

PTO Meeting Minutes
January Meeting

Call to order: 9:15 a.m.

Attendance: Beth Chausow, Jenni Stecher, Brianne Dorn, Jill Nott, Margi Goehl-Dolnick, Dr. Carrie Luttrell, Prenita, Nell Colozza, Susan Wolk

Welcome All: Jenni Stecher 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.

November Meeting Minutes Approval: Beth Chausaw, Sonya Land

Bingo Night: Jenni mentioned bingo night is Jan 31st and that fliers will be going out Friday and due the Monday before bingo night. There will be advanced registration and participants will be able to request as many cards as they wish with advanced registration. There will be a limit to the amount of cards walk-in can get to make sure there are enough for all walk-ins. There will be raffle prizes and baked goods for the bingo prizes and the fifth graders will be selling concessions.

Book Fair: The book fair is supposed be in February, but that may change with the recent water damage done to the school.

Movie Night: This Friday was supposed to be movie night, but it is cancelled because of everything going on involving water damage clean up and restoration. Movie night will be February 21st. Jenni asked for movie suggestions and also asked if there was feedback from the last movie night where the Crood’s was shown. There was positive feedback from movie goers. It was suggested that those with chairs should sit back further and the children with blankets sit or lay closer so chairs to not block viewing. Concessions at the last movie night went great and it was suggested to have two concession lines at the next movie night. Jenni mentioned that a good group of volunteers is crucial to concessions running smoothly. Each movie night a different grade level is in charge of concessions and it would be third grade for this cancelled movie night. Next month third and second grade will run concessions together. In two months it will be Kindergarten’s turn to run concessions and Jenni mentioned possibly inviting incoming Kindergarten families to come to that movie night and weather permitting, possibly have the movie outdoors. Jenni asked for movie recommendations and despicable me, cloudy with a change of meatballs, turbo. The possibility of Depicable me at the next movie night and

Despicable Me 2 at the following movie night was suggested and everyone agree that was a good idea.

Yearbook: Group pictures were supposed to be this week, but since the fifth graders are out of the building, it is tentatively moved to Feb. 7th and later Dr. Luttrell mentioned that the date will be even later, but has not been decided on for sure. Nell Colozza checked to make sure all the girl scout troops would be included and other clubs were mentioned as well: cub scouts, chess club, Science Fair, Math olympiads Student Leaders, orchestra, Choir, Read, Write, & Run, Fun with Faith, Dr. Luttrell suggested pulling last year's yearbook out to make sure all the clubs were included in group pictures. Someone asked what Read, Write, & Run was and Jill Nott explained it to meeting members. Dr. Luttrell also suggesting talking to Cindy, one of the administrative assistants, who can look at the activities calendar to make sure all groups are included. Beth mentioned that if anyone wanted to submit more pictures to include name and grade and teacher name. Someone asked when the deadline for submitting pictures was, and the end of February was discussed as the deadline. Sonya mentioned that the Spring party would not be included in the pictures because the party is in March. It was mentioned too, that teachers could email pictures as well, and to email the teachers to let them know the information about where to email any pictures that they have.

Trivia Night: Jenni mentioned that the location has been secured for April 26th and that teachers would probably be invited for free. Brienne mentioned that she was at the planning meeting and that the committee is trying to find creative ways for sponsorships to get each round sponsored as a way to raise money and offer advertising to a potential sponsor. Someone asked how much a sponsorship would cost and mentioned that their husband may be interested in sponsoring a round as he is a business owner. The venue is at Mercy Hospital.

Spirit Day: The last day of school has been moved to the May 23rd, so spirit day will be May 23rd. The DJ was reserved for both days and Nell mentioned that she would follow up to make sure that the reservation was secured for the 23rd. Even if the school years is extended further, Jenni mentioned that Spirit Day will remain on May 23rd. Now that the date is finalized, other aspects of Spirit Day will be secured: ie. snow cone truck.

Office Report

Treasure report: Dr. Luttrell mentioned that bagels and cream cheese were being delivered on Friday to Highcroft to show our appreciation for all that they have done to help out. Jenni mentioned that PTO was going to pick up the bill for feeding the workers the first day. Jenni mentioned that a parent bought pizza for everyone the second day. Dr. Luttrell mentioned keeping track of everyone who brings or donates food or money so that a thank you note can be sent to them. Jenni mentioned that she had a list going and there were a few names possibly missing, but anyone who signed up to bring food was on the list. Jenni also mentioned that the Seven Habits of Healthy Kids books were purchased. Dr. Luttrell thanked the PTO.

