

# Midvale-Lincoln PTO Board Meeting

Tuesday, October 5, 2021, 6:30-8:00 via Zoom

## Add to your calendar:

- Wednesday October 6 - Dining night at Ian's Pizza (Francis St)
- Friday, October 15 or Thursday November 4: Maybe a PTO BINGO night – *Jesse will look for new dates because November 4 will not work.*
- Friday, October 22 - no school - staff-only day
- Tuesday, November 2 - PTO Board meeting, 6:30pm
- Wednesday November 3 - Dining night at Panera (University Ave)
- Tuesday December 7 - Dining night at Chipotle (University Ave)
- Saturday, April 23: Rummage sale at Midvale

## Meeting Dates for Midvale Lincoln PTO 2021-22

October 5 (Zoom)	January 11 (2nd Tuesday) Lincoln/Zoom	April 5 (Midvale/Zoom)
November 2 (Zoom)	February 1 (Midvale/Zoom)	May 3 (Lincoln/Zoom)
December 7 (Zoom)	March 1 (Lincoln/Zoom)	June 7 (Midvale/Zoom)

## To do List (specific items to do and ideas for newsletter notifications):

- PTO members: Review your info in our [board contact list](#).
- Lincoln parents: We are asking that parents bring in any available camp chairs so students can eat in hallways and allow for distancing.
- Lincoln parents: Ask parents to check out [Millennium Soccer](#). It is held at 9:30 a.m. on Saturdays. It has been huge this year. Kids and spectators are wearing masks. Kids can drop in and fill out a waiver when they get there. It will continue till it gets too cold.
- Lincoln parents: Ask parents to [Check out Zumba on the Lincoln playground](#) – Zumba is offered on the Lincoln playground, with funds raised to benefit the Lincoln playground. Cost is \$10/first visit, \$5 subsequent visits, 9:30 a.m. Saturdays.
- Midvale parents: Ask parents to be on the lookout for substitute teachers and SEAs that Midvale could hire.
- Teachers can refer families that may need clothing for winter clothing drive.
- Notify parents: Parent/teacher conferences will occur the week of November 1st. Watch for signups.
- Notify parents: Winter clothing drive. As you go through your kids' winter clothing and accessories, look for items that are gently used, wash them, and send them on to the PTO.
- Notify parents: Midvale-Lincoln had its first 2<sup>nd</sup> Harvest Food Bank at Lincoln on Monday, 10/4/2021; approximately 45 families received food. The food bank will be open monthly on first and third Mondays, 11 a.m. to 1:30 p.m.

- Notify parents: Need to send a notification to parents about T-Shirt orders with same design as last year. Deb and Becky could send our order forms via email and hard copy.
- Jesse will investigate a new date for BINGO night.
- Notify PTO: Cris Carusi visit. Send a request to the wider PTO community: if you think of questions, send them in to Jesse – or you can come and ask at the meeting.
- Figure out how do we do translation for Cris Carusi visit.
- Notify parents: Share info again about Bucky Books again in our newsletter.
- Jesse to see if Cris could still attend meeting if it occurred second Tuesday of November instead of November 2<sup>nd</sup>.
- Reminder to PTO: Discretionary grants: Need people to join this committee – let Jen know if you want to join. Email her at [jlosaw@gmail.com](mailto:jlosaw@gmail.com).
- Reminder to PTO: Spam folder – write a Facebook post to notify people that they may find messages in Spam.
- Notify parents: Teachers are preparing for conferences the week of November 1st. Watch for signups.
- Notify teachers about available grants.

## Principal Updates:

### Midvale: Becky Galvan

- Midvale Elementary school has had a minimal number of positive COVID cases (under the reportable number of five).
- Cafeteria: Since the September PTO meeting, we recommissioned our cafeteria. Originally the students were eating in their rooms, but we have moved 46 kids into the cafeteria at a time. It's peaceful and the kids are happy. We have four classrooms that could not accommodate spacing six feet apart, so they are in the cafeteria. We tried to eat outside, but with 5-, 6- and 7-year-old kids it proves to be difficult.
- Picture Day: We have picture day next week, Wednesday, October 13.
- Working on arranging City of Madison Virtual Fire Safety Session (week of 10/11/2021).
- Midvale needed to give two classroom sections to virtual (collapsed a kinder section and a 1<sup>st</sup> grade section). It was a bumpy couple of weeks when that occurred.
- Teachers are doing great, and kids are doing great (and doing well with their masks).
- The fun run is Friday, 10/8/2021; it will be different than in years past without parental involvement.
- We are trying to get to a spot of calm.
- The buses are doing better, but the yellow bus is 10 minutes late most days.
- Looking to hire substitute teachers and SEAs (Student Education Assistants). Would like more staff consistency in building.
- We could be looking for parents to come and help and get paid for it– there are limited COVID funds that could be used to hire LTEs to do lunch supervision. They would be paid an hourly rate. All would need to be vaccinated. By 11/1/21 all MMSD staff will need to be vaccinated (minus religious exemptions).

