

## METCALF PTO



### MINUTES

Thursday, September 9, 2010

6:00-7:30PM

Room 102

#### Attendees:

Leslie Orr, Grace Park, Janice Cooper, Emily Raycraft, Sherri Jane, Carolyn Moon, Wendy Smith, Michelle Chow, Ernst Jacobsen, Kia Blythe, Kara Story, Heather Marshall, Jennifer McDade, Howard Henderson, Bob Piker, Amie Kincaid, Julie Mendez, Barb Jacobsen, Angela Ambers-Henderson, Christine Stauter, Amy Coffman, Melissa McClelland, Patricia Koranda

#### I. Welcome

- Around the room introductions. Angela welcomed everyone

#### II. Introduction of 2010 – 2011 Executive Board Members

- Vice President: Angela Ambers-Henderson
- Treasurer: Lynn Litwiller
- Secretary: Christine Stauter

#### III. Recognition of Metcalf Administration/Faculty/Staff

- Principal: Dr. Amy Coffman
- Psychologist: Melissa McClelland
- Lunch Lady/ASP Director: Heather Marshall

#### IV. PTO Mission

*-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.*

- Barb reviewed that enabling communication between the administration to parents, and parents to administration is key. The other focus is supporting the children.
- Discussed building on the strengths of the past years to continue moving forward with the PTO

V. Ice Breaker – Person to Person Scavenger Hunt

- Carolyn Moon won with the most names on her list and received a gift card.

VI. Approval of May 6, 2010 Meeting Minutes

- Bob Piker (1<sup>st</sup>) and Howard Henderson (2<sup>nd</sup>)
- Minutes were approved unanimously

VII. Amendment of PTO By-laws

- Angela reviewed the proposed amendment to Article VI – Officers & Duties that would allow the President to serve consecutive terms if there is no Vice-President to assume the position or if no President is elected by an open vote at the final meeting of the school year.
- The amendment was approved unanimously.
- Angela motioned for Barb Jacobsen to be the PTO president for the 2010 – 2011 school year. The motion was seconded and was approved unanimously.  
*Congratulations Barb!*
- The President and Vice-President are the only positions that are currently limited to a one year term.
- Discussion was held to amend the by-laws to have more succession, to have a person in training or an understudy.
- Barb mentioned that at the end of the year it is open for anyone to take the PTO positions.
- Discussion was held to ask earlier in the year for volunteers to fill the open positions. This would help increase comfort level for the volunteers to maintain involvement in PTO.

VIII. PTO Program/Events Overview

- Fall Family Picnic: Chair Jennifer McDade
  - Reviewed what people like about the picnic: Avantis, Popcorn, Sno Cones, and the U-High football game.
  - Utilize what we already have. Popcorn machine belongs to the school. Contact Shelli Herman for Spiritwear for the raffle basket. Utilize some of the paper goods that are available in the PTO closet.
  - It was discussed that PTO should look at purchasing a Sno Cone machine. PK suggested a \$300 limit. Heather Marshall agreed to research prices of the machine. It was noted that the Sno Cone machine will likely need to be rented for the picnic since it is 2 weeks away.
- Fall Festival: Chair – Jennifer McDade volunteered and will seek out assistance from Jen Filipiak.
  - Event is for children in Pre K thru 2<sup>nd</sup> Grade. A fun day to celebrate Fall.
  - PK mentioned the gym is open after 12:25 pm.

- Holiday Bazaar: Chair Emily Raycraft
  - Emily has reserved the room, sent out e-mails for donations and signs are posted for donations.
  - Last year's price was .25 per item. Discussion was held to raise the price to \$1.00 per item. Concerns were then voiced that not all children would be able to participate as not all families could afford \$1.00.
  - It was mentioned that the teachers could monitor for which children did not have money for the Bazaar.
  - Last year all proceeds went to Toys for Tots. This year proceeds will go to the school.
  
- Mini Courses: Chairs- Michelle Chow and Beni Kawakita
  - For Grades K – 5
  - The event gives the teachers a day off.
  - Michelle discussed that there was some criticism at the PTO meeting last year regarding the mini-courses. It was noted that there was no chair for the mini courses and everything was put together in a 2 week time frame.
  - The parents/volunteers teach a one hour class about something they know. A comment was made that the parents get scared/worried about the unknown, possibly do not understand the event.
  
- Career Day: Chair \_\_\_\_\_
  - For Grades 6 – 8
  - PK discussed utilizing the departments on campus.
  - Parents feel more variety is needed. Possibly give suggestions of what we are looking for but acknowledge that anything is appreciated.
  - PK would like the events dove-tailed together because of space conflicts.
  - Dr. Coffman stated that there is a community Career Day for 8<sup>th</sup> graders only. The event is held in October and the teachers need to decide which event the students will participate in.
  
- Absent Tea
  - PTO request donations and the money goes to the classroom grants & a tea bag is given as a "Thank You".

IX. Administrator's Report: Dr. Amy Coffman

- RTI Screenings were completed this week.
- Kirk Weiser will be at Metcalf on 9/14. Parents can come and listen if they would like. Dr. Coffman will post this on the web site.
- Metcalf is planning an Administrator's retreat. Area Administrator's will be invited for breakfast, tours etc...

X. Treasurer's Report

- As of 8/31/10
 

• Checking – Commerce	\$21, 204.44
• ISU Foundation -	\$13,375.02
• Money Market – Commerce	<u>\$20,123.76</u>

Total: \$54,703.22

- Lynn passed out handouts with ways that families can support the PTO at local stores.
- PTO received \$4300 at registration.
- Last school year PTO purchased 5 smart boards, a sound system, and Baritone Sax amongst other items for the school.
- Barb Jacobsen and Bob Piker have been to local PTO gatherings and other schools have difficulty getting people involved.
- The support that the Metcalf PTO has shows. Major projects such as the climbing wall, kiln, picnic tables, playground equipment, and the library renovation were completed with the help of PTO.
- Our team is supportive! Kudos to Dr. Coffman for all her help.

XI. Other business

- A question was brought up regarding drop off in front of the school.
- Drop off and Pick Up information is posted on the parent page of the Metcalf Website and was given as a handout at Open House.
- There is all new staff that are being trained in helping with the drop off/pick up process. It was discussed that parents who are not following the rules could be given a flyer reminding them of the process.
- It was also discussed if the pillars out front could be painted or marked to help with the drop off process.

Angela thanked everyone for coming and thanked all the dads who came to show support.

Meeting adjourned 7:30 pm

Next PTO meeting will be Monday October 4, 2010 at 6:00 pm.

*Submitted by Christine Stauter, Secretary*