

Echo Hill PTO Agenda / Meeting Minutes March 7, 2022- Zoom



Call to Order Time: 6:30pm

Introductions: Board and Principal

Quorum: Hay Hegland McDonald Becker Lough

Teacher Request: \$3,548 for a BenQ to share among Specials teachers-

2/4 special teachers were present for the meeting to place the request for a BenQ (plus stand) for the special teachers to share among their classrooms. CJ shared what a BenQ is. It is a 75" interactive tablet with high definition. Kelly Bailey (Echo Hill Art Teacher), shared how she would use this in her room. Being in HD, the colors would be true, clearer pictures (so when mixing colors, you can better see the true color they are trying to make). Also, being able to share professional artists photos is easier for kids to see, and using the Easy Write feature, kids can be more interactive with digital art. Hailee Hopkins (Echo Hill Music Teacher), shared how she would use this in her room with note reading and writing activities. Also, the K-4 curriculum for music allows for smart files vs. spiral books. She will be able to access more of the smart files for the students with the BenQ. CJ shared notes from Katie Merulla (Echo Hill Librarian) for use of the BenQ in the library. She can have book recommendations/inspirational quotes, interactive lessons on how to use the library catalog, and STEM activities. The teachers would be sharing this as an as needed basis for now, with maybe a schedule in the future. Hayley motioned for the requested money, Heather L. seconded the motion. All were in favor of the request, so motion was granted. Thank you to the special teachers for attending and sharing with us and we can't wait to see how our children are using this device in your classrooms.

General Business:

Treasurer Report- Hayley Hegland for Stacey Corwin

The EH PTO financials are in good shape. Generous dash for cash donations as well as event sponsorships have helped ensure we can commit to the 2021/2022 budget. February activity is as follows:

- **Teacher Stipends:** 8 teacher stipend reimbursements were made in February thanks to the coordination and encouragement of Abby Huston. We have 10 left to reimburse for the year. These are due on 4/1/22.
- **Teacher Requests & Building Enhancement:** Check disbursements for flexible seating and the building TVs are complete.
- **Spring conferences:** \$200 sponsorship from Sisters Marketing & Co helped offset our expenses.
- **Restaurant Night:** Received approx \$130 from Echo Hill participation for restaurant night.

- **Upcoming financial expenses:** Big ticket expenses will be occurring in the next few months to support budgeted events such as Breakfast with Buddies, STEAM night, Enrichment Day and Inflatable Fun Day. Additionally, PTO is working closely with CJ to identify other building enhancement opportunities.

Bylaw update: presented by Hayley Hegland

Hayley had met with some members of the board leadership team to review the bylaws for the Echo Hill PTO. The following proposed changes were discussed:

- Article III Members- Section 1- Any parent, guardian, or other adult standing in loco parentis for a student at the school may become a member and **subsequently** have voting rights. Section 3- **To be considered an Active Member with voting rights, the individual must have attended an Echo Hill PTO meeting or volunteered at an Echo Hill PTO activity within the prior 12 months.**
- Article IV- Officers and Elections- Section 2- Nominations and Elections- Nominations for officers shall be accepted **up to one week prior to the April Meeting. If no one is running for an open board position, then nominations can be allowed** from the floor at the April meeting. Section 3- Eligibility- Members are eligible for office if they are **an Active Member** and have made a presence within the PTO committees and events.
- Article V- Meetings- Section 1- General Meetings- The general meeting of the Echo Hill PTO shall be on the **first** Monday of each month during the school year at 6:30 p.m., or at a time and place determined by the executive board at least one **week** before the meeting. **When setting the PTO meeting dates, effort will be made to avoid scheduling meetings at the same time as the Linn Mar School Board meetings.** The **Leadership Board** will notify the members of the meetings in a manner of their choosing at least one week prior to the meeting.
- Article VII- Leadership Board- Section 1- Membership- The Leadership Board shall consist of the Executive Board, **Hospitality Coordinator, Volunteer Coordinator(s), and Marketing Coordinator.**
- Article VIII- Committees- Section 2- **Committees Purpose- Committees shall be utilized for supporting activities that serve the purpose of the Echo Hill PTO.** The following committees shall be held by the organization **when deemed necessary:** Fundraising, Hospitality, Dash for Cash, Box Tops, Hy-Vee Receipts, Family Events, STEM Night, **Yearbook, and Student Directory.**
- Article IX- Finances- Section 1- A tentative budget shall be drafted and presented at the May Meeting for the following school year and approved by a majority vote of the **Active** Members present.
- Rule III. Financial Procedures 1.c.iii.7- Such form shall require **either a written approval or** signature by the PTO President before any payment will be made.
- Article XII-Dissolution- The organization may be dissolved with notice (14 calendar days) **to Active Members of the organization by a member of the Leadership Board** and a two thirds vote of those **Active Members** at the meeting.
- Article XIII- Amendments- These bylaws may be amended at any regular or special

meeting, provided that notice was given at the prior meeting and then **made available to all Active Members of the organization via the PTO website, Echo Hill PTO social media page(s), and /or direct communication.** Amendments will be approved by a two-thirds vote of **Active Members** present, assuming a quorum.