### Lincoln: Deb Hoffman

- We have a meeting with the City tomorrow (10/6/2021) about Phase 2 of the new playground.
- We are in the process of hiring a new teacher due to additional enrollment.
- The buses are doing better than the last PTO meeting (at least at Lincoln).
- Like Midvale, Lincoln has had a minimal amount of COVID compared to some schools, but we have had some, and some kids have had to quarantine. Our cell size (number of kids and teachers with COVID) is less than five, so it is not reported (because it would be too easy to identify people). The positive cases are a very small number considering the number of kids we have at the school. Hopefully we stay that way. Some schools have been hit harder because of community influences and because buildings are designed differently. We also eat outside. The weather has really cooperated so far. If we do eat inside, some kids will eat in hallway. We have eight classrooms that can't all eat together in their rooms.
- TO DO: We are asking that parents bring in any available camp chairs so students can eat in hallways and allow for distancing.
- The teachers are doing ok – very tired, but they are happy to be teaching in person and not on Zoom.
- Both staffs have been doing a lot with National Hispanic Heritage Month, celebrating the differences and similarities in the community.
- [NAMIWalks](#) is happening in Dane County this weekend. Deb encourages everyone to walk. A former parent is Director of NAMI.
- TO DO: Lincoln: Ask parents to check out [Millennium Soccer](#). It is held at 9:30 a.m. on Saturdays. It has been huge this year. Kids and spectators are wearing masks. Kids can drop in and fill out a waiver when they get there. It will continue till it gets too cold.
- TO DO: [Check out Zumba on the Lincoln playground](#) – Zumba is offered on the Lincoln playground, with funds raised to benefit the Lincoln playground. Cost is \$10/first visit, \$5 subsequent visits, 9:30 a.m. Saturdays.
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- Discretionary grants: Need people to join this committee – let Jen know if you want to join. Email her at [jlosaw@gmail.com](mailto:jlosaw@gmail.com).
- Spam folder – write a Facebook post to notify people that they may find messages in Spam.

## Teacher Updates

Midvale:

Nick Welton

- Thanks for your patience and support!
- There were some changes at the beginning of the year, but teachers are finally in the groove and settling in.
- Teachers finished baseline assessments.
- The fun run is Friday, October 8th. PTO member asked a question regarding the fun run re: parental involvement. Unfortunately, due to the pandemic there will be no parent observation/involvement this year.

- Picture Day is next week, Tuesday, 10/13/2021.
- Teachers are preparing for conferences the week of November 1st. TO DO: Watch for signups.
- October 22nd is no school. November 1st is a half/early release day, and Friday, November 5th is off.

### Flor Mitchell

- Midvale is looking for substitute teachers and SEAs. It has been hard working with different random substitutes and support staff that come to your classroom when you really need to have consistency and relationships with your kids.
- Midvale could use a substitute art teacher –Becky Galvan indicated it’s hard to get through MMSD HR right now because they are so busy. It will be a full-time position. Kristin Isaacs suggested Katrina Harms (Kristin Isaacs will email Becky Galvan about this.).
- DLI and 4K have been raising monarch butterflies! They started hatching this week. We teach our children the connection between these butterflies and our families that migrate here to the USA.
- Later this month we will have a school-wide celebration of Hispanic/Latinx culture.

Lincoln:

### Julia Peterson

- We are also having picture day next week. Teachers received flyers in mailboxes. They should be going home to parents by Friday in mailboxes. Sometimes picture day can be confusing (do they need to bring money, can they order after-the-fact, etc.). Communicated via email about picture day to parents to mitigate confusion.

