

# **Niwot Elementary Parent Teacher Advisory Council Minutes January 21, 2014**

**OPENING:** The meeting was called to order at 7:08 pm by President Sondra Leidesdorff with 12 members present. The Pledge of Allegiance was recited.

The minutes of the November 2013 meeting were approved as posted.

Loren Burnett requested the following be noted in the minutes:

Loren Burnett sent a letter to the PTAC Board, in November, nominating Karen Kruse and Riki Frea to serve on the Bylaws Committee.

**PRINCIPAL REPORT:** Presented by Nancy Pitz

Celebrations

- NES received the John Irwin Award (Top 8% scores on state tests)
- Governor's Award
- Received \$2200 from Niwot Rotary to go towards Literacy Intervention

State Tests coming up

- End of February - 3rd grade reading
- March & April
  - TCAP - Reading, Writing, Math
  - CMAS - Social Studies in 4th (after Spring Break)
  - CMAS - Science in 5th (after Spring Break)
  - PARK - Math in 5th grade (piloting this year)

Differentiation Update

- \$5000 line item
- Leadership Team worked on this - using it to buy more K-5 Non-fiction Book sets
- discussed other things they could submit in case we have extra money or surplus

Technology Update

- \$5000 line item
- Bought 14 mini iPads - shuffling the iPads around to different grades with the addition of more iPads
- Bought miscellaneous technology supplies
- Out of the building budget -bought 30 bluetooth keyboards (in preparation for PARK assessment)

**TEACHER REPORT:** Presented by Jenna Olschlager  
Learning Celebrations coming up soon!

Music

Concerts:

2<sup>nd</sup> Grade: Niwot High School Auditorium  
Thursday, February 13<sup>th</sup>, 6:00 p.m.  
(meet in the choir room at NHS at 5:45 & dress nicely)

5<sup>th</sup> Grade: Niwot High School Auditorium  
Thursday, February 13<sup>th</sup>, 7:00 p.m.  
(meet in the choir room at NHS at 6:45 & wear green - like spirit day)

1<sup>st</sup> Grade: Niwot Elementary Gym  
Tuesday, February 25<sup>th</sup>, 6:00 p.m.  
(meet in the classrooms at 5:45 & wear pajamas)

Choir: Wednesday, March, 19<sup>th</sup>, at 6:30 p.m. at the Atria Senior Living Center (meet at 6:15 wearing Cougar Choir t-shirt & jeans)

Thank you for the teacher grant. I purchased more ukuleles for the abundance of 5<sup>th</sup> graders, extra recorders for students who didn't buy them, a music poster, mallets for xylophones, jingle bells, sandpaper blocks, finger cymbals, & feet for djembes (makes them easier to play). The rest of the budget should go towards music concerts.

Art

Will you please share with PTAC that I'm planning to have student artwork on display in time for learning celebrations, in place of having a school art show in the spring. There will still be a district art show in April, this year it will be at the Boulder County Fairgrounds. I'm thankful for the bit they put

in their weekly email about cards and volunteers, I've received some of both already.

P.E.

Mr. Strah will be back next week for Paternity Leave. Emerson Louise Strah was born on Wednesday, January 8<sup>th</sup>!

1<sup>st</sup> Grade

In Mr. Peterson's first grade class, we are working on writing book reviews. The children learned the different parts of a testimonial: lead, summary, endorsement, specific reasons, and appeal to audience. They used graphic organizers to plan and then write book reviews of their favorite books.

2<sup>nd</sup> Grade

Please say thank you for the \$300 for this year. I used all of my dollars to buy a listening center for my students to use during literacy.

Cindy Lyons

4<sup>th</sup> Grade

We are working on Persuasive Essays in my class and using the technology to learn how to search the web for information to support their thesis statements. It's been great teaching them how to choose key words to search and how to figure out if you have found a good reliable source VS a blog or other opinions that are not good sources! Due to all of the technology I have been able to teach the whole class and allow them to research their topics in my classroom several times already this week.

