

**METCALF PTO MINUTES**  
**Monday February 14, 2011**  
**6:00-7:30PM**  
**Room 102**

**Attendees:**

Barb Jacobsen, Angela Ambers-Henderson, Lynn Litwiller, Christine Stauter, Wendy Smith, Jim Mullins, Leslie Mullins, Bob Piker, Patti Koranda (PK), Heather Marshall, Rebecca Africano, Amy Coffman, Beni Kawakita

- I. Welcome & Introductions
- II. Approval of January 13, 2011 Meeting Minutes
  - Motion to approve Lynn Litwiller (1<sup>st</sup>) Patti Koranda (2<sup>nd</sup>)
- III. PTO Mission
  - Barb reviewed the 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.*
- IV. 2011 – 2012 PTO Leadership
  - Review of open PTO Leadership positions for the upcoming school year
    - President: Angela Ambers-Henderson
    - Vice-President:
    - Secretary
    - Treasurer:
    - 8<sup>th</sup> Grade Graduation:
    - Career Day: Leslie Sloan Orr
    - Directory: Not Needed
    - Alumni Relations:
    - Fall Festival: Jennifer McDade
    - Family Picnic: Jennifer McDade
    - Box Top/Campbells: Michelle Schuline
    - Lead room assistant:
    - Holiday Bazaar: Emily Raycraft
    - Lost & Found: ? Holly Will
    - Market Day:
    - Mentor Families: Becky Camp

- Mini Courses: Beni Kawakita (co-chair)
- Montage 2012:
  - Angela has the contract from BCPA to reserve the center. The contract is good for 30 days. It will not be signed until an event chair is named.
  - Rebecca Africano will help with Montage 2012 but does not want to chair the event. She agreed to e-mail the chairs of last year's sub-committees to see if anyone would be interested in chairing the event.
  - Discussion was held regarding having a vice chair of Montage with the understanding that person would then be the chair of the next Montage event.
- Reception Circus:
- Reception Play:
- Spirit Wear: ? Shelli Herman
- Teacher Appreciation: ? Julie Mendez
- Welcome Coffee:
- Webmaster: Bob Piker
- Work Request:
- An e-mail will be sent out to all parents with notification of the open positions.

V. Winter Festival Update, remaining needs, etc...

- Signage is up and located in various areas around the school.
- 150 tickets have been sold. An e-mail reminder will be sent reminding parents why the tickets are needed.
  - Menu: Baked potato bar (white/sweet potatoes)
  - Salad Bar
  - Ice Cream bar
- Food will be set up in the small gym.
- Activities: face painting, pottery, video games, twister, silent action, swimming and others (see flyer that was sent home and on the web site)
- Need to review the times of the swimming and pottery so there is not a conflict for parents/students to complete both activities. There was a suggestion to post the times on the web site.
- There is a 2 hour time frame for the balloons and face painting.
- There will be minimum bids placed on the action items.
- Spirit sleeves will be available for \$10/pair during the winter festival.

VI. Metcalf Administrator Report

- Thank you to Angela for the promotions of the Winter Festival.

- Mini Courses were great!
- Foreign ex-change program is coming up
  - There will be 30 Sixth grade students, from France, coming in April. There will also be 3 chaperones coming.
  - Families are needed to host the students and chaperones. Looking for families of 5<sup>th</sup> grade and up. 1 or 2 students per family.
  - The students will be at school for 2 days with the 6<sup>th</sup> graders and the remainder of the days will be for field trips.

## VII. Treasurer's Report

As of 1/31/11:

- Checking \$20, 706.74
- ISU Foundation \$16,395.13
- Money Market \$20,136.50
  
- Total \$57, 238.37

## VIII. Mini-Course, Career Day, and 5<sup>th</sup>/6<sup>th</sup> Grade Event Assessment

- All events were well received and there was a lot of positive feedback received.
- Beni Kawakita co-chaired the Mini-Courses and felt that they went well. She agreed to complete a step by step guide of the event for future leadership.
- Mini Course instructors were appreciative of the assistance received and felt supported.
- Career Day and the 5<sup>th</sup> & 6<sup>th</sup> grade programs also went well.
- Discussion was held to possibly decrease the number of opportunities in Career Day as there may have been too few students for some of the courses.
- Fewer opportunities also means fewer volunteers needed.
- Holli Will provided strong support for the event and PTO is delighted to learn Leslie Sloan-Orr will be leading Career Day again next year.
- Students were very appreciative of having U-High students as part of the program, providing valuable, positive peer interaction.
  
- Discussion was held regarding instituting a leadership position for the new 5<sup>th</sup> & 6<sup>th</sup> grade event to avoid confusion about leadership responsibilities. A name for the 5<sup>th</sup> – 6<sup>th</sup> grade event leadership position might be “Discovery Day Coordinator.”
  
- Michelle Hardman was thanked for her innovative leadership this year and graciously agreed to coordinate the event again next year.

IX. What's on Your Mind?

➤ Grants

- \$27,678 in grants were approved.
- Dr. Coffman reports that Metcalf has grants for the smart boards.
- Vote was held to spend \$30,000 on grants. Bob Piker approved the motion and Patti Koranda seconded it.
- Discussion was held to have the theater as the "Fund in Need". The theater grants have been tabled for now.
- The PTO is unable to approve all the grants.

- Wendy Smith voiced concern of security during pick up of students after school.
  - Discussion was held about the need for pick up of students to be more secure.
  - Use of cameras/photo identification/other options
  - Members agreed to consider options and invite the Dean of Students to the next meeting.

Meeting adjourned 7:30 pm

Next PTO meeting will be Tuesday March 13, 2011 at 6:00 pm.

Submitted by Christine Stauter, Secretary