

CHILDREN'S KIVA MONTESSORI SCHOOL

Parent-Teacher Organization

SEPTEMBER 12, 2017 5:30 PM TO 6:30 PM – 18 NORTH BEECH STREET

MEETING MINUTES

- I. **Welcome/Call to Order:** Trena Murphy, Treasurer
- II. **Roll Call:** Name? Affiliation with the school? What brings you here today?
 - a. See attachment
- 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. **Directors’ Forum:**
 - a. **Director Alexia Hudson, Children’s House**
 - i. Philosophy Night at Children’s House – September 14th from 3 to 4 pm
 1. Tea (and lemonade) with Maria
 - a. Insight into Montessori curriculum
 - b. Peace curriculum
 - c. Video presentation
 - d. Mingling with families
 - ii. Alexia expressed the importance of attending ALL philosophy nights, not just one! Every philosophy night offers something new and different.
 - iii. School pictures will be taken the last week of September – watch your parent folders for more information.
 - iv. Children’s House Board of Directors will meet on Monday, September 18th at 5:00 pm, work session for 30 minutes with the regular meeting starting at 5:30 pm.
 - b. **Head of School Susan Likes, E/MS**
 - i. It’s been an exciting 4 weeks so far. It’s been fun reacquainting with friends and getting to know new ones.
 - ii. We are beginning to see signs of “normalization” among staff and students; please keep being patient with this natural transition period.
 - V. **Officer Reports:**
 - a. **Treasurer**
 - i. 2016-2017 year-end financial review
 1. Financials have been reviewed by Susan and everything looks good.
 - ii. Current checkbook balance: \$3,383.75

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1. Outreach (pizza, childcare, etc.)
2. Distribution to school (teachers, fieldtrips, etc.)
- iii. Yearly budget status: TBD
 1. Currently there is not a budget to present. Once the officers are selected, they will meet and put together a budget for 2017-2018.
- iv. Income = Two fundraisers each year
 1. Previously we have done yard sales, but Trena would like to see other ideas of fundraiser implemented.
- v. Past year's distribution of funds
 1. Last year the PTO funded the following:
 - a. Teacher Appreciation Week, which included messages for the staff.
 - b. A Keyboard for use by both schools.
 - c. Supplies for "Bat-Week" for Ms. Cassy's Lower Elementary class.

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

- a. Cassy Whitehead, Lower Elementary Lead Teacher: Things are going well. We really appreciate parent volunteers; especially for lunch and crosswalk/drop off.
- b. John Whitehead, Middle School Teacher – Kiva Café is preparing to open again for the second year. The students are working on creating their own recipe for hot chocolate, called "Kiva Cocoa", which is a healthier choice than store brand hot chocolate. Funds raised for Kiva Café go toward students participating in an overnight trip to Albuquerque, NM.
 - i. Kiva Café will be open on Tuesday, Thursday, and possibly Friday mornings during drop off from 7:30 am to 7:45 am.
 - ii. Students are also considering taking Kiva Café to special events, packaging the hot chocolate for take home, gifts, etc.

VII. Volunteerism:

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

- a. **THANK YOU** to all who are currently serving in various roles in support of the Kiva community
- b. **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. **E/MS needs assistance laminating and cutting classroom materials**
 - ii. **PTO Officers needed**

VIII. New Business:

- a. PTO Officer Elections
 - i. Officer positions: President; Vice President; Secretary; Treasurer
 - ii. Office descriptions
 1. Refer to the Bylaws, Article III - Officers
 - iii. Officers meet monthly
 1. Dictated by officers on frequency, time, and location.
 - iv. Ideal: two members CH and two from E/MS
 - v. WHO'S READY?
 1. We are looking for those that are passionate about our school, committed, and ready to get involved.
 2. PTO involvement count toward your volunteer hours.
 3. Opportunity to learn great leadership skills and get to know others in our community.

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4. Preparation for serving on other committees and boards.
- b. Election of Officers – Trena asked for volunteers to fill all officer positions. The following volunteered:
 - i. Kayla Maynard – Vice President
 - ii. Rachel Smith – Secretary
 - iii. Kellian Valero – willing to serve where ever she is needed
 - iv. Trena Murphy – Treasurer
 - v. Jonathan Smith – President (nominated by Susan Likes)
 1. Trena would like to table this nomination until Jonathan can be present.
 - vi. Trena moved to elect the following individuals to PTO Officer Positions: Kayla Maynard as Vice President, Rachel Smith as Secretary, and Trena Murphy as Treasurer. Motion seconded. All in favor, no opposed. Motion carried.
 - vii. Discussion: previously there was a Volunteer Coordinator position within the PTO; however, Trena would like to discuss this need/position further with each of the school’s directors and with the PTO officers. The officers will keep in mind that Kellian Valero is willing to serve.
 - viii. PTO elections are generally held in May, but with the previous officers and how the year ended, this obviously did not happen.
 - ix. Gabi Morey suggested that September might be a better time to hold the PTO elections due to new parents/families coming to the schools. Trena mentioned that there is flexibility in the Bylaws that allow for elections to be held at various times.

IX. Unfinished business:

- a. None

X. 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. Margaret Schmalz announced an open invitation for a Flag Retirement Ceremony to be held at the American Legion this coming Friday. Navajo Taco fundraising dinner begins at 5 pm and the ceremony begins at 7 pm. If you have a flag that needs to be retired, you can give it to Margaret (at Kemper Elementary) or Susan Likes.

XI. Upcoming events:

- a. September 14 – CH Parent Night
- b. September 14 – E/M S Spirit Gear order forms are due!
- c. September 15 – No school @ CKMS
- d. September 21 – International Day of Peace
- e. September 29 – E/MS Montessori Philosophy Night
- f. **Upcoming PTO Meeting: 10/10/17, 5:30p to 6:30p, Location TBD**

XII. Adjournment

Prepared by Tamia Hurst