

METCALF PTO MINUTES
Thursday May 12, 2011
6:00-7:30PM
Room 102

Attendees:

Barb Jacobsen, Angela Ambers-Henderson, Lynn Litwiller, Christine Stauter, Wendy Smith, Jim Mullins, Bob Piker, Patti Koranda (PK), Amy Coffman, Beni Kawakita, Kathryn Eissfeldt, Becky Camp, Melissa McClelland

- I. Auditor Report - Daniel Deneen
 - Please see attached report with recommendations. He recommends a separate bank account or quick book set up specifically for Montage.
 - Dan agreed to perform the audit next year

- II. Introductions
 - Dr. Coffman introduced Kathryn Eissfeld, Interim Special Services teacher. Nancy Schenck is assisting at U-High for the remainder of the school year.

- III. Approval of the April 13, 2011 meeting minutes
 - Patti Koranda
 - Lynn Litwiller

- IV. 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.*

- V. 2011 – 2012 PTO Executive Officer Elections
 - Nominations for:
 - President: Angela Ambers-Henderson
 - Vice-President: Jim Mullins
 - Secretary: Wendy Smith
 - Treasurer: Tina Isabelli

 - All nominations were unanimously approved.
 - Barb expressed her Thanks to the 2010 – 2011 Executive officers. Angela, on behalf of the officers, expressed appreciation for Barb's service as President this year.

VI. 2011 – 2012 PTO Committee Chairs

- All positions are filled except for Lead Room Parent. Christine Stauter volunteered for this position. Reviewed ways to keep the teachers updated on the information being sent out to the room parents. It was decided that the Lead Room Parent will e-mail the correspondence to Karen Chiodo and she will pass the information along to the teachers.
- Discussed adding the teacher gift preference worksheets to the website for easier access by Room Assistants.
- Registration is usually held the first Tuesday in August. The first day of school is August 22nd. They are considering having registration on Monday August 8th.
- Staff is working to consolidate the supply list for students.
- PTO Executive board and committee chairs will volunteer to work different shift during registration to explain PTO and events to incoming family members.
- Discussion was held to have the committee information on line. Also discussed having someone available to show new families the website.
- Report cards will be mailed on June 2nd. Angela will have PTO information ready to be mailed out with the report cards.

VII. Treasurer's Report – Lynn

As of 4/30/11:

Checking \$19,324.34
ISU Foundation \$7,225.37.13
Money Market \$20,143.96

Total \$46,723.67

- Ending balance will be \$38, 000 (approximately) before Ms. Thomley's request for the lighting in Hayden auditorium.
- Reviewed budget and the Winter Festival is listed under Fundraiser. Discussion was held if more money needs to be budgeted for the Festival.
- Decision was made to keep this fundraiser and all other events at current budgeted levels with the option for new Chairs to present alternate proposals or requests for additional funding. Emphasis is to avoid requesting large reimbursements after the event and, instead, plan ahead for the expenses with approval from the group.
- Received \$2000 from Box Tops for Education.

VIII. Metcalf Administrator Report

- Poster from Mrs. Hahm's class and video from the P.E. teachers were presented for the group experiencing delight with the new items purchased with classroom grants.

- Melissa McClelland presented the RTI website. There will be a link from the TMS website.
 - Dr. Coffman reviewed open teaching/staff positions and changes being made with the current assignments.
 - More chairs have been ordered for the classrooms.
 - Dr. Coffman thanked the 2010-2011 Executive Board for their work throughout the year.
- IX. Ms. Thomley Grant Request
- Discussed that this is for all students as everyone would benefit from auditorium lighting.
 - There are no charges for installation. The system is Plug N Play.
 - Request was approved by the group with a formal motion by Lynn Litwiller, seconded by Bob Piker.
 - Next revenue will be during registration. Reviewed funding needed for the Fall festival and pre-Montage.
- X. What's on Your Mind?
- Parking Lot Safety
 - Ryan Weichman and Dr. Coffman will meet with a small group of interested parents. Barb will organize the logistics for the week of June 6th.
 - Discussed the option to implement a more permanent card for the car windows.
 - Directories
 - Some families want to return to printed directories.
 - Holli Will suggested via email that less than half the 8th grade families agreed to have info online. Some confirmed this is because of security concerns that the info is not password protected.
 - Bob Piker clarified the directory can easily be printed at home or work for personal use. Detailed instructions on how to print the directory were included in the e-mail with the directory and could be made available again. The directory is in PDF format and is only sent to Metcalf families, so the security is as strong as a printed format.
 - Kindergarten Playground
 - The new equipment is a substantial expense.
 - Jim Mullins sent a funding request to Kindergarten parents and has received significant responses. He requested PTO also consider funding.
 - There was discussion held for PTO to contribute or fill in the gap after school and parent donations.

- Bob Piker suggested PTO match what is donated up to \$5000. There was general consensus and the Motion was approved by Angela Ambers-Henderson, seconded by Bob Piker.
 - \$4000 worth of equipment has been ordered for the preschool playground. There may be another \$2000 available. Discussed that the older students need to stay off the preschool playground equipment to preserve and protect it.
- Fundraising - Becky Camp
 - Tobins Pizza is willing to sell \$10 gift certificates to the PTO. The PTO will then keep half of the profit if PTO resells them to Metcalf community.
 - PTO is interested in working with Tobins for the fundraising. Becky Camp will further explore this.
- Band instruments
 - Christine Crockett is interested in finding a way for parents to re-sell the band instruments to other parents.
 - Discussed that this may be able to be incorporated into the “Wildcat Closet”. Also discussed having a day when parents could bring in the instruments to sell – perhaps when the kids receive notice about the instruments they have been recommended to play by Music teachers.
- Teacher Appreciation – Julie Mendez
 - Discussed having each grade adopt a month and the room parent would be responsible in recruiting the parents to bring food in. Julie would still oversee and provide guidance as the Chair.
 - PTO was in favor of this.

Meeting adjourned 8:00 pm

Submitted by Christine Stauter, Secretary