

METCALF PTO MINUTES
Tuesday, March 15, 2011
6:00-7:30PM
Room 102

Attendees:

Barb Jacobsen, Lynn Litwiller, Christine Stauter, Wendy Smith, Jim Mullins, Rebecca Africano, Amy Coffman, Julie Mendez, Ed Ponce, Howard Henderson, Aggie Hatch, Jane Thomley

I. Welcome & Introductions with PTO Mission Statement

- Julie Mendez reviewed 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.

II. Approval of February 14, 2011 Meeting Minutes

- Motion to approve Rebecca Africano (1st) Lynn Litwiller (2nd)

III. Assessment of February PTO Events

- Play Reception

- The reception was nicely done and the kids had fun. It was a “lovely ending” to the play for all of the students.
- Barb Jacobsen thanked Mrs. Thomley and reception Chair Sandy Mercier for their efforts with the play.
- There was a lot of food left over. All unopened food was saved and donated to the circus reception. Some of the food was placed in the teacher’s commons and some was thrown away. Discussion was held as to what could be done with the extra food next year. It was decided that food not saved for the circus would be donated to Home Sweet Home Mission or Clare House. These agencies will pick up the food as well.

- Winter Festival – Assessment moved to April

- PTO recognizes Angela Ambers-Henderson and Howard Henderson did an amazing job!

- Discussion was held as to how PTO is comparing one event to the next.
- Jim Mullins created a survey for parents to complete regarding the Winter Festival. The survey will allow for anonymous comments. The survey will be made available to all parents on the Metcalf website.
- Reviewed that all events can be improved upon and that it is important to keep the events interesting for the students as they get older.
- It's important to set goals to improve upon the events vs just having a "binder" of what to do next year, although the binders are useful when they are done.

IV. Spring event planning updates

➤ Circus Reception

- Heather Heinrich could not be present. She has sent out an e-mail with a plan. There will be no changes from the previous years. Ice Cream sandwiches will be available for all for the students and their families.
- There is a \$250 budget. Volunteers are utilized to set up the ice cream and bottled water for the performers and their families.
 - The question was asked if volunteer efforts for events prohibit the parents from watching the event. The parents that were present did not feel that this is an issue.
 - It was noted that the event chairs could note what events are open to all parents to assist with.
 - It was mentioned that the Twitter account used by U-High works well in sending out reminders to the parents.
 - It was asked if there is a way to put a scrolling ticker of "News/Events" on the Metcalf home page or something else eye catching on the site.
 - Wendy Smith mentioned that e-mails are long because all parents' names are listed on them. She states there is a way to send the e-mail without the list on names included.
 - Electronic signage for the school was revisited again. Due to cost and ISU rules/regulations electronic signs are not options.

V. Treasurer's Report

As of 2/28/2011:

Checking:	\$22,686.06
Foundation:	\$11,431.77
Money Market:	\$20,129.07
Total:	\$54, 256.90

- Grant Opportunities to replace the Hayden lighting system including dimmers and controller were reviewed (see attached Grant Opportunity handout compiled by Jane Thomley).
 - Total request for lighting is \$12,000.00
 - U-High purchased a new lighting system and Metcalf received their old one.
 - The analog board at Metcalf cannot run the digital lighting system.
 - Many groups/events would benefit from the new lighting system i.e. play, band, chorus, concerts, assembly, open house and classes that are held in the auditorium.
 - If approved the needed equipment can be delivered in 2 weeks and installed. Events that would benefit from the lighting start the first week of May.
 - Discussed getting an e-mail out to parents regarding the available grants to apply for including the State Farm Good Neighbor grants as the deadline is March 31, 2011.

VI. Metcalf Administrator Report

- Thank you for the food donations today!
- Winter Festival was great!
- Pat Miles has done a lot of work in obtaining financial assistance for building renovations:
 - ISU will be doing several for the renovations at no cost to the Lab school (painting around the windows, new lighting around the building, and the main hall will be redone over the summer).
 - With the money saved by ISU completing renovations we will be able to paint the upstairs lockers, make gym renovations (Mats on the wall with the Wildcat logo, new bleacher benches) and paint the main office.
 - New chairs have been ordered with the PTO grants.
 - Kindergarten classrooms received the hand me down chairs and they are working out great in the classroom.

VII. What's on Your Mind?

- Parking lot student safety
 - Barb reviewed information provided by Ryan Weichman. He was unable to attend the meeting tonight but will attend in April to review information.
 - Wendy Smith volunteered to investigate what other schools do for student safety with drop off/pick up.
 - Discussed use of student pictures for ID/Ident a Kid/Purchasing a machine to make the ID's. For all of these there would need to be a backup process.
 - Also reviewed the importance fo keeping the student signs that are provided at the beginning of the school year. Parents need to keep the sign displayed in their vehicles.
 - The PTO is unable to approve all the grants.

- Jim Mullins reports that there is a need for new kindergarten playground equipment.
 - He offered to lead the fundraising for the equipment. Target populations would be Kindergarten parents, Pre K parents and future Pre K parents.
 - Dr Coffman offered to work with him and support the new playground in appropriate ways.
 - It was noted that classroom needs like this can be run through the classroom grant process for some funding; the administration has offered financial assistance, and Barb Jacobsen was not in favor of adding antoher fundraiser to the PTO roster. Barb also appreciated Jim's offer to help where needed and offered to continue discussions to assist in attaining the equipment for kindergarten.

Meeting adjourned 7:30 pm

Next PTO meeting will be Wednesday April 13, 2011 at 6:00 pm.

Submitted by Christine Stauter, Secretary