

May 9th, 2023

Attendance:

PTO President: Karly Kline

PTO Treasurer: Elizabeth Lunsford

PTO Secretary: Aimee Verrall

Communication Officer: Karena Tran

Spruce Staff: Principal Emily Moore

Spruce Staff: Beth Sheehan (ABSENT)

Principal Report:

- Student behavior is challenging right now. K-3 a lot of hands on (pushing / hitting). Grades 5 & 6: continued struggles with online platforms and cyber bullying. Spruce is continuing to work on reminders of behavior expectations and calming techniques (like, how are they feeling, emotional dysregulation and how to reset). Build strategies. Restorative practices around what harm did you do.
- Lower grass field is open! Morning walk and talk (when it's sunny). Class numbers that they use for fire drills. Walk route inside the fence line, safe and secure the entire time.
- Smarter Balance Assessment (SBA) - 5th grade. 3, 4, 5, 6th - May 23, 24, 25. Info in Spruce News. Results give us one moment in time - one picture on one day. District will not pay for student snacks that are usually provided during the testing.
- 6th grade camp is done! Day trip, not overnight.
- Everything is on track for end of the year - 2 new dual language teachers lined up for next year's Spanish immersion program. Announcing retirement for a couple of paras. 550 / 579. Under projecting us, likely to start the new year around 600. Lots of refugees from the Ukraine coming in.
- Budget difficulties are real - talking about cutting. A lot of big feels. Spruce will be okay, we did not lose staff. Our class sizes will continue to be normal (31 / 32), other buildings lost more. Emily noted there is a video from the superintendent that talks about the budget - **Action: Share this video on our FB, communicate how the budget is impacting Spruce**

Treasurer Report:

- Bingo Night results: A total profit of \$2929.59. A huge success for our first fundraising effort. **Action: Promote this success on FB and include a "if you missed Bingo night, here's a QR code to donate to our PTO"**
- Fred Meyer Community Rewards sent us a \$90 check - **Action: Promote how to do this again on FB.**
- Verdant Health Grant - Mental Health May 1 - June 16th. Training, Civil Unrest, Social Justice. **Action: Aimee and Beth to see if we can meet this first deadline, if not there is another round of funding later.**
- Spruce PTO agreed to cover student snacks for SBA **Action: Beth to purchase snacks as directed by a list from Emily**

- Embassy suites - is open to donating a one night stay as a give-a-way. Much discussion of how to leverage this. Do <this> and enter to win this. Open house fill your passport was one idea. Open house is June 9th - evening event. Final Decision: PTO table at the open house: fill out this survey (target engagement for PTO mailing list and Facebook group, and opinion survey) and enter to win 1-night at Embassy Suites. **Action: Aimee to create a basic survey in SurveyMonkey.**
- Field Trip Fundraising - We don't need to do more fundraising right now. Let's use the Dragon Dash event for 2023-24 school year (typically in September) for this purpose and make sure funds are equally spread across classrooms, not just those who are up for field trips.
- Edmonds Foundation - Beth notes teachers can apply for these funds for field trips. Others noted these applications are not short and easy and often come with strings attached (like requirements to attend a dinner after school hours during their personal time). We should target teacher engagement / Spruce PTO as an objective for next school year. **Action: Add this resource to our Spruce PTO website**
- Summer plans: June meeting. 2 summer events: 1) Chalk walk at Spruce Park, 2) Ice Cream Social.
 - Consider matching up with Kindergarten Jump Start - same week or something.

Misc:

- Source PTO is signed up for [Lynnwood's Adopt a Street program](#) for Spruce Way. Participating volunteer groups agree to remove litter from assigned streets at least twice a year, over a 2-year period. In return the City will install signs with the volunteer's group name on their street. The City will provide necessary equipment and training.

Calendar of events:

May 25 Family Dinner

May 8-12 Staff Appreciation week (PTO to host 2 days)

Emily will host taco bar, crumble cookie imposter, etc

June 8 Open House 6:00

Spruce PTO Table (with donation QR Code) and Embassy Suites raffle.

