr = \$5.00); Mrs. Susan showed off some amazing artwork the kids completed for the auction. Doors open at 4pm.**
- b. **Christmas Tree Silent Auction on 12/6 (in conjunction w/SW Colorado Concert Series):** PTO has been graciously donated a tree by Erin Tanner, Kiva mom and fundraising extraordinaire, that the PTO will decorate. It will then be auctioned off and all proceeds from the PTO tree will be donated directly to the PTO. More info to come! Please contact any of the PTO officers if you have any questions or would like to help. **CH and E/MS also have trees that will be decorated by the school and/or students, but the PTO tree is just for PTO/parents.**

## VI. Unfinished business:

- a. None

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

- a. **Mrs. Kayla Maynard shared information about early childhood training she is taking; She is very excited about the training and hopes to share this with other staff and parents when completed.**

**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).) **Question: Is the school participating in the Parade of Lights this year?** Mrs. Susan said that there is currently no plan as many of the E/MS students are already participating in other events/riding on other floats. Some discussion was made about Kiva Café possibly setting up a "hot chocolate stand" somewhere on Main or near E/MS to sell hot cocoa since it's so cold out but no firm plans were made for either event.

**IX. Upcoming events:**

**a. CHILDREN'S HOUSE:**

- i. Stone Soup 11/16 5:30pm to 6:30pm
- ii. Thanksgiving Break, No School 11/20 thru 11/24
- iii. Winter Break, No School, 12/25 thru 1/5

**b. E/MS:**

PTO Important Dates November and December 2017			
November 14th	PTO Meeting	5:30 PM	Trinity Lutheran Church
November 16th	Stone Soup	5:30 PM	Montezuma County Annex
November 2th-20th	Fall Break		
November 27th	Health and Wellness Meeting	10:00 AM	Beech Campus
November 30th	Curriculum Committee Meeting	4:00 PM	Empire Campus
December 1st	Fundraising Committee Meeting	10:00 AM	Empire Campus
December 1st	Nomination & Board Development Committee Meeting	1:30 PM	Cortez Library
December 2nd	Substitute Teacher Orientations	9:00 AM	Beech Campus
December 5th	School Accountability Committee	4:00 PM	Beech Campus
December 5th	Montessori Philosophy Night focusing on the Upper El Classroom	6:00 PM	Beech Campus
December 7th	Finance Committee Meeting	5:15 PM	Beech Campus
December 11th	Children's House Board Meeting	5:00 PM	Empire Campus
December 12th	PTO Meeting	5:30 PM	Trinity Lutheran Church
December 14th	Winter Program	6:00 PM	MCHS Auditorium
December 18th	CKMS Board Meeting	5:30 PM	Beech Campus
December 21 - January 5	Winter Break		

c. December PTO Meeting: 12/12, 5:30p to 6:30p, Trinity Lutheran Church

**X. Adjournment**

*Minutes Prepared by Trena Murphy 11/22/17*