

**METCALF PTO MINUTES**  
**Wednesday April 13, 2011**  
**6:00-7:30PM**  
**Room 102**

**Attendees:**

Barb Jacobsen, Angela Ambers-Henderson, Lynn Litwiller, Christine Stauter, Wendy Smith, Jim Mullins, Patti Koranda, Amy Coffman, Howard Henderson, Bob Piker, Donna Zawatski, Alex Kashner, Christine Crockett, Becky Camp, CeCe Hill, Sheryl Chambers, student council representative

- I. Welcome & Introductions with PTO Mission Statement
  - Christine Stauter reviewed the PTO Mission and Purpose
    - The Metcalf PTO exists to promote open communication and understanding between parents and staff. We respect the values, needs and desires of all members of our school, including parents, students, and staff. PTO meetings are open to any and all Metcalf students, parents, and staff.*
    - Our efforts are to serve, enhance, and maximize the education of every child so they may reach their highest potential. All monies raised by the PTO shall be used to support the educational goals set forth by the school leadership.*
    - We are proud to serve our school with a PTO run solely on the efforts of volunteers. The PTO team effort assists our school leaders in their goal of providing the best possible learning environment for our children, as well as the best possible teaching environment for our wonderful staff.*
- II. Approval of March 15, 2011 Meeting Minutes
  - Motion to approve Lynn Litwiller (1<sup>st</sup>) Patty Koranda (2<sup>nd</sup>)
- III. Assessment of February PTO Events
  - T-shirts for French exchange students
    - Dr. Coffman had previously donated Metcalf t-shirts to the Metcalf PTO. The shirts were given to Dr. Coffman to give to the French exchange students.
    - Barb Jacobsen thanked the executive board for their quick responses in the motion to approve the donation of the t-shirts.
  - Circus Reception
    - Heather Heinrich chaired the event and volunteered to chair the event again next year.
    - She spent \$72 on the event for the ice cream sandwiches and water. These items are well liked and appreciated by the students/staff/families.
  - Winter Festival
    - Thank you to Angela Ambers-Henderson, Howard Henderson, and Jim Mullins for this fun event!

- There has not been a lot of response to the survey that was sent out. There are 50 responses to the survey at this time (see attached summary of responses).
- The Winter Festival raised \$8102.97 and Absent Tea raised \$12490.10. This is the most money raised to date in an "off" Montage year.
- Different ideas were discussed on how the Winter Festival could be changed to meet some preferences including the idea of having the festival without food.
- It was also mentioned that "Gym n Swim" could be held on a Montage year because it includes the kids and is not a fundraiser. Montage is only for the parents and this way the students would feel included in an event.

#### IV. Spring event planning updates

- 8th Grade graduation
  - Planning is underway for this event.
- Box Tops/Campbell's Soup labels
  - Received a check for \$1289 from Box Tops for education in April.
  - Class winners will be announced this week for the Pizza party!
  - As the students get older there is not as much participation for this.
  - The Campbell's labels do not expire.
  - My Coke Rewards is another fund raiser that can be utilized. Codes can be entered on line.

#### V. PTO Elections and Leadership

- An e-mail has been sent out regarding the open positions.
- Ideally the positions will be filled before registration.
- Some individuals have volunteered to chair the same events. There was discussion if co-chairs could be utilized.
- Christine Stauter volunteered to continue as Secretary if the no one volunteers for the position. Wendy Smith is interested and would like more information.
- A treasurer is needed for the 2011/2012 school year.
- The next e-mail should address Metcalf succession planning so individuals can be in place for the next year. There was discussion that it is difficult to fill the vacant spots now and may be even more difficult to find a back up.
- We are proud to offer so many events/activities and give individuals a chance to be involved.
  - Discussed if there is a way to broaden involvement.
  - Where can PTO get new members/volunteers?
    - New parents with children entering MLS. Volunteerism fades as the students get older. There is a plateau at 4<sup>th</sup> – 5<sup>th</sup> grade.

- Discussed having chairs of this years events write out job descriptions. The binders are already in place just need to take that concept and develop it.
- Also discussed taking some of the smaller tasks of events and giving them to someone else to help them “get their feet wet” and develop a better understanding of the event.
- As new parents you do know what all of the events are. Discussed having a description of what all the events are at the first PTO meeting or at registration.

VI. As of 3/31/2011:

Checking:	\$19,203.10
Foundation:	\$12,170.72
Money Market:	\$20,141.39
 Total:	 \$51,516.10

- There is \$946.00 from the Holiday Bazaar. It was decided that this money would be donated to Metcalf to pay for students who cannot afford the field trips or extra activities. The students qualify as long as they are on free/reduced lunches.
- Reviewed Mrs. Thomley’s request for lighting.
  - It was decided that the grant would not be funded at this time as more information is needed. What is the cost for installation? Is the electric wiring capable of running the new lighting system?
  - The PTO is willing to support the request but will need the above information before a final vote.
  - It was also discussed that the lighting could be the fund in need for Montage 2012. There could be a “Light up the Night” or Lights, Camera, Action theme.

VII. Metcalf Administrator Report

- French exchange students are here and things are going well.
- Shruta Crum, the author will be here on Friday and will have an assembly for grades K – 3.
- Professional development is under way for the summer.
- Student safety for drop off/pick up will be tabled until the May meeting when Ryan Weichman can attend.

VIII. What’s on Your Mind?

- Fundraising ideas:
  - ISU administration does not allow door to door selling/fundraising. It was voiced that parents should be notified of this rule.
  - Passive fundraising was discussed.
  - School store and Monical’s were approved as individuals may already be shopping or eating at those places.

- Having a monthly dine out at different restaurants was discussed. Many restaurants offer a % back to the school for food purchased on a certain day. This was approved and will be implemented during the 2011-2012 school year.
- McDonalds has a partner in education program. MLS would need to apply and then McDonalds selects the schools. The schools are required to provide art work once a month and pop tabs. The other requirement is that the school would participate in the ISU parade. In return, McDonalds would provide drinks/gift certificates for different events (orange drink/happy meal certificates). There is also a \$10,000 grant that is available with this program.
  - There was concern voiced that McDonalds does not promote the healthy eating habits that MLS is encouraging.
  - More research and discussion is needed on this topic. PTO may not necessarily apply this year as the deadline is relatively close.

Meeting adjourned 8:00 pm

Next PTO meeting will be Thursday, May 12, 2011 at 6:00 pm.

*Submitted by Christine Stauter, Secretary*