

PTO Meeting Minutes

February 7, 2012

Call To Order: 9:15am

Attendance: Dr. Carrie Luttrell, Stephanie Alport, Jenni Stecher, Cathy Brown, Nell Colozza, Carol Aguilar, Cindy Hechler, Mary Robinson, Christy Groner, Cara Bauer, Kara Wunderlich, Faronda Davis, Monica Kornblum, Matt O'Connor, Sandy Lohss, and Lisa Weiss

Welcome All: Cara Bauer welcomed everyone

November Meeting Minutes Approval: Approved 1st by Cara Bauer and 2nd by Sandy Lohss

Principal Report: Dr. Carrie Luttrell reported information regarding Parkway's proposed budget changes.

- a) Parkway's proposed budget changes: District changes have been presented to the school board. On Wednesday night (February 8th) the school board will be voting on district changes. Dr. Luttrell will keep us posted in her Friday update emails as to what changes will be taking place at Shenandoah School. The updates and changes will also be available on the district website.
- b) Changes in secretarial positions: A proposal for a centralized registration system has been presented. This will allow the district to keep clean and error free data. The HR director and Dr. Marty were both presented with a list of responsibilities that Shenandoah secretaries perform in the school. Dr. Marty has decided to create three positions in every elementary school. Any families coming into the central area would go to the Central High School to complete enrollment and registration verses going from school to school. All schools will have a Principal Secretary and a School Secretary. The third secretarial position would be a Staffing Secretary.
- c) Every elementary school has a literacy coach. The literacy coaches are able to go into the classrooms to help students so the students don't have to be pulled out of class. Changing the support position to an instructional coach provides the school and adults in the school with support in all instructional strategies in all curricular areas.
- d) Computer Resource Specialist: Every school has one computer support person in the school. They help with data, computer problems, smart boards, and teacher's laptops. The school will still have computer support, but the person will be shared with another school.
- e) Lunch recess monitor: The school has had two monitors in the past. The school is required to have a certificated person supervising the children at all times. The school will not have this position next year. The position will be taken care of with existing staff and the school will be looking to implement a volunteer schedule with parents so they can come and help with lunch and recess in addition to the certificated staff.
- f) Teaching assistants (TA's): The school currently has three TA's. The school is able to secure two

full day TA's for the Kindergarten classes. TA's will not be solely dedicated to kindergarten. The TA's will be used at the discretion of the principal to be placed where needed. During the beginning of the school year, Kindergarten needs are evident so the Kindergarten teachers will have some dedicated support to help the kids with their new transition.

- g) Technology Instructional Specialist (TIS): Supports software and instructional activities. The current TIS supports four schools.
- h) Math Intervention Specialists: Their title will be changed to District Math Facilitator. There will be fifteen Math Facilitators. Amy Fitter is our Math Intervention Specialist. Support is only provided for third grade through fifth grade. This allows the school to only service six students at a time and two sessions of a grade level. One session in third grade, two sessions in fourth grade and two sessions in fifth grade. Dr. Luttrell wasn't pleased with this since we are not reaching out to enough kids. Dr. Luttrell reached out and wanted a co-teaching model in the classrooms. She contacted the district curriculum coordinator and discussed the rationale as to why the school needs this and they approved the co-teaching model in the classrooms for Shenandoah. This will allow the school to be more flexible and help the school meet the children's needs. The structure has not been given to the principals yet. The Math Facilitator will work with staff and students. Shenandoah School has weekly professional learning sessions. They meet for one hour of their plan time once a week. Once a month they bring in the Special Education Team. They review data and look at how students are doing based on goals the students need to accomplish. It is important to have Professional Development in the school so the teachers are not leaving. It is difficult to have high quality teachers in the classroom if they are leaving to go to Professional Development.

Reports of Standing Committees

- a) Bingo Wrap Up: Kara Wunderlich reported the school sold 488 cards and earned \$187 dollars for the 5th grade celebration.

Teacher's Report: Cathy Brown reported that all the teachers have turned in their supply list. Mrs. Brown has relayed the message to all teachers to please revise the supply lists carefully. PTO will be buying the teacher's bulk items off of the classroom lists such as baggies and hand sanitizer. The teachers wanted to thank the PTO for buying those items.

Officer's Report

- a. **President Report:** March 30th the school will be hosting a Blood Drive. March 30th the Book Fair will start. The time for the Book Fair is yet to be determined. March 31st the school is hosting a pancake breakfast from 9-11am. Please look for detailed emails that will be coming out soon with all of the event information. Coffee with Dr. Marty on March 6th at Shenandoah will be at 9:15. Please RSVP to the email that went out so it is clear how many people to set up for. The school is reevaluating fundraising options. The school would like to try a donation only fundraiser from families. This would eliminate the kids from being out in the

community selling items. Nine years ago, the school made \$20,000. This year, the school made \$2,300 from sales. Reevaluating fundraising is something that needs to be done so the school can bring in more revenue.

- b. **VP's Report:** Sandy Lohss had nothing new to report.
- c. **Treasurer's Report:** Christy Groner had nothing new to report. One of the ways the PTO committee is trying to reduce its cost is reevaluating bringing in food for conference dinners. Instead of purchasing dinners for conference nights, the school would have a parent donation night where parents could donate the meals for the teachers.

Unfinished Business

- a. **Cabinetry/Mural (café):** All Murals in the Library will remain untouched during the construction process on the school roof. Construction will take place this summer. The murals in the cafeteria will be covered with wall cabinets. With student enrollment increasing, the cafeteria's space is maxed out. Moving the cabinets that are on the main floor will give ample space in the cafeteria. The school is looking into different options on how to honor families who donated money for the mural in the library. A few of the ideas are placing the mural onto a canvas or having a plaque with the families' name on it. It's important to the school to honor all the families in some way.

New Business: Nothing new to report

Adjourn:

- a. Thanks for attending our February 2012 meeting!
- b. Next Meeting is Tuesday March 6, 2012 at 7:00p.m.
- c. Agenda items due by Friday, March 2 , 2012