5<sup>th</sup> Grade

We are very excited and grateful for the opportunity to update and freshen our book room with new and interesting titles for all levels of readers. It is truly one of the greatest resources we have in our building to help us meet the needs and interests of all of our readers and to have this opportunity to

bring in newer titles will be extremely helpful and engaging to our kids. We were thrilled to have the opportunity to find books that will fill curricular holes, enhance learning of content areas, and provide great reading for all of our readers! Thank you for your generosity!

5th grade kicks off our Science Fair on January 21 with our actual fair being held on late start, March 5. We can't wait to have the CU Science Fair presentation in February to help us as we travel into the world of science and discovery.

Thank you to all of you who continue to support us with such passion. We have recently been given two awards for excellence and I contend that it is because of the community and partnership we work so hard to generate that we are able to reach such lofty goals.

Thank you from the 5th grade team.

The tech team ordered iPad mini's to start the Niwot ele. rollout of replacing iPad 1's. They are on their way.

We will have Ed Simmerson, a parent tech support person, help with the configuration.

We also purchased Bluetooth keyboards for the iPad 2's. This will get kids typing. It will be great for working on Drive.

Thank you PTAC!

The Tech Team

## **TREASURER'S REPORT:** Presented by Treasurer Jennifer Wilby

Financials were presented and reviewed. Financials are also available on the PTAC website.

[January 2014 Financials](#)

Income

- Boxtops - \$2,288
- Dining for Dollars - about \$311

#### Expenditures

- Technology - Mini iPads
- Paid 2nd round of Paras to district - just under \$9000
- Differentiation - Non-fiction books

#### Mid-Year Review

- The Budget is made almost a year in advance so hard to know exactly what you will bring in and spend
- Round-Up came in slightly under but we had about \$5000 surplus from last year so that evened out
- Grocery Cards - forecasting about \$5000 underbudget
- Estimated forecast - Income about \$96,000 and Budget about \$89,000
- Assemblies - we've paid for two and used up our budget; would like to do one more at about \$1500 (will need to amend budget)
- Estimated surplus of about \$5000 (in addition to the \$1500 we could put towards the assemblies)
- Jennifer will continue to track this. Doesn't think we should/wants to spend the estimated surplus of \$5000 just yet. We could start thinking about what we could spend a surplus on but not yet spend it.
- Some of these items we won't know the final number until April/May

#### Assemblies

- When we budgeted \$3000 for Assemblies last year we didn't know exactly what the cost would be
- 3rd-5th would like to do a Shakespeare anti-bullying program
- K-2nd would be another CU Discovery program (CU comes to us and each class/grade has a different subject they study; this is what our first 2 late start assemblies have been)
- We would take the money from expense fund and would need to change to add \$1500 to Assemblies line; we have the money there at this time

Sondra Leidesdorff made a motion to Amend the budget to increase the Assemblies expense line by \$1500 and increase the Corporate Cash Miscellaneous line by \$1500. Hadley Solomon seconded.

**Committee Reports:** Presented by Secretary ReAnna Damek

## **PTAC STATUS REPORT January 2014**

**STANDING COMMITTEES:  
HOSPITALITY**

Karen Ragland	203-216-1234	kikirags@gmail.com
Katie Weber	303-862-6690	wendtweber@gmail.com
Lisa Verbeck	303-652-0176	lisabootcamp@gmail.com

**IN-SCHOOL SUPPORT**

Karen Ragland	303-652-1588	kikirags@hotmail.com
Deana Reid	720-494-1503	deana@reid.cc

**OTHER COMMITTEES:**

**BACK-TO-SCHOOL MOVIE:**

Christie Zingerman	720-335-6788	czingerman@hotmail.com
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**BACK-TO-SCHOOL OPEN HOUSE:**

Katie Weber	303-862-6690	wendtweber@gmail.com
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**BOOK FAIR**

Mary Klingbeil	303-581-0763	mdklingbeil@gmail.com
Patricia Lady	303-834-9529	patricia103@hotmail.com

## **BUDDY FAMILY**

Hadley Solomon	720-684-6624	vpniwotptac@gmail.com
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## **BOXTOPS**

Riki Frea	720-443-8844	freafamily@mac.com
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## **CORPORATE FUNDRAISING**

Katy Boyd	303-241-6042	jkatyboyd@yahoo.com
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Three checks from King Soopers are in, haven't heard from Safeway or Niwot Market. Working on other ways to promote the grocery cards.

