

**METCALF PTO MINUTES**  
**Thursday, March 4, 2010**  
**6:00-7:30PM**  
**Fairchild Lounge**

**ATTENDEES:**

Barb Jacobsen, Lynn Litwiller, Becky Camp, Brian Wetter, Kathy Wetter, Dan Deneen, Peggy Finnegan, Heather Marshall, Patti Koranda, Bob Piker, Rebecca Africano, Angela Amber-Henderson, Sheryl Chambers, Amy Coffman, and anyone else who did not sign in ☺

**WELCOME AND INTRODUCTIONS - Around the room introductions. Barb welcomed everyone, treats were served.**

**PRESIDENTS REPORT**

- Congratulations on behalf of the PTO to Amy Coffman on her new baby!
- Congratulations on a successful Montage
- There are cards on the tables if anyone has any suggestions they would like to make
- The PTO sign is missing. If anyone knows where it might be or finds it, please contact Barb Jacobsen
- Based on the following excerpt from the PTO Mission Statement, Montage was a huge success since we were able to grant every teacher's request this year

*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.*

- Re-read thank you speech to Rebecca Africano and other Montage committee chairs.

**ADMINISTRATOR'S REPORT – Dr. Coffman**

- Thank you from the faculty, staff and administration for Montage. Because of PTO and Montage, the budget cuts that will occur won't sting quite as much. (see more below)
- Thank you to the rest of the administration team who helped while Dr. Coffman was out of the office on Maternity leave. Until the end of the school year, she will be taking about 2 hours a day off.
- Budget Cuts – At this time, there are no projected cuts for any teacher positions, but support staff/tech budgets could be affected. Next year will probably not be noticeable, but the following year's budget will be affected greatly. Some other efforts to cut costs include minimizing the paper copying budget by looking at offsite copying. The FAC (governing body of teachers) will have some say in what gets cut from the budget. Some professional development opportunities may also be less liberally granted.

**TREASURER'S REPORT**

Balances of as 2/28/10:

Commerce \$18,797.69

Money Market \$20,108.72

Kalin Fund \$250.00

Hayden Fund \$236.48

Foundation \$30,466.40

**Total \$69,859.29 \*\* (since the 28<sup>th</sup>, an additional 17K has been deposited)**

## CLASSROOM GRANTS – Lynn Litwiller



2010\_Classroom\_Gra  
nt\_requests.xlsx

- The “Fund in Need” is standing at \$2700. Ms. Finnegan will get an estimate for the cost of the installation of a new kiln and let the PTO know at the next meeting. Then the PTO will need to determine if the balance of the cost can be covered or another idea for fundraising will be needed.
- Discussed the teacher grants that were all accepted by the committee. A few changes have been requested since the committee approval though.
  - Heather Marshall requested that some of the \$1000 that was granted to her for mulch might go toward a new backboard if the one donated doesn’t work on the existing pole. Dr. Coffman has donated some of the requested mulch.
  - Teresa Herbert had one of the pilot smartboards but the request was not included in the grant, so hers will need to be added into the smartboard total. Should be okay though because the original estimate on the smartboards was higher than the actual price will end up being.
  - A document holder that was requested has already been provided, so that will be subtracted from the total.
- Total of grants was approximately \$43723 + gift cards
- Rebecca Africano motioned that we approve the amended grants, PK seconded. Vote was affirmative

## TREASURER’S AUDIT – Dan Deneen



PTO audit.pdf

- The financial reports are adequate. There are receipts for 98% of expenditures
- Recommendation for writing checks for “seed” money to the chairs of each activity rather than cash (ie if cash for change is needed, write a check to the chair rather than giving cash to start)
- Recommend transferring money to the money market account each month since it will just sit there. Keep minimal amounts in checking.
- Any expenditure to a PTO member should have another officer approve, just to cover any questions later.
- Last year’s recommendations of changing liability limits and implementing the money market account were followed.
- Lynn does a great job of minimizing any risk of conflict of interest for either the treasurer or the PTO. YAY Lynn!

## OLD BUSINESS

*February Meeting minutes* - Accepted motion by Lynn Litwiller, 2<sup>nd</sup> by PK

### Chair Reports –

*Rebecca Africano, Montage* – Thank you again. It was gratifying to see everyone having so much fun! A “debriefing” session will be held shortly.

## NEW BUSINESS

*Montage Art Options, Peggy Finnegan* - To make posters from the Montage Art pieces will cost roughly \$4/sq ft. for a 2X3 poster it would run \$24. Peggy will check with BOPI and Kinkos to see if they might be cheaper. It was agreed that they should look like actual art posters with a title, artist etc. listed in the bottom margin. Lynn is going to work on an order form that can be sent out in report cards and to room parents and put on the web site. It was agreed that this is not meant to be a fundraiser, just a way to allow parents to get a copy of the art. Individual children's pieces have also been scanned and will be on Artsonia for purchase. Peggy will work with Bob on getting art uploaded to the PTO website for ordering. It was agreed to try to keep the pieces under \$25 if possible

*Suggestions for PTO from Becky Camp, Kathy Wetter* –

- Childcare costs may be prohibitive for larger families to attend. A cap was suggested for \$5 per family.
  - Response: This was motioned by Bob and seconded by Lynn. It will be implemented for the very next meeting. Childcare “reservations” would be desired by the Monday before the meeting so that staffing can be adequately arranged.
- Agenda/Minutes should be timely. The agenda should be out at least a week ahead of the meeting and distributed to parents. Minutes should be ready within a week after the meeting for distribution.
  - Response: This is a good goal to try to achieve.
- Soliciting for agendas may draw more topics that parents would like to discuss.
  - Response: This was tried before by having “topic meetings” and the meetings got lengthy. At any meeting anything can be brought up as new business if there is time. We won't be aggressively asking for topics. If people have topics they do need to attend the meeting.
- Survey parents to find out what they expect from PTO and why they do or don't participate
  - Response: There is a concern that this would only be responded to by people with issues with the PTO and not truly representative as that is how many surveys end up. ISU does use selectsurvey.net which can provide survey software to put one together.
  - Angela Amber-Henderson volunteered to solicit attendees from this meeting for survey questions and put together something.
  - Follow up question was asked; can we go back and find out what meetings/topics DID draw people into PTO? Can we use personal invites since it can be intimidating to walk into the room where a person is “new”. Can we find a way to use social media (ie facebook/twitter) effectively? Is there a publicity chair?
    - Response: we used to have one/that is the VPs job
- Student council representation at PTO meetings? Can we have a student from 7<sup>th</sup> or 8<sup>th</sup> grade attend meetings to represent the student body and get their opinions on topics?
  - Response: Amy will check with Lucinda Miller and see if something can be arranged to extend an invite.
- More teacher involvement? Can we get more teachers involved in the PTO? Are there better ways to involve them? Can we invite them specifically?
  - Response: They do sign up for committees at the beginning of the year and they are supposed to sign up for 1 meeting. If there isn't a relative topic, they just may not be interested in coming.

- Follow up: Maybe putting a teacher on the agenda would draw out some parents too
- Required volunteerism? Other schools require volunteer hours such as Mulberry and PTO meetings count towards those. Metcalf also use to require parents to write an essay as part of the admissions process stating how they intended to help out at school (this was discontinued around 2000/2001 or so).
- Responses: Could we give rewards for service to the class with the most parents attending?

**Meeting Adjourned 7:30 pm**

**Next meeting Thursday, April 1 2010**

<http://www.tmsmontage.com/>