Panther Pride Pledge: Jenni mentioned that we met our donation goal of \$15,000 for the year and we raised \$4000 more than last year

Kindergarten Registration: Beth mentioned that PTO has volunteered to help with Kindergarten registration and asked Dr. Luttrell if it had been scheduled yet. Dr. Luttrell mentioned that before and after school and lunch time would be times registration would be available, but details were not finalized yet, but they were hoping to have details by the end of the day. Jenni mentioned that we have Panther keepsakes to give out and the parents email will be collected right away. Nell asked if registration would be moved to computerized registration because many email addresses were incorrect in the buzz book because handwriting can be hard to read and misinterpreted. Dr. Luttrell mentioned that it is possible to have laptops available at Kindergarten registration for parent to enter their email address. Sonya mentioned that she will have a flash drive for the computers to save information that parents enter.

Student Records: Dr. Luttrell also mentioned the issue of student records being compromised at some point due to another storm or damage because Parkway does not currently have electronic student records, they are still paper. Dr. Luttrell wants to discuss when the district will move to all electronic student records. Lots of information is now in infinite campus, but not all of it. Dr. Luttrell also mentioned that central registration controls all information and that the schools have no ability to change information anymore. If an email address needs to be changed, it has to go through central office. Brianne asked if the district was connected to infinite campus and if that was a way for information to be changed or regulated.

New board members: Jenni mentioned that it is time to think about new PTO board members for next year. Jenni mentioned creating a nominating committee and asked Debbie if she could explain it to the group. Debbie explained that a handful of parents to reach out to neighbors or other school parents to see if they are interested in being on the PTO committee and then nominating them during a meeting. Sonya mentioned that with nominating committees that she has been involved in, the past President is in charge of it. Jenni mentioned that she would ask Sandy if she would be interested in that and also asked if anyone else was interested in being on the nominating committee to let her know.

New Business: Jenni mentioned that she had no new business.

Teacher Report: Susan Wolk was present for Carol today and mentioned that she and the other teachers are so grateful and thankful for all the help from the parents during this time. Also, the appetizer lunch for the staff was delicious and the support is appreciated.

Principal's Report: Dr. Luttrell thanked the parents and school community for their support and mentioned that she feels so supported by the families and how much the teachers and staff appreciate everything. Dr. Luttrell feels that communication with the parents is vital, especially at times like this. Walls in the cafeteria were cut out due to water damage, insulation was installed and the walls repaired. Pipe issues in the walls that were discovered were repaired. There is still more electrical work to complete. The insulation that the PTO paid for during the last remodel will all be replaced. A few events and activities have had to be postponed including chess club and math tutoring. As soon as place can be cleared, those activities will resume. There will be school make up day. February 14th will now be a half day for a make-up day to try to prevent the Friday before Spring break as a make-up day. Lunch will not be served that day, but Y club will be available before and after school. Dr. Luttrell mentioned that she is in contact

with district representatives as well as insurance representatives to assess water damages in the classroom. There was extensive damage. Woodward said that everything is dry, but they would like one extra day to dry. There is no mold and everything is dry, and rebuild will start tomorrow. Teachers and students are making lists of items lost (ie. notebooks, folders, etc) to be replaced as soon as possible for the students. Jenni asked how many rooms in addition to the classrooms had damage. Dr. Luttrell mentioned that in the library in the lower office, Lori Livingston, the computer specialist worked, and had computer equipment. The district IT department is working with that. Marissa Riley, and SLP, had a lower room that was submerged and lost everything. There was significant damage to the 5th grade closet filled with science material. Sonya mentioned that the microscopes that were wet could possibly be sent to high school Chemistry students to look at maybe fix. It could possibly be used as service hours for the students. Dr. Luttrell mentioned that the biggest concern right now is transportation of the fifth grade students to and from Highcroft. Administrators are figuring out the best way to route the students safely and efficiently. Beth asked if additional help was still needed and Debbie mentioned that help would be appreciated.

Adjourn: Reminder of the next month's meeting.

Thank you for attending today's meeting. The next meeting is Tuesday, Feb 4, 2014 at 7 pm in the library. Agenda items are due by Feb 3, 2014. The meeting was adjourned by Jenni Stecher.