## **DINING FOR DOLLARS**

Christie Zingerman	720-335-6788	czingerman@hotmail.com
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January 31st Dining for Dollars Subway...all day!

## **DIRECTORY DATA CONTENT**

Dana Dodge	720-212-0804	ddodge@virsage.com
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No report

## **DIRECTORY SPONSORSHIP**

Jenn Bair	720-272-4949	jriggsbair@hotmail.com
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## **EARTH DAY**

Lisa Verbeck	303-652-0176	lisabootcamp@gmail.com
Marci Lary	303-931-5454	marcilary@gmail.com

## **F.A.N (FATHER'S ASSOCIATION OF NIWOT)**

Dan Nicholson	720-771-7100	daniel.r.nicholson@gmail.com
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So I've left messages with a couple different skate rinks (not the one in Louisville) for hosting a fundraiser, but have yet to hear back from either... I'll try them again next week if neither have responded by then. Also, it seems we have an unofficial yet binding agreement with Leah Hadley and her successor Kirsten to assume maintenance of the Science Garden.

## **GREENSTAR PROGRAM**

Marci Lary	303-931-5454	marcilary@gmail.com
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## **KISS-N-CATCH/SAFETY**

Kelli Walden	720-890-6045	kelliinc@hotmail.com
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## **LEADERSHIP ST. VRAIN/SCHOOL DISTRICT ISSUES**

Riki Frea	720-443-8844	freafamily@mac
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## **MWEBAZA/NES PARTNERSHIP**

Ginger Douillard	720-841-5406	brahmaloka@aol.com
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### ***"USED CHILDREN'S BOOK AND DVD DRIVE -***

*The Mwebaza Foundation will be holding its 6th annual used children's book and DVD sale on Wednesday, February 26 from 3:30 – 6:00 p.m. in the Niwot Elementary Gym.*

*This year, we will be selling beautiful Ugandan batiks and rolled paper beads as well! Thus, the sale this year is called "**Books, Beads and Batiks**", and will be a great opportunity to get great gifts for unbeatable prices!*

***Make some room for the new books your child may have received this holiday season by donating books that your child has outgrown or no longer reads to Niwot Elementary! We will be accepting children's DVDs as well.***

*We will sell these books and DVDs at the sale with the proceeds going to help with the construction of a middle school for Mwebaza students.*

***You can leave your donations in the bin in the front of the building across from the office.***

*Thanks for helping us build the inventory for this sale! And, we hope you will attend the sale and take advantage of the great prices (most books \$1 or less) and super selection!*

*Hope to see you all at the sale on February 26th!*

*Eagle Crest is having its own sale this year, so all funds raised at the book sale will go to help Mwebaza finish construction of the middle school that is being built for Mwebaza students and students in the nearby village of Nkungulutale"*

## **NEWSPAPER LIAISON**

Mea French	303-378-9580	jaymea@comcast.net
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No report

**NiSci**

Denise Thomas	303-485-1380	gregganddenise@msn.com
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**NIWOT CARES**

Karen Ragland	203-216-1234	kikirags@gmail.com
Stacey Bahr	303-594-6684	scnib@me.com

**NIWOT TROT**

Laura Sroka	303-439-8992	sdlaura2@msn.com
Christie Zingerman	720-335-6788	czingerman@hotmail.com

Go ahead date for the Trot is April 13th, Sunday. Laura is also looking for a new chair or co-chairs to take over the Trot. She will be at NES for one more year and would like to train someone next year.

**ORIGINAL WORKS**

Donna Blondeau	303-652-6463	micro_d@q.com
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No report

**READING RESOURCE ROOM**

Cindy Shepherd	303-652-8320	cmshepherd@comcast.net
Tina Helms	303-652-8679	tootinytoo@comcast.net

No report

**ROUND-UP**

Susan Rona	917-693-4315	susandrone@gmail.com
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Julie Rich	303-588-6436	jtoorock@gmail.com
Stacey Bahr	303-594-6684	scrib@att.net

All of the Round Up tax receipts have been emailed out. Thank you to all the families who participated in Round Up. Your donations help fund so many important programs and activities at Niwot Elementary.

