

PTO Meeting Minutes
Tuesday, September 4, 2012

Call to Order: 9:15 a.m.

Attendance: Marie Battle, Cara Bauer, Melissa Bredbenner, Cathy Brown, Nell Colozza, Gary Fraser, Christy Groner, Sonya Land, Sandy Lohss, Kay Lundry, Dr. Carrie Luttrell, Namita Paranjothi, Liz Small, and Jenni Stecher.

Welcome All: Sandy Lohss welcomed everyone and read the following expectation of all PTO meetings.

The expectation of all PTO meetings is for them to last for approximately one hour. According to the published bylaws, one purpose of our meetings is to “receive brief summary reports from all active committees.” Only PTO business will be discussed at our meetings. Any personal or school district related issues should be discussed outside of the meeting with the appropriate school administration at another time. One person at a time should speak so we may all hear each other, and the Recording Secretary is able to provide us with clear and concise minutes of each meeting. The appointed meeting facilitator reserves the right to move the meeting forward, which means possibly limiting the time someone has to present their information.

She also encouraged everyone to pick up an agenda, minutes, an extra Panther Pledge letter, or a half-sheet for companies wishing to match your Panther Pledge.

August Meeting Minutes Approval: Approved first by Cara Bauer and seconded by Nell Colozza.

Reports of Standing Committees:

- Back to School Picnic: The picnic seemed to have the best showing ever. Thank you to the Cub Scouts for all of the games. Families and the ice cream truck remained after 8:00 p.m.
- School Pictures: Cara Bauer reported that a class picture would be provided for free with all picture orders. Namita Paranjothi asked if volunteers were still needed to help with pictures to be taken on Friday, September 7. She also asked if volunteer pictures would be taken for IDs that day, and Cara said that she would find out accordingly.

President’s Report:

- Current Standing of All Committees: Sandy Lohss commented that more people are still needed for all committees. She also said that she would have a typed version for the Room Parent meeting on Friday, an email will be sent out to solicit volunteers as well.
- Panther Pledges: Christy Groner reported that as of Friday, August 31, the current balance received in Panther Pledges was \$1195; then, as of today, the balance received was \$3675. That does not include company matches. She also commented that she is waiting to send out thank you letters for the Panther Pledges until she can include a tax deduction letter from the district. PTO is researching how to display paws in the foyer to show the current balance for students.

Vice President's Report:

Jenni Stecher reported that the Room Parent meeting will be on Friday, September 7, 2012, at 2:30 p.m. Room parents are especially needed for fifth grade. The Fall Festival will be on Saturday, October 13, from 11 a.m. to 2 p.m. There are two subcommittees: one in charge of the games and another in charge of the Chili Cookoff. There will be a cakewalk, Bingo stand, Reggie's dance music, and other small games. There will not be the Classroom Creations at the Fall Festival this year; instead these will be part of the Silent Auction at Trivia Night. There will be a raffle for the Sylvan baskets left over from the Trivia Night last spring. Dr. Luttrell mentioned that Alicia Bont might be interesting in having Shenandoah's string students perform.

Treasurer's Report:

Christy Groner reported the earlier balances for Panther Pledges to date, and she also mentioned that some company matches have yet to come in. In case some parents were unaware of how PTO's funds are spent, Christy listed the following: a set amount of money given to each grade level (\$300) as well as to PE, Music, Art (\$100 each) and the Science Fair; first graders' trip to the Symphony, Chess Club, Abilities Awareness, library updates, Spirit Day, Typing Pal, Back to School gifts, beautification of the school grounds, schoolwide supply cabinet for teachers for items like Ziploc bags or wipes, dinner for teachers during parent-teacher conferences, the five-year anniversary party and other social events like Trivia Night, and playground equipment. Cathy Brown stated that she would remind the specialist teachers of the availability of their funds. Dr. Luttrell reported that she would coordinate ordering the buses for many of these field trips ahead of time so that PTO does not have to pay for these this year.

Unfinished Business: None to report.

New Business:

Sonya Land reported on how Shenandoah teachers could use TeachersList.com to create a general school supply list, a wish list, and a larger project list that would be available for all parents to see. She indicated that a starter kit would be arriving at school in the next week or so and that she would give more detailed information to Cathy Brown when it became available. Also, Sonya reported that this site allowed for small item lists unlike other sites like donorschoose.org that require large project plans to be created by teachers; the site also provides free paper goods from its sponsor, Bounty, for schools that have most or all of its teachers participating. Christy Groner mentioned that often parents ask what they can do for their teachers and what they need, and this would give teachers a centralized place to list their needs.

Teacher's Report:

Cathy Brown thanked PTO for the playground equipment that was ordered for specific grade levels. Cathy also asked about the supply cabinet for tissues and such, and Christy replied that if she could be sent an email whenever a specific product is low, she will restock the cabinet accordingly.

Principal's Report:

Dr. Carrie Luttrell commented on the unusual start of the school year where teachers used all of the teacher work days to unpack their rooms and stay one step ahead of the students' arrival. Shenandoah now has five and half teaching assistants after a quick hiring process to

accommodate the increased enrollment numbers in kindergarten and third grade. Katie Osborn is a half-time TA for lunch and recess. Shawn Evans has joined Randi Helpurn in kindergarten. Kristen Johnson (an experienced teacher) is working with third grade. These TAs are certified so that they are focusing on children's learning and not clerical duties. Susan Berkboegler is substituting for Karen McBride until her maternity leave is over. Joan Lebon has been substituting for Lauren DeBord this past week as Lauren was needed at Green Trails. Even with budget cuts, the District is working with Shenandoah to have quality education for our students. Dr. Luttrell introduced the new school secretary, Cheryl Krumm, who previously worked at Bellerive and North High School. She reported that they are approximately a month ahead of schedule in publishing the Buzz Books, and they should be completed by mid-September. She also thanked any parents who helped in the first weeks of school answering phones, making copies, laminating, etc.

Nell Colozza thanked Dr. Luttrell for the changes made in the cafeteria, allowing students to talk quietly during lunch as well as the better quality lunches.

Adjourn: Thank you for attending tonight's meeting. The next meeting is Tuesday, October 2, 2012, at 7 p.m. in the library. Agenda items are due by September 26. The meeting was adjourned at 9:50 a.m. by Sandy Lohss.