All of these changes were discussed and explained at length and open discussion was made to have all voices heard on changes, questions or suggestions. Hayley motioned to have the changes in red made to the bylaws. Amanda D. seconded the motion and all that were present were in favor. The changes will be officially made and will be posted for all to view shortly. Thank you to Hayley and the Leadership Board members that put the time in to update these items.

Principal Report - C.J. McDonald -

The TV's are still waiting for electricians to come in to hook power up to them. Mr. McDonald is definitely starting to see the benefits of having volunteers in the building and it is wonderful to see everyone and how we help at Echo Hill.

PTO Events:

STEAM night: update from Allison Adams, STEAM Night Coordinator

There are 13 presenters lined up with an array of different topics. Thank you to those that have already signed up to present and they are waiting on a few more to come through. Hoping to get 19/20 presenters total. They are looking to set up a preschool play area for little ones to play while the big kids are in their STEAM sessions. Allison will be messaging Carrie and Amanda to send a sign up for volunteers to help with this. The PTO has allotted \$1,600 to assist with the cost of this evening.

Breakfast with Buddies: Hayley Hegland and Jessica B. on behalf of Sarah Fridono

The event sign up filled up quickly! We opened more slots available and those filled up quickly as well. This will take place on March 31 and April 1 from 7:30-8:00 AM. If attending, please exit the building at 8:00, so the cafeteria staff can serve breakfast to children arriving. You may take your child with you for 15 minutes out front or to the playground. There will be someone to watch your Echo Hill student from 8:00-8:15 inside the school until the classroom doors open, but we ask that families and siblings please exit the building to decrease crowds in the hallways. We are very excited to have this event back at Echo Hill. Thank you Sarah F. for organizing this.

Committee Reports:

2-22-22 Charitable Donation Update- Becky Garms

Echo Hill overflowed 4 large totes on 222 day for Waypoint Services with 1,144 items to be donated! Waypoint was incredibly thankful. Amy did a wonderful job marketing this event and having the 222 day idea was great as well. Would love to do this again next year, so the PTO will be thinking of another way to bring this back other than 222 day. Thank you to Becky for organizing this event for Echo Hill to give back to our community.

Hospitality - Jessica Witt

It was another successful round of conferences on the Hospitality front. Families donated many snacks and drinks for both Thursday and Tuesday. Thank you kindly for your donations. Thank you to Sisters Marketing & Co for sponsoring sandwiches and salads from Chick-Fil-A for Tuesday's dinner. The PTO provided pizza, a salad bar, donuts from Donutland, and additional snacks, drinks and dessert. Thank you to those that helped prepare and set-up on both days!

Volunteer Coordinators - Carrie Hay

March volunteer workshop took place last week March 2. Thank you to those that attended and for the many who stayed after the workshop to complete projects. Also, a thank you to those that helped Mrs. Merulla with the book fair and for setting up the scenery for the 3rd grade program "Go Fish". Also, for your time with purchasing donations for the food drive on friendship week and 222 day, donations for conference snacks/meals and attending friendship parties. Please remember to log your time for all volunteer opportunities with projects, classroom time, PTO meetings, etc. Thank you kindly! The next volunteer workshop will be on April 6th. See you then!

Coming up we have Opera Iowa visiting Echo Hill on March 24, and we will be needing volunteers to assist with setting up the scenery as well as tearing it down at the end. Look for a sign up from us for this date.

The second grade music program "Positive" will be coming up on March 29. On March 28, we are looking for a few volunteers to help set up the scenery for Mrs. Hopkins. Look for a sign up from us on this as well.

If you are not an active volunteer and you do not receive volunteer opportunity emails from Amanda and Carrie and would like to, please contact them at ehvolunteers@linnmar.k12.ia.us

Amazon Smile/Box Tops/Hy-Vee receipts:

We are seeking Hyvee receipts! The deadline to turn them in for this school year is March 31st. Please send them to the school with your child. The money we receive from these, CJ uses to purchase treats and special days for the teachers.

Yearbook:

Jessica Becker gave an update on yearbooks. Please visit our PTO website to purchase a yearbook for your child. The deadline to purchase a book and input customized pages for your child will be April 8th. Also a reminder to teachers, please upload classroom pictures to the Google drive for Jessica and the yearbook committee so they can begin working on them. She asked for CJ to send another reminder to the teachers as well.

April Annual Meeting:

Coming in April at the PTO meeting will be our annual review meeting. In April we will vote on board members for the 2022-2023 school year and review our Annual Financial Report presented by our Treasurer. Please join us in reviewing and voting for these items. Hayley will miss this meeting, so Jessica B. and Heather L. will be facilitating the meeting.

Questions

Where is the best place to find information and updates on PTO events? Echo Hill families of Iowa page on Facebook as well as our website at echohillpto.com

Next Meeting: April 4, 2022 @ 6:30pm

Adjourned Time: 7:35p.m.

March 7, 2022 PTO meeting attendees via Zoom:

Name	Name	Name
CJ McDonald	Hayley Hegland	Carrie Hay
Jessica Witt	Hailee Hopkins	Heather Lough
Becky Garms	Kelly Bailey	Allison Adams
Jessica Becker	Amanda DeSalvo	Abby Huston