### **SCHOOL SUPPLIES**

Janet Lopez	303-652-0201	janet@ajslopez.com
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No report

### **SCIENCE GARDEN**

Leah Hanley	303-652-9977	l_hanley@earthlink.net
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No report

### **SOCK HOP**

Alyson Bell	303-652-1123	alyson@toolstudios.com
Holly Saia	303-819-1573	hollysaia@yahoo.com
Sue Cahill	781-879-9368	sue22cahill@gmail.com
Kelly Ferrero	303-652-0669	kberrero@aol.com
Amy Baxter	303-324-0863	amy@jones-net.com

We are just starting to get together as a committee and get rolling on Sock Hop business. Not much to report as of now, but will have more for sure come February/March. The event is Friday April 11 from 6-8:30.

### **SPIRIT SALES**

Stacee McGovern	303-641-2258	jeffandstacee@comcast.net
Anne Oberg	303-442-4146	goannio2000@yahoo.com
Liz Napp	303-474-4116	e_bressler@hotmail.com

### **SUMMER LEARNING PROGRAM**

ReAnna Damek	303-652-0324	secretaryniwotptac@gmail.com
Verushka Burris	303-652-4199	verushkita@hotmail.com

No report

### **TALENT SHOW**

Liz Shakesheff	303-885-7444	elizabethshakesheff@gmail.com
Stacee McGovern	303-641-2258	jeffandstacee@comcast.net
Cori Batson	303-527-2808	cbgb0627@yahoo.com
Lisa Verbeck	303-652-0176	lisabootcamp@gmail.com

### **TEACHER APPRECIATION**

Julia Franklin	720-771-1837	juliakf@comcast.net
Megan Rebich	303-809-2399	megan@emrc1.com

### **VOLUNTEER BADGES**

Cindy Shepherd	303-652-8320	cmshepherd@comcast.net
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## WELCOMING

Hadley Solomon	720-684-6624	vpniwotptac@gmail.com
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## YEARBOOK

Julie Jensen	720-340-4589	juliehjensen@comcast.net
Mea French	303-378-9580	jaymea@comcast.net
Becca Hult	303-619-7749	beccahult@gmail.com
Jen Porter	303-652-0515	jenjenporter@gmail.com

## OLD BUSINESS:

Nominating Committee: Presented by Secretary ReAnna Damek

- We will be forming a Nominating Committee to select a Slate of Officers to propose at the March meeting.
- If you are interested in serving on this committee, please contact ReAnna Damek
- If you are interested in a Board Position, please contact ReAnna Damek or another Board member

Motions up for Vote:

Motion 1: Motion to buy grocery cards at \$2.50 and distribute them to new families and Kindergarten families. Motion approved.

Motion 2: Motion to change the line item of Niwot Cares (\$1,000) to Financial Assistance. Motion approved.

Motion 3: Motion to form an Ad Hoc Committee for Fundraising. Motion approved.