## Discussions

- **PTO email list spam**
  - PTO Messages still going to Google spam!
  - Check your spam mailbox
  - Checking the “this is not spam” button is not helping.
  - Posted on Midvale Lincoln Facebook page about our emails stuck in users’ spam folders. Mandy also shared tips to try to prevent messages from being filtered as spam.
  - If anyone has ideas about why PTO emails go to Spam for so many people, please reach out to Jesse Wickizer.
- **Fundraising update** – covered in notes below
  - Bucky Books, dining nights, other

### *Dining nights*

<b>Takeout:</b>
Ian's Pizza (Francis St): Wednesday 6-Oct-21
Panera (University Ave): Wednesday 3-Nov-21

Chipotle (University Ave): Tuesday 7-Dec-21
Mod Pizza (Sligo Dr): Wednesday 5-Jan-22, 10:30-10:00
Noodles (University Ave): Wednesday 9-Feb-22
TBD: Wednesday 2-Mar-22
TBD: Wednesday 6-Apr-22

- All the dining nights are confirmed.
- Mike is adding events on our Facebook page.
- This month is Ian's/have to show the flyer.
- We are continuing to look for more restaurants in the area.

#### *Bucky Books*

- Selling Bucky Books again this year.
- A large portion of the sales go to the Midvale/Lincoln PTO.
- The books mostly offer buy one/get one deals all over town.
- They have sold over 20 at this point.
- Dawn emailed the PTO with details: check your spam.
- Julia Peterson asked: Can we promote to 4K families? Julia can send it to her families.
- TO DO: We could share info again about Bucky Books in our newsletter.

#### • **Winter clothing drive**

- Mike and Susan are organizing the winter clothing drive.
- Last year we clothed 75 families (hats gloves, scarves). We collected as many items as possible and washed them all. We asked those who showed up to the supply pickup to fill out a form and then we did a second phase for those specific products. It was hard on Susan and the volunteers – we don't want to handle it the same way again. However, it was very well received. Mike agreed to help.
- We are trying to figure out the best way to handle it this year so that families get specifically what they need. Should we do a Google Form? The issue is we may get more requests than we have capacity to meet. Or we could collect the clothes/accessories and give them out as needed. However, Lincoln doesn't have a lot of storage space.
- Perhaps we could reach out to people in need through the teachers? They might know who needs help.
- Social workers? Shaya – Social Workers have in the past notified the drive about which children may need help. It's true that unfortunately, if we send a form to everyone, there may be too many needs to fill.
- TO DO: Teachers can refer families that may need clothing.
- Last year we helped the whole family. One possibility is for this year to keep it to just providing the clothing and accessories to the kid.
- Susan and Mike will continue we will keep brainstorming.
- TO DO: As you go through your kids' winter clothing and accessories, look for items that are gently used, wash them, and send them on to the PTO.

#### • **T-shirt orders**

- We decided to do another T-shirt order with the same design. There was no input on T-shirt design (whether we keep the existing or create a new one), so we will keep the existing design. We could send flyers to principals to include in backpacks - it's not a big deal for them to do it and Deb and Becky could send our order forms via email and hard-copy.
  - TO DO: An email and hard copy notification to parents about T-Shirt orders (same design).
  - Parents do a better job of reading email – and yet trying not to send too many emails.
  - Dawn will get another order of last year's design going.
- **BINGO night**
    - It's not a good idea to schedule it for Thursday, November 4th because of conferences. Need to pick a date.
    - Maybe we'll do T-shirts as prizes again.
    - Flor suggested maybe after BINGO night to have a separate discussion about inclusive (Spanish) language.
    - TO DO: Jesse will investigate a new date.
    - Are there other ideas for fall events?
- **Next month's meeting – Jesse has invited school board rep Cris Carusi, and he will invite the whole PTO to join.**
    - What questions or concerns do we have for the school board?
      - Question/request: Please discuss MMSD's communication's philosophy on communication. There have been a lot of last-minute changes. Is that how the school year started or is that how it will be moving forward?
      - TO DO. Request to wider community of PTO: if you think of questions, send them in – or you can come and ask at the meeting.
      - We will need for there to be translation for the event – how do we do that? In the past, we paid translators to come to the event. We could do this through the district or maybe privately. Last year BRS joined a couple meetings; maybe they can flex their time with enough notice. We can pay a translator. Susan Robinson has students who could probably translate for the event, and we could pay them.
      - Discussion about moving the date to the 2<sup>nd</sup> Tuesday of the month, but no decisions made. TO DO: Jesse to see if Cris could still attend. Julia can't come to next meeting.

