

METCALF PTO MINUTES
Wednesday December 7, 2011
6:00 – 7:50
Room 102

Attendees

Jim Mullins (meeting facilitator), Angela Ambers – Henderson, Nancy Marsaglia, Tina Isabelli, Bob Piker, Dr. Coffman, Kacy Rader, Rebecca Africano, Denise Fries-Romack, Christine Crockett, Beni Kawakita, Leslie Sloan – Orr, Barb Jacobson, Christine Stauter, Amy Ponce, and Patti Koranda

- 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 the November 1, 2011 meeting minutes. It was noted by the Treasurer following the meeting the account names were flipped: **Money Market – Commerce** has \$20,159.10 and **ISU Foundation** has \$2,484.40.
- IV. Update on upcoming and recently completed PTO sponsored events
 - a. Holiday Bazaar
 - A nice variety of donations were received. Setup scheduled for 12/8 and bazaar open on 12/9 at 8am.
 - b. Spirit Wear
 - have setup to sell merchandise 6 times since Oct with 2 more planned in Dec and 2 planned in Jan.
 - There is a large amount of inventory and volunteers are needed to assist w/ setup and take down. Sign up genius was recommended. It was also recommended that possible the laundry closet could be utilized as the “Thrift Store”
 - Merchandise sales total \$148 year to date.

-Many suggestions provided to increase sales. Christine Crockett would welcome any additional ideas as well as input on pricing (marked \$2 - \$3).

c. Mini Courses

-Currently have 23 teachers for mini-courses with some new creative courses.

-The committee chair, Beni Kawakita is finalizing details and will send out information sheets to teachers shortly.

-Courses are scheduled for January 25th.

d. Career Day

-Committee chair Leslie Sloan Orr provided a draft agenda and curriculum

-There are 11 sections to the curriculum for 2012 with an 8-9 student limit in each section.

-Plan to have student signup sheets to teachers by Friday 12/9.

-Will have the class rosters to the ISU faculty prior to the holidays for planning purposes.

-Will send out Sign up Genius for parent volunteers – would like at least 11 (1 per section).

e. Montage

-Committee chair apologize for the oversight on not removing last month's meeting from the school calendar due to cancelation.

-BOPI has donated the printing again this year and committee members will be meeting with them soon.

-Working on the donation from Weavers Rent All – will be asking for a set dollar amount. Need table linens, skirts, chair covers and silverware/tableware. Jim Mullins requested pricing estimate to determine if a PTO investment for these types of items that are used for other school events as well would be more economical.

-Casey's flower shop made a very nice donation of the centerpieces.

-Pending items include securing the bar/bartender service and identifying the raffle item(s).

-Next meeting scheduled for 12/15 6:30 – 8:00 and will be announcing the funding need item.

f. Market Day

-Christine Crockett provided a spreadsheet of sales history dating back to 2005.

-Sales have steadily declined over the past several months.

-Must have at least \$900 in sales per month to maintain the program.

-Andrea Markert is assisting with Market Day communications on the U-High website monthly.

-Will continue to communicate reminders of program via email.

- Additional discussion took place on ideas to generate sales and Christine Crockett would welcome any future ideas/suggestions.
- Would like to donate a Market Day basket for Montage.

V. PTO School Wide Communication

- a. Jim Mullins would like to conduct more research on the Shutterfly concept and tabled the discussion for the January meeting.

VI. School Improvement plan

- a. "Breaking out of the Box" book and video presentation
 - Dr. Coffman shared a book and presentation illustrating the improvements to Metcalf School this past year.
 - There is a lot of excitement around the impacts the improvements have had on the students and faculty in the way of school pride and student growth.
 - Dr. Coffman provided ISAT statistics for Metcalf
 - Principal evaluations will be tied to student improvement beginning in 2012
 - Teacher evaluations will be tied to student improvement beginning in 2014
 - Recognized Jessica Wutz and Lisa Tabaka for receiving their National Board Certifications. Congratulations!

VII. Treasurer Report

- a. Checking Commerce: \$ 4,044.15
- b. Money Market – Commerce: \$20,159.10
- c. ISU Foundation: \$ 2,484.40

-Tina Isabelli advised she checks the school office for check issuance requests/deposits every Thursday. If you have dropped a request off, please send her an email to avoid any delays/oversight.

VIII. What's on your mind

-The Metcalf school directory is completed and will be distributed within the next few days.

The meeting adjourned at 7:50pm.