

METCALF PTO MINUTES

Tuesday, November 1, 2011

7:00 am – 8:15 am

Fairchild Hall

Attendees:

Jim Mullins (meeting facilitator), Laurel Schumacher, Kristi Sanders, Dr. Coffman, Kacy Rader, Carolyn Moon, Tina Isabelli, Tiffany Giganti, Heidi Felstead, Janice R. Cooper, Rissa Hinton Smith, Christine Stauter

I. Introductions

II. Review of 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.*

III. Review and approval of October 3, 2011 meeting minutes Correct spelling of Rebecca Africano was noted

IV. Update of recently completed PTO sponsored events.

A. Fall Festival

- Contributing members discussed the overall success of the event.
- Possible change of a less involved craft next year, due to time limits
- Approximately 12 minutes at each station worked nice for all other stations and held the student's attention well

B. Holiday Bazaar

- Sign up for volunteers is fulfilled.
- Still looking for donations, especially for dads

C. Montage

- Food will be provided by Biaggi's
- New Auctioneer Larry Little specializing in charity auctions
- He has many helpful ideas on maximizing event donations/income
- He uses a database to organize donations cutting back on committee work and time
- Jim discussed organizing a group of volunteers to make calls to gather donations

- Jim will help volunteers feel more comfortable about making calls and discussing Metcalf's needs and vision with possible donors
- Save the dates will be sent out soon
- Ideas were shared from Dream Session for Metcalf (thinking beyond material things)
 - Kids are served fresh, local food more often
 - Every child gets a spirit wear item for free
 - School supplies are provided
 - No activity fees increasing student involvement
 - All students receive support from a counselor
 - Kids are safe on the playground and inside of building
 - Bilingual education beginning in Kindergarten
 - More time for teacher planning, helping to find the best work/life balance

V. PTO School Wide Communication- Discussion on how our changes are working.

A. New Plan

- All committees send email communications to Christine Stauter
- A school wide email is sent out, informing all parents
- This has reduced redundant messages being sent to multi-student families
- Christine expresses concern about a handful of returned messages
- There could be parents not receiving the notice if email address was not provided in registration paperwork
- Christine and Dr. Coffman will get email lists together to try to catch any address errors

B. Shutterfly Plan suggested by Mrs. Schumacher

- This site can be used by the PTO for all communication
- Maybe used as a blog, announcements, calendar, sign ups, event pictures, and document access (minutes/agenda)
- Everything would then be contained on one site
- Very user friendly
- Multiple people can act as administrator (owner)
- Christine will follow up with Bob Piker to discuss this idea
- Mrs. Schumacher would be willing to assist the PTO on getting it started
- Continue with our current plan of communicating via Christine for now while the Shutterfly idea is looked into

VI. Lunch Skins

- Kacy Rader shares her input of lunch skins
- Retail for about \$8.95
- BPA free
- Eliminate unnecessary waste
- Metcalf Logo could be printed on the sandwich size skin
- Currently the company requires a minimum order of 500 which would be a \$2700 investment
- Kacy is working with the company to see if we could get a smaller minimum order
- Market the bags to Metcalf families for uses beyond lunch and food, consider every way zip lock baggie would be used
- Best time for selling would be registration and open house fall of 2012
- Take some time to evaluate use and interest
- Take a few to local printer for a test run
- A sub-committee has been formed to continue to work on this project.

VII. Metcalf Administrator Report-Dr. Coffman

- Thanks to all that helped with the fall festival
- Next meeting will be a presentation of School Improvement plan and ISAT scores

VIII. Treasure Report-Tina Isabelli

A. Balance as of 10/24/11 (not including spirit wear deposit)

- Checking Commerce: \$5,815.74
- ISU Foundation: \$2,857.58
- Money Market Commerce: \$20,159.10
- Total: \$28,832.42

Montage monies have not been taken out of these totals. It is used over the next few months, as needed, rather than one big draw.

B. Tina proposed to start using an income and expense report to clarify spending during the prior period. The budget will also be disbursed.

VIII. Metcalf Walk Idea: Rissa Hinton Smith

Brainstorming Session

- Event for all Metcalf families
- Use of ISU Campus
- April or May would be good timing to align with the wellness program
- "Metcalf Walk" t-shirts with local sponsors
- Promote health and fitness to the Metcalf Families

- Possible fundraiser. Alternative idea: PTO sponsored and free participation
- Rissa is willing to lead a team in organization of a walk/run
- Possibly set it up as a run for community members
- Look into help from community i.e., Often and Running, Lake Run Club, road and police regulations
- Start the first year as a walk, grow and build on it in years to come
- Incorporate the Metcalf Run Club to get the older students involved, contact Holly Wills
- Could be a very positive event for Metcalf families

Meeting adjourned 8:15 am