

Page PTO Meeting Minutes

September 26, 2016 7:00 - 8:00 pm at Page School Library

ATTENDANCE:

Darla Robbins, President

Malissa Lashley, Vice President

Chelsea McCluskey, Secretary & Treasurer

Lacey MacDonald, Principal

Nicola Shaddon, Staff Representative

Melissa Cole, Fundraising Coordinator

Theresa LaFavor, Popcorn Team Member

Jennifer Guiley, Teacher

Jesse Grasse, Teacher

Patty Webster, Teacher

Amy Eiler, Parent

Carrie Fuller, Parent

Jessica May, Parent

MEETING NOTES

Darla Robbins calls the meeting to order.

- I. Welcome
 - A. Chris Reiersgaard - District Facilities Manager was unable to attend.
 - B. Darla Robbins welcomes all attendees, and thanks Lacey MacDonald for her attendance.

- II. Fence Project - Malissa Lashley (Full fence proposal as written by Malissa Lashley attached)
 - A. Malissa Lashley introduces the fence project, stating that the fence is needed to close off foot traffic to the school, and to keep dogs off school grounds, during the school day.
 - B. Malissa states that she has met with Willamalane, and has assured them access, as well as access for pedestrians and sports teams.
 - C. Malissa has obtained 5 bids.
 - D. The fence needs to have either a concrete strip beneath it, or must be constructed at a height where the mower can mow under it. It must include a panic gate.
 1. A concrete strip is very expensive, at around \$40,000. Brett Yancy (financial director) will be asked about alternatives by Chris Reiersgaard.
 2. Panic gate is \$2,000. It will be locked and unlocked on the same schedule as the back gate.

3. A panic gate is still needed on the west side of the building. Lacey MacDonald will need to submit a Capital Improvement Form for that.
- E. Malissa proposes talking to Page families about sponsoring the fence through a cup project. The cups will spell out "Page Panthers". Area residents can sponsor through symbolic purchases of the actual fence and posts. A Gofundme.com type platform may be used to allow donations from out-of-state family and friends.
- F. Malissa would like to gather volunteers from Page families to donate materials and help with the project.

III. Budget Report - Chelsea McCluskey

A. Prior Month Expenditures

1. PE Equipment: Chelsea states that Darla Robbins purchased tether balls, soccer balls, and jump ropes for the playground. Although later several jump ropes and soccer balls were found while organizing the equipment closet.
2. Administrative Expenses: Chelsea states that the HelpCounter software for the office has been renewed for \$150.
3. One Time Expenses: Chelsea states that tubs have been purchased to help transport popcorn to and from classrooms.
4. Reflex Math License has been renewed for \$2,995.
5. Family Resource Center: Refreshments were purchased for kindergarten parents for the first day of school.
6. Janitorial/Lunchroom: Chelsea states that Darla purchased the tools on the custodians' list for \$150.09.
7. Looking at fundraising income so far, Chelsea states that t-shirt sales and popcorn sales are on track to pass last year's earnings, in those categories.

B. Potential Upcoming Purchases:

1. Handwriting Without Tears for Kindergarten: Lacey states that the kindergarten teachers do want the workbooks. Darla states that the PTO will put \$300 towards them, as per the budget. Teacher Stipends can cover any cost after that.
2. Leaf blower for custodial services: Malissa states that Chris Reiersgaard said if the PTO makes a check out to the district for \$200, that the school district will cover the rest.
3. PTO Insurance: Darla presents the need for insurance to cover injuries/accidents during PTO events. It runs \$275/year for Liability Plus (\$1,000,000/\$2,000,000 per occurrence/aggregate) and Accident Medical Plus (\$25,000 limit). The group agrees that the insurance is needed.

IV. Fall Fundraising

A. Box Tops & eScrip - Melissa Cole & Sarah Olson.

1. Darla Robbins acknowledges Sarah Olson for her idea using ziplock bags to collect Box Tops. They have been passed out to students already.
2. eScrip tracks purchases at participating vendors. Parents can sign up and add debit card and credit card numbers to track purchases.

B. Weekly Popcorn - Theresa LaFavor & Sarah Olson.

1. Darla Robbins acknowledges Theresa for her weekly work on popcorn day.
2. Theresa wants to verify who is to take popcorn day deposits to the bank. Darla and Chelsea confirm that Sarah Olson should take the deposits in.

C. T-Shirt Sales

1. The group confirms that they would like to send home t-shirt envelopes to increase sales.

D. Fire Up Your Feet / Walk & Bike Challenge

1. Darla presents a flier she made for the challenge to help get families involved. The back includes a chart for families to log their activity. Activity logged in charts will be entered at the end of October.
2. Classrooms can log their activity, such as recess and PE, as well.
3. Jennifer Guiley shares that her class is running a mile each week, for 25 weeks, in preparation for an organized run at the Eugene Marathon.
4. Darla suggests that events can be planned at the school to log extra steps.
5. Darla and Lacey schedule an assembly to get students on board for Thursday, September 29, 2016.

E. McTeacher Night

1. Everyone enjoyed the event last year.
2. Early weekdays are preferred for the event, as they are slow days at the restaurant.
3. Darla states that we need to make a ¼ sheet flier and a scheduled rotation for teachers to filter through.
4. The group decides it is best to stay at Mohawk due to seating and location.
5. Tentative dates are November 14th - 18th.

F. Page Night at Papa's Pizza - The group decides to hold this fundraiser in the spring.

G. Student designed wrapping paper & holiday card sales

1. The wrapping paper competition will be held in the east wing, and the holiday card competition will be in the west wing.
2. The designs will be posted for sale on the PTO website.
3. Darla brings up the idea of doing an exhibition night where people can come buy any of the designs that the students entered in the competition (Art Night).