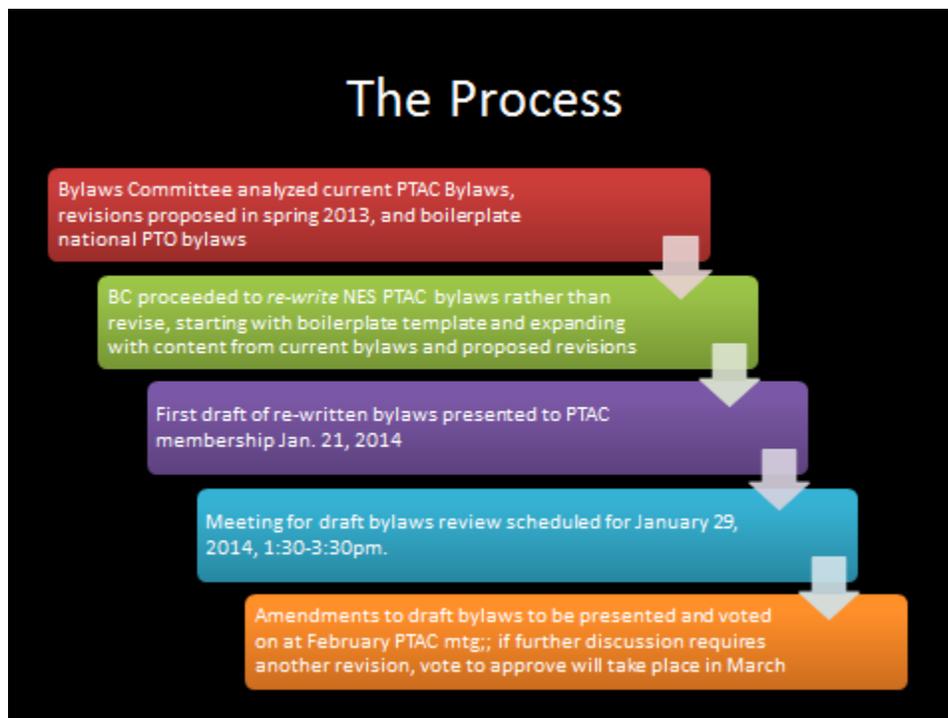
Motion 4I: Motion to put surplus money from the sale of Rockies tickets towards the music room. Motion approved.

Motion 5: Motioned to add a line item for Rockies tickets deposit. Motion approved. Jenna Olschlager did mention that the Rockies are now making it available to buy tickets online so she is waiting to see the outcome of that.

## **NEW BUSINESS:**

PTAC Bylaws: Presentation by Hadley Solomon

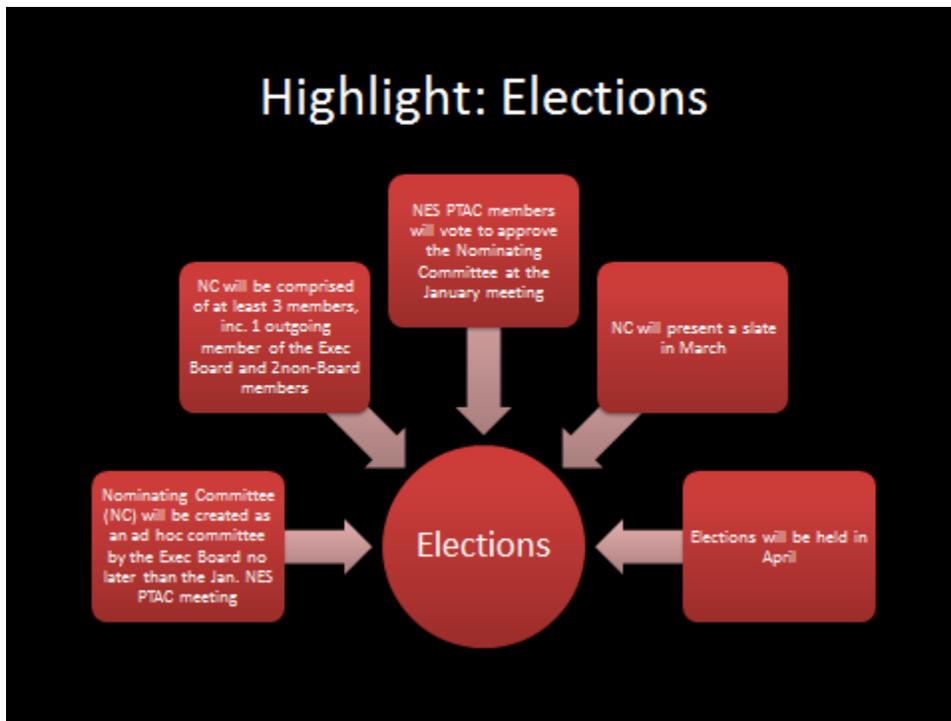
[Proposed Bylaws](#)



- Historically, it has been the responsibility of the Board to review and amend the bylaws at the end of each school year
- Last Spring Karen Kruse and Riki Frea submitted rewritten Bylaws