June End of Year PTO Event

July Chalk Walk

August Ice Cream Social

Next Meeting:

June 12th Board Meeting at 5:30, General Meeting at 6:30

April 11, 2023

Attendance:

PTO President: Karly Kline

PTO Treasurer: Elizabeth Lunsford
PTO Secretary: Aimee Verral
Communication Officer: Karena Tran
Spruce Staff: Principal Emily Moore (ABSENT)
Spruce Staff: Beth Sheehan

Principal Report:

- Big thank you for Bingo Night! A wonderful success!
- Positive feedback from school for Bingo Night and PTO events thru the year
- 2 staff members completed reflection form
- Family Dinner- set up laptops/QR codes for feedback form
 - What community event do you come to?
 - What time works for your family?
 - What event would you like to see Spruce host?
 - Would you be interested in attending family education nights?
 - Fam Ed nights- topics? In person or online
- Feelings of safety at school

PTO Report:

- Internet Safety - look at this resource - <https://internetsafety101.org/>
- Discussion of photos and posting on social media. Concern re district leadership publicly sharing photos - create PTO policy (or community agreement) for photos and posting to be shared
- Staff Appreciation Week - 2 days Farmer's Market Theme
 - Student art/notes
 - Affirmations - host creation night
 - Fruit, veggies, cheese, homemade treats,
 - Add flowers for bouquets
 - Bagel Bar

Host community craft night for Staff Appreciation, Tues May 2

Treasurer Report:

- Insurance needs to be paid, \$444.00 annual fee
- Bingo report at May meeting

MISC:

- Send email to 6th grade teams to support them in what they're doing for 6th grade graduations
- SY 23-24, Family Ed Nights 2-3
- Grant to address civic unrest in community
- Lunch with Ms. Norris and Lunch with Emily

Check with Emily abt days for staff app week
Create picture and writing prompt for kids to take home

Calendar of events:

March 2 Family Dinner

March 24 BINGO

April

May 25 Family Dinner

May 8-12 Staff Appreciation week (PTO to host 2 days)

Emily will host taco bar, crumble cookie imposter, etc

June 8 Open House 6:00

Maybe ice cream social

June End of Year PTO Event

Next Meeting:

May 9 Board Meeting at 5:30, General Meeting at 6:30

March 14th, 2023

Attendance:

PTO President: Karly Kline

PTO Treasurer: Elizabeth Lunsford

PTO Secretary: OPEN

Communication Officer: Karena Tran

Spruce Staff: Principal Emily Moore

Spruce Staff: Beth Sheehan

Principal Report:

- Donation to Muslim Housing Alliance was made in the name of SPE and PTO
- Housed 100s of Muslim families in King and Sno Counties. 4+ million \$\$ in funds raised
- \$2500+ in funds raised for Unicef for earthquake relief in Syria and Turkey
- School Improvement Plan was shared
- SPE focuses on teaching/reteaching expectations of community through restorative conversations and direct instruction
- Review of Reading and Math data
- Internet safety concerns addressed with individual family meetings and conversations
- Uptick in unacceptable bathroom behaviors, there will be direct instruction around responsible bathroom behaviors
- Digital Citizenship lesson in upper grade levels
- Possibly having a speaker come to speak with students and parents about internet safety

PTO Report:

Internet safety

Verdant Health, other community resources, speaker night on digital citizenship and internet safety

Fundraising: Upcoming Bingo Night, volunteers needed

Treasurer Report:

About \$200 left after initial Bingo Night purchases

Foundation for Edmonds School District- grants for teachers

Snohomish County American's Rescue Act - grant for revitalizing art in SnoCo, info meeting on 3/21 Beth will attend

MISC:

Consider a book exchange for a Family Dinner Night or Movie Night

Internet Safety resources to be shared on FB and PTO website, Common Sense Media

Parent Ed night for digital citizenship

Consider having alumni come speak to students about internet safety

SPE does not currently have an Art Docent- Art with Hart is grant funded multi-age 1/month art lesson