V. Fall Events

A. Clothing Drive & Exchange

1. Clothing is trickling in.
2. It will be held October 6th from 6:00 - 7:00 pm.
3. If interested in volunteering contact Heidi Hewett.

B. Book Fair, October 10 - 13, 2016

1. Darla passes around a volunteer sign up sheet.

C. Harvest Carnival - Friday, October 29, 2016 from 6:00 - 7:30 pm.

1. The group discusses food options. Billy from The Zingaro has volunteered to do concessions again, and has changed his menu options for the event. It is also mentioned that Sarah Olson may be able to offer a menu of crockpot food.
 2. Volunteers
 - a. Darla Robbins states that she has contacted the fraternity Delta Tau Delta about volunteering again. The fraternity confirmed that they are able to volunteer again.
 - b. Melissa Cole states that she will talk to Northwood Christian Church, and that she believes that there are many people there that would enjoy volunteering at the event, and being around the children.
 - c. It is decided that the PTO will provide Little Caesars pizza for the volunteers.
 3. Jennifer Guiley requests air conditioning at the event. Lacey agrees to check on that.
 4. The group discusses ideas for outdoor decor and activities, such as pumpkin carving, candles/luminaries, scarecrow making, pumpkin painting, and possibly a PTO party to carve pumpkins to have lit ahead of time. Darla forms a sub-committee to work on prizes, activities and decorations. The members of the sub-committee are: Theresa, Malissa, Jessica, Lacey, Jennifer, and Chelsea.
 5. The group agrees that lanyards are a great idea to help keep track of the activities each child has done.
 6. Photo booth idea is discussed, with the obstacles of “do not photograph” students, how to print pictures, assign a hashtag, and keep photos private. Darla suggests an alternative of projecting kids’ images up on the gym wall.
- D. Food Drive
1. The group needs to look for connections for turkeys and hams for the food drive (maybe a business).
 2. Bright Oaks may be a possibility for donation.
- VI. Wrap Up & Info Share
- A. Darla and Lacey agree to coordinate the newsletter.

The meeting is adjourned.

Recorded by Chelsea McCluskey on September 26, 2016

% Elizabeth Page Elementary School
1300 Hayden Bridge Road
Springfield, OR 97477
541-744-6407

Playground Fence Proposal

Page PTO

Elizabeth Page Elementary School, 1300 Hayden Bridge Road, Springfield, OR 97477
Prepared on September 26, 2016 by Darla Robbins (president) and Malissa Lashley (vice president)

- I. Concern: compromised student safety & security at Elizabeth Page Elementary School.**
 - A. School gates are locked during school hours, but the Page Elementary playground remains easily accessible by both foot and automobile via Page Park.
- II. Solution: a secure fence between Elizabeth Page Elementary School and Page Park**
 - A. A fence provides a fully lockable perimeter to block entrance into the playground area during school hours by unauthorized non-school automobiles, personnel and pets/animals.
 - B. Fence gates continue to be unlocked after school hours to facilitate community foot traffic.
 - C. The wide gate on the school's east end suffices for vehicle entry into Page playground and fields.
- III. Projected impact on related parties**
 - A. Page School custodial personnel must now lock and unlock both gates at required times daily.
 - B. Field mower must now enter grounds through the vehicle entrance on the east end of the school.
 - C. Willamalane/Page Park open space becomes clearly distinguishable from Page Elementary fields.
 - D. Youth sports programs maintain access to school fields through unlocked gates after school hours.
 - E. Local residents retain access to Page Elementary playground before and after school hours.
- IV. Construction details and requirements**
 - A. A concrete mowing strip must be constructed beneath the entire length of the fence or the fence must be constructed high enough to allow mower to reach beneath fence.
 - B. Requires approximately 525 linear feet of chain-link fence
 - C. Includes a locking gate (will the district cover the cost of a locking gate with bond security funds?)
- V. Contracted labor**
 - A. Chris Reiersgaard, District Facilities Manager, suggests Island Fencing as a potential contractor.
 1. **Island Fencing**
 - a) \$18/linear foot, at a total of approximately \$9450.
 - b) *Does this bid include a concrete mowing strip?*
 - B. With permission from Springfield School District, Page PTO solicited bids from other licensed & bonded contractors.
 1. **Huckleberry Fence & Deck**
 - a) \$17,000 for 500' fence with gates and panic bar (additional \$40,000 for concrete strip beneath fence)
 2. **Oregon Fence Company**
 - a) \$6893 for 500' fence with gates and posts set in concrete
 3. **Titan Fence**
 - a) \$6800 for fence plus cost of panic bar for gate. (could be an additional \$1000)
 4. **Greenhill Fence Company**
 - a) Approximately \$8000 for the proposed project (without concrete footer)
- VI. Fundraising & cost offset**
 - A. Page PTO plans to cover construction expenses through targeted project fundraising.

1. Sponsorship by neighborhood residents through symbolic sale of posts and fence.
 2. Sponsorship by families through sale of put-in cup decorations to spell "Page Panthers".
 3. Gofundme.com campaign for outreach to wider community and out-of-state relatives.
- B. Page PTO plans to solicit discounted or donated materials from local businesses for the project.
- C. Page PTO plans to engage eligible parents and community members to provide preparation, construction or clean-up assistance.

VII. Project timeline

- A. Confirm permissions and protocol with Springfield School District.
- B. Confirm proposal with Willamalane.
- C. Request bids from bonded & licensed contractors.
- D. Begin fundraising campaigns once a bid is accepted and a target amount is determined.
- E. Schedule construction once 75% of target funds are raised.

Page Park Fence Line Option
Fence is set-back 20 feet from sidewalk



0 112.5 225 450 Feet

