

**METCALF PTO MINUTES**  
**Monday October 4, 2010**  
**6:00-7:30PM**  
**Room 102**

**Attendees:**

Kia Blythe, Heather Marshall, Julie Mendez & Marcos Mendez, Barb Jacobsen, Angela Ambers-Henderson, Christine Stauter, Amy Coffman, Lynn Litwiller, Sheryl Chambers, Peggy Finnegan, Leslie Sloan Orr, Beni Kawakita, Rebecca Africano, Becky Camp, Shelly King, Matt Howard, Mary Howard

I. Welcome

- Around the room introductions of your neighbor. Barb explained that index cards/paper would be made available for people to jot down ideas.

II. Approval of September 9, 2010 Meeting Minutes

- Lynn Litwiller (1<sup>st</sup>) and Rebecca Africano (2<sup>nd</sup>)
- Minutes unanimously approved
- Angela explained that the PTO Agenda and Meeting Minutes will no longer be handed out during the meetings. Everyone will receive them via e-mail and can print them if desired. The PTO Meeting Minutes are also posted on the PTO website.

III. PTO Mission & 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.*

- Angela read the PTO Mission statement.
- Discussion was held to clarify the purpose of the PTO.

IV. Citizen's Action Committee Report

- Barb Jacobson, Bob Piker, and a Metcalf teacher representative attended along with ISU and U High representatives.
- The objectives of the committee are:
  - To serve as a liaison between the lab schools and the community
  - Long range planning of the lab schools
  - Set goals and priorities to assist the establishment
  - Recommendations to administration regarding the lab schools
- Shared test scores at the most recent meeting

- Preschool tuition cost was also reviewed. The tuition cost has increased due to the fact that the program went from 3 days a week to 5 days per week. Additionally, it is now 3 hours per day instead of 2.
- The cost is comparable to other local preschools and it is a quality program.
- Some feel that there is a perception that only those that can afford the preschool tuition get in to Metcalf at this earliest grade level, ensuring their place in the upper grades. Standards remain the same and there is a good cross section of the community. Metcalf does try to bring in siblings.
- Discussed the possibility of Metcalf PTO funding a preschool scholarship. Barb Jacobsen, Rebecca Africano and Heather Marshall will follow up with Bob Dean on the legalities of PTO funding the scholarship.

#### V. Metcalf Administrator Report

- Thank you to Sheryl Chambers for all of her hard work in the Butterfly garden.
- Thank you to Jennifer McDade and PTO for the Family Picnic. It was a success and a lot of fun for everyone.
- Technical update. Smart Board applications are in. Metcalf has purchased 1 I-Touch; 1 I-Pad.
- I SAT scores will be sent home with report cards.
- At the end of October there will be Asbestos signs in the school. There are some fittings being replaced in the penthouse that contain asbestos. Dr Coffman will post a notice on the Metcalf website for families.
- Follow up on the Drop Off and Pick Up of the children. Overall the routing is better and much smoother. Ryan has talked with the ISU Police and a parent has met with Dr. Coffman to review ideas.

#### VI. Treasurer's Report

- The overall account balance is \$55,000.
- PTO should be able to fund the grants this year.
- The 2010-2011 budget was discussed and an amendment was made to the Directory Expense line; Cheryl Chambers made a motion and Rebecca Africano seconded the motion and the amended budget was approved unanimously.
- The excess Fund a Need (Kiln Fund) money was discussed. They are in need of some shelving by the kilns. Once the shelving is purchased it will be reviewed how to use the remainder of the funds.

#### VII. Event Assessment

- PTO Welcome Coffee
  - Group consensus that this event was a success. There were approximately 25 people that attended.

- Members voiced that the attendance may have been greater if information about the event was put out in advance. Marketing ideas for the event were discussed.
  - Julie Murphy has volunteered to host the event next year.
  - Signage: It was discussed that PTO could invest in signage to get the word out about PTO/School events. Discussion was held regarding the cost of banners vs electronic signage.
- Family Picnic
    - Angela read Jennifer McDade's comments as the chair of this event, as Jennifer was unable to attend.
    - Jennifer has volunteered to chair this event again next year.
    - This event is not a fundraiser. It is a break even or loss event.
    - PTO members voiced that the type of event needs to be clear (fundraiser vs non fundraising event).
- September Teacher Appreciation
    - 93 people have volunteered to help with Teacher Appreciation
    - 14/15 people contributed to the September event.
    - Sign up genius is being utilized to get volunteers for each month.
    - If homemade food is brought in please bring a recipe card to share.
    - PTO members voiced that we need to make sure all parents know about teacher appreciation.

### VIII. Upcoming events

- Mini courses and Career Day
  - Would like to hold these events on the same day. Decided on 1/26/2010 as that is an early out day. Beni Kawakita will talk with the first grade teachers to see if the field trip to BroMenn CHIPS can be rescheduled for another day vs 1/26/10.
  - 1/27/2010 will be the alternate day for the events.
- Winter Festival
  - Scheduled for 2/25/2011. This is one of the two major fundraisers for the 2010/2011 school year. It is a combination of the chili supper/gym & swim and is held in conjunction with the Absent Tea which is the other major fundraiser for 2010-2011.
  - Play reception
  - Need a chair for this event. Barb Jacobsen will contact the parents that volunteered to assist with the event to see if any of them would be willing to chair the event.
- Eighth Grade Graduation
  - Need a chair for this event.

- Montage 2012
  - Need a chair and date for this event.
  - Rebecca Africano voiced that PTO should get the venue and set the date even without a leader in place. She voiced that Montage is important in that it keeps the children involved.
  - PTO members voiced that it should be held around the same date.
  - Julie Mendez will look into dates that the BCPA would be available.

IX. How PTO volunteering really helps the school/students

- DUE TO TIME CONSTRAINTS THIS ITEM WAS NOT COVERED AND WILL BE ADDRESSED AT A FUTURE MEETING.

X. What's on your Mind?

- PTO reviewed the use of index cards for questions that parent's do not want to ask. Dr. Coffman would screen the questions.
- PTO to collect the Sunny D labels for books. Discussed having containers in the classroom for the students to put them in.
- Cindy Mohrman – Internet Safety classes are starting again for grades K- 4. Steve McGuire will complete the classes for grades 5 – 8.
- Dr. Coffman stated there will be a survey on the Metcalf website for review of the Parent/Teacher Conferences and the Open House.
- Volunteers for the Box Tops have not been contacted yet.
- Bully Program. Melissa McClelland will be bringing in a program, Character Counts and First Steps. PTO asked Dr. Coffman is she could attend a PTO meeting to review the program.

Meeting adjourned 7:30 pm

Next PTO meeting will be Tuesday November 2, 2010 at 6:00 pm.

*Submitted by Christine Stauter, Secretary*