## Other Updates:

## COVID Response - West High Area Collaborative

- Website for the collaborative: <http://madisonwestcollaborative.com/>
- Still doing work with the Collaborative. May be getting an influx of funds from Thoreau.
  - Midvale Garden \$6,000

- \$40,000 Project Wi-Fi – get people Internet access

## Social Justice Initiatives

Susan Robinson would love to do a social justice event in the spring on: “How to talk to your kids about race.” It was very well attended in 2016/2017 and it feels like the right time to bring Families for Justice back to do that event. Hopefully by then we will have the kids vaccinated. Circle back around to this in January to see where we are with pandemic. Not sure about whether we should do it on Zoom.

Flor – maybe work on using inclusive language in the messages we are sending. It would be great to create a space to talk about this. Maybe add a request to stay after BINGO night to talk about inclusive language and why it’s important. Erin asked Flor to provide any feedback on translations. Nick provided some feedback.

## New Lincoln Playground

- Deb Hoffman indicated there’s a meeting with the City about Phase 2 of the Lincoln Playground.

## Rummage Sale

- Scheduled for Saturday, April 23rd.

## Teacher Appreciation

- Thanks to Kelley Sinclair for organizing another *Woot Woot Wagon* at each of the schools.
- *Woot Woot Wagon*
  - Kelley collecting donations at her house.
  - Getting some donations.
  - Could ask for donations in Facebook post – I guess we did this already, but we could do it again.
- Kelley will also be looking into coordinating food for teachers during conferences.

## Translation

If you have a message to go out to the PTO, it should be translated into Spanish. Send your requests to Erin and she will arrange for it to be translated. Provide as much lead time as possible.

## Budget/Finances/Discretionary Grants

### *Budget*

Budget discussed last June was approved. It’s now in the folder on the PTO drive and it’s final. Jesse to share access to the M-L-board group. Numbers in bank account:

- Have \$140K in the account.
  - \$113 includes funds we administer for other purposes
  - \$27K is what we use to fund what's in the budget.
  - Applied for and got us sales tax exempt status. Certificate is on Google Drive; you can use it if you are getting teacher appreciation gifts.
  - 2019 tax return submitted and accepted. Beginning work on the 2020 next week.
  - Fiscal year is September to August.
- Besides the PTO operating budget, the PTO also manages funding/donations for other projects including:
  - \$1-2K Madison West collaborative - funds are dwindling, work is winding down as food delivery has stopped.
  - \$20K scholarships
  - \$36K playground
  - \$6K - 5K each school's garden.
  - \$40K - project Wi-Fi (initiative started by collaborative)

### *Discretionary Grants*

- **Staff Grants:** Spent \$2,600 this year on staff grants for teachers– teachers can request up to \$100 each. Teachers can request the staff grants from the school secretaries.
- **Discretionary Grants:** Another way we spend our money: \$5,000 in discretionary grants – teachers can request up to \$500, a Committee makes decisions on which grants get fully or partially funded. The deadline to apply for discretionary grants is November 7<sup>th</sup>. Teachers have already promoted the grants this year with the staff, but we should send an announcement to the staff toward the end of the month. Principals and/or teacher reps are promoting the grants (discretionary grants and staff grants) to staff in each school.
- Need people to join the discretionary grants committee – let Jen know if you want to join. It's fun to see all the fun projects! Email her at [jlosaw@gmail.com](mailto:jlosaw@gmail.com)

## Communications

- Thank you to Anne for putting together the newsletter, Kelly for taking meeting notes and Erin for coordinating the translation (and everyone who helped).
- We received some feedback saying: *"THANK YOU for the meeting minute summary in the email! The PTO does important work, and it's great to hear about all the ways our parents and the school staff work together. For those of us with family needs that preclude us from attending PTO meetings, this is a great way to keep up with what's going on. Thanks again."*
- Anne created a new PTO newsletter based on Kelly's PTO meeting minutes.
- Kelly suggested including action items for parents at the beginning of the newsletter based on parent feedback.
- From Flor - we should use inclusive language in the communications we send: "Ending words with e or x - avoid the @ symbol if possible" Flor will let us know if our translations need changes in the future.
- Flor suggested maybe after BINGO night have a separate discussion about inclusive language (discussed above under Social Justice Initiatives).

## Other topics

- Is our IRS determination letter in the drive? Jesse shared the drive with the Board to ensure everyone has access.
- Search for 501 in folder.

Meeting format this year.

If we do some in person, a conference room microphone is recommended so folks on Zoom can hear everyone in the room.