PTO table- need pics NOISE, Bingo, etc

Send email to 6th grade teams to support them in what they're doing for 6th grade graduations

Calendar of events:

March 2 Family Dinner

March 24 BINGO

April

May 25 Family Dinner

May 8-12 Staff Appreciation week (PTO to host 2 days)

Emily will host taco bar, crumble cookie imposter, etc

June 8 Open House 6:00

Maybe ice cream social

June End of Year PTO Event

Next Meeting:

April 11 Board Meeting at 5:30, General Meeting at 6:30

February 7th, 2023

Attendance:

PTO President: Karly Kline

PTO Treasurer: Elizabeth Lunsford

PTO Secretary: Cheryl Pono

Communication Officer: Karena Tran
Spruce Staff: Principal Emily Moore
Spruce Staff: Beth Sheehan

Principal Report:

PTO Report:

Facebook- post expressing appreciation for staff during network outage

Discussion about PTO hosting info night about internet safety
Verdant Health, other community resources

Fundraising:

SY 23-24 set amount of money for each classroom for field trips, etc. Could have an application process for extra funds

Calendar of events:

March 2 Family Dinner

March 24 BINGO

April

May TBD Family Dinner

May Staff Appreciation week (PTO to host 2 days)

June Open House

June End of Year PTO Event

Treasurer Report:

There is a couple of hundred in general PTO funds
About \$2,000 left from grant money

Next Meeting:

March 14 Board Meeting at 5:30, General Meeting at 6:30

January 10th, 2023

Spruce Elementary
PTO Meeting Notes

Attendance:

PTO President: Karly Kline
PTO Treasurer: Elizabeth Lunsford
PTO Secretary: Cheryl Pono (ABSENT)
Communication Officer: Karena Tran
Spruce Staff: Principal Emily Moore
Spruce Staff: ABSENT

Principal Update:

575 students, 100 kindergarteners

MLK assembly on Fri at 10:00, hosted by Student Council. All student led

- Kilker's class singing
- 3rd grade presenting
- 5th/K presenting writing abt I Have A Dream
- Student Council created MLK posters to present

Dual Language:

Starting in kinder in fall 2023

Teachers and Emily attending trainings and school visits

Family Dinner Thurs March 2

PTO Update

- Jan 23 Hot Chocolate Bar (Beth and Lin)
- Jan 23 Flower Workshop 10:00-12:00 (Beth and Lin)
- Jan 25 Card Making 6:30-7:30 (Karly and Karena)
 - Order cards and markers
- Jan 26 Donut Drop (Karly and Karena) Zuri's or Donut Factory
 - Buy donuts

PTO sign, laminated to post night of meetings

NOISE Assembly donate \$50-\$100

Bingo Night Fundraising Event

- Karly will take lead
- Feb 7 planning meeting 5:30-6:30
- Feb 23 planning meeting 6:30-7:30
 - March 24, doors open at 6:30, event from 7:00-8:30
 - Two sections- BINGO tables and silent auction or raffle baskets
 - Opportunity to bid or buy raffle tix between BINGO rounds
 - Kevin H, Emily, Annie R-B Bingo Callers
 - Prize Table- SPE Gear
 - Buy 5 BINGO cards get one free
 - Volunteers to check cards
 - Between rounds there are raffle baskets; classroom, office staff, local business

- Concessions for sale
- PTO adopt grade levels to coordinate raffle baskets
- Jan PTO mtg plan volunteers and dates for planning
- Volunteers needed:
 - Check BINGO cards
 - Crowd control to keep people in cafe
 -

December 13th, 2022

Spruce Elementary
PTO Meeting Notes

Attendance:

PTO President: Karly Kline
PTO Treasurer: Elizabeth Lunsford
PTO Secretary: Cheryl Pono (ABSENT)
Communication Officer: Karena Tran
Spruce Staff: Principal Emily Moore
Spruce Staff: Beth Sheehan