- The Board decided the Bylaws should be rewritten as opposed to revised to fill in gaps in our current bylaws. This was done by a Bylaws Committee made up of the current board, including Sondra Leidesdorff, Hadley Solomon, Jennifer Wilby, Anne Jentz, Nancy Pitz and Jenna Olschlager. Susan Rona (past board member and lawyer) and Karen Ragland (past board member) also served on the committee.
- We began by taking and looking at 3 sets of bylaws:
  - Our current bylaws
  - The rewritten bylaws submitted last spring
  - Boilerplate bylaws to serve as a national standard
- A different member of the committee took each bylaw and became knowledgeable about that set of bylaws for our meetings.
- Q: Loren Burnett asked who became knowledgeable about each set of bylaws?
- A: Sondra Leidesdorff - current bylaws; ReAnna Damek - rewritten bylaws submitted last year and Hadley Solomon-boilerplate bylaws





Q: Karen Kruse - You do know that the President and Vice-President cannot serve on the Nominating Committee according to Robert's Rules?

A: Hadley Solomon - We can have special rules that are not in Robert's Rules.

A discussion was held on how Robert's Rules works with bylaws.

Q: Karen Kruse - Will you be creating a separate Operating/Standing Rules (guidelines)?

A: Yes, those won't be ready by the meeting next Wednesday.

Q: Will you continue to do the operating guidelines with just the Board?

A: Yes, may not include past Board members.

Q: Will it go through a similar process and vote?

A: We will present it to the membership, but probably will not vote on it. It's more how we operate day to day and will be in line with the bylaws.



Q: Loren Burnett - As a former CFO, How do you feel about having to get two signatures on a check for a \$2.50?

A: Jennifer Wilby - It is more work for the board, but personally I'm uncomfortable with only one signature. It may slow down distributing checks some, but not too much. Nancy Pitz added that at her previous school, two signatures were also required.

Q: What is the definition of a surplus of budget?

A: Jennifer Wilby - We are required to keep \$5000 on hand at all times (unless needed), this is not considered surplus. We set our budget at the end of the year, we should not have anything left at the end of the next year. But it is hard to budget that far in advance and we won't know the final number until the end of the year. It's hard to put a number on what is a surplus, if we say \$2000 and then have \$1999.99 who decides how it is spent. The Principal is key in driving where it is spent. It's just very hard to predict if there will be surplus.

Q: Do you have an estimate for financial review?

A: We looked into that this past summer. It was about \$300, this is not a full scale audit. If we can find a parent who is a CPA who would volunteer, that would work as well. The district requires it every 3 years and has a checklist we could follow.

Q: Loren Burnett - In Article I, Section 2 - who would qualify to make disbursements to other 501(c)(3)?

A: We don't have anything in particular in mind. Jennifer Wilby and Hadley Solomon went to the district Parent Organization meeting on policies. At that meeting they discussed how, as an organization, we cannot make donations to a single member but we can to another

organization. This is a common practice among 501(c)(3) organizations. For example, if we had had a large number of families affected by the flood, we could fundraise and give that money to the United way to distribute to individuals.

Q: Wouldn't that fall under Niwot Cares?

A: No, Niwot Cares is not about giving money to families, only providing scholarships to students as needed.

Q: Are there no parameters on this?

A: The money would be voted on, it wouldn't just come from our budget. This is common language among 501(c)(3) organizations including Parent Teacher organizations.

Q: Loren Burnett - why is the Bylaws meeting, next week on the 29th, during the day?

A: Hadley Solomon - We've found that with kids in school, this time frees parents up to attend. If there are people who would prefer it in the evening, we are open to that, just let us know.

Nancy Pitz - Thank you to the board for all their hard work on the bylaws. Our end goal is what is best for our students. These questions you are asking, we talked at length about them.

Volunteer of the Month - Riki Frea, thank you for all your work on collecting and counting boxtops!

## **CLOSING:**

The meeting was adjourned at 8:29pm.

Respectfully submitted,  
*ReAnna Damek*  
PTAC Secretary