Principal Update:

Break is coming, Staff and students are ready for a break

- Enrollment up to 566, 3rd largest in district, no max enrollment for elem schools.
 - SPE average enrollment is between 550-580.
 - 24% new students 1st thru 6th
 - 43% new students K thru 6th
 - Consistent entries and very few withdrawals
 - SPE built for 28 classrooms, largest build in the district
- Lifetouch will no longer be our company after SY 22-23, printed student ID cards labeled as Staff. Contract is ending and we will work with a new company moving forward
- Spruce Family Dinner starting back up
 - Potluck style
 - SPE provides space
 - No agenda
 - Intention is to be together and enjoy sharing meals
 - Feb 9, 6:00pm
 - May 25, 6:00pm
- 75 minute early release starting SY 23-24
 - Conference week in Oct will still be half days and the last day of school
 - The new calendar will be released closer to the end of the year
 - Working to try and ensure after school care for early release days

PTO Update:

- Movie Night was a grand success!
 - License fee was \$150- If we purchase a year long membership the \$150 gets credited back
 - Host another movie night in April/May
 - Beth will attend PTO Movie Night training in March
- Teacher Treats in Jan
 - Hot Chocolate Bar on 1/23
 - Donut Drop on 1/25

- Beth will do purchasing
 - Karena will coordinate decorations
 - Karly, Beth, Lin will set up Mon at drop off
- Bingo Night Fundraising Event
 - March 24, doors open
 - Kevin H, Emily, Annie R-B Bingo Callers
 - Prize Table
 - Volunteers to check cards
 - Between rounds there are raffle baskets; classroom, office staff, local business
 - Sometime Silent Auction
 - Concessions for sale
 - PTO adopt grade levels to coordinate raffle baskets
 - Jan PTO mtg plan volunteers and dates for planning
- Website
 - Include place for online donation, sponsorship, fundraising with info about what money is used for
- PTO sign, laminated to post night of meetings
- Student designed t shirts for Equity

Event Planning:

January Teacher Treats

March Bingo Night

Family Dinner - School Events that PTO can provide support

Building Events - Title 1 Reading Night Jan 26th

September 20th, 2022

Spruce Elementary

PTO Meeting Notes

Attendance:

PTO President: Karly Kline

PTO Treasurer: Elizabeth Lunsford

PTO Secretary: Cheryl Pono

Spruce Staff: Principle Emily Moore

Spruce Staff: Family Advocate Samantha Bircher

5 members

Meeting started a 630

Everyone went around and gave introductions.

Principle Emily Moore Update:

- Spruce enrollment was projected to be 450 and is currently at 523 students
- Spruce's student population has multi-language
- Sept 9th, There was a rededication of the Howkan Totem
- Oct 20th, there will be a ribbon joining in the evening put on by the school district

PTO President Update

- Karly presented her slides "Welcome PTO"
- Board meetings will be held at 5:30 on second Tuesdays
- General meetings will be held at 6:30 on second Tuesdays after the board meetings
- Secretary and Communication Officers board positions are open.
 - Cheryl Pono offered to be PTO secretary
- Volunteer Applications will need to be filled out to be able to volunteer with the PTO and school
 - Volunteers are needed Oct 5th for picture day and Nov 17th for retake day

Event Planning

- Movie night tentatively planned for Nov 18th, 2022
 - Will need to purchase a license for the movie
 - Can provide popcorn and sell candy, could provide tickets for popcorn.
 - A movie committee was created and will met at the next meeting, Oct 11th at 6:00
 - PTO spoke about doing a practice run at one of the next meetings.
- Teacher Appreciation Week (May 1st - May 5th)
- January during teacher grading provide appreciation snack (coffee and donuts)
- Family Dinner - Spruce School Events that PTO can provide support
- Bingo Night - Were held in February

- District Events like Title 1 Reading Nights.