

PTO Meeting Minutes  
March Meeting: March 4, 2014

**Call to order:** 9:15 a.m.

**Attendance:** Beth Chausow, Hannah Levy, Gary Fraser, Jenni Stecher, Namita Paranjothi, Margi G-Dolnick, Woin Robinson, Missy Bredbenner, Carrie Luttrell, Sonya Land, Courtney Knowles, Steven Shane, Trista McSwain

**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.

**January Meeting Minutes Approval:** Sonya Land, Beth Chausow

**Bingo Night:** Jenni discussed that bingo night went well and stated that we made about \$391. It was a fun family night. Attendees stated that bingo night went well and a couple of people brought up to board members that there are a lot of sugary snacks as prizes. Concessions were good and soda is not served.

**Box Tops:** The school did well this time; we earned \$1124. That amount is not added on the budget for box tops.

**Book Fair:** The book fair generated a little over \$7000, which is about the same amount as last year. The financial logistics were worked out. The book fair was open during the school day this year. The kids seem to really enjoy that and Mrs. Knowles reported that it is a great motivational tool for children.

**Movie Night:** It went well and we made about \$300 with concessions. There was a good turnout of volunteers from 2<sup>nd</sup> and 3<sup>rd</sup> grade families. The next movie night is March 28<sup>th</sup>. First grade parents are asked to help out. If anyone would like to volunteer to concession stand shop, Jenni would appreciate it. February’s movie was Despicable Me 1 and March’s movie will be Despicable Me 2. The kids seemed to enjoy the first one.

**Yearbook:** Any pictures that anyone has may still be submitted, but things are beginning to wrap up and it is coming along really well. There is a very small committee that has done really well. A rough draft copy will be available to make sure every child and teacher is in the year book in the correct spot. An attendee asked what kind of pictures are still needed. Beth stated that classroom pictures and field trip pictures are good ideas. Jenni stated that the submission

deadline was extended to March 14<sup>th</sup> which will get the yearbook to the school the week before school gets out. Mrs. Knowles stated that she can let the teachers know that they can submit pictures.

**Trivia Night:** Trivia Night is scheduled for April 26<sup>th</sup>. Invitations are ordered and letters have been sent for auction donation items. The invitations are schedule to go home in the students' Friday folders the Friday before spring break. Someone asked if each grade level was going to be donating specific items and Jenni stated that the room parents were taking care of communication for that and that it is also going out in the PTO weekly announcements. Jenni mentioned that the teachers are invited as well and that an invitation will go into their mailboxes. The check for the rest of the deposit for the room at Mercy hospital is going out

**Pancake Breakfast/ Beautification/Book Fair:** In addition to trivia night, these events will also be held on April 26, but in the morning. There is a lot going on that day. An attendee asked what the hours are for the book fair. 9-11 a.m. was mentioned and Sonya stated that she would check the flier from last year.

### **Office Report**

**Treasurer Report:** Kay was unable to make it, but sent the budget. The numbers are not actual, there are a few figures that are not included, but we are doing well. We reached our Panther Pride donation goal. There are still a few things that have not been paid for. There are still a few special areas that have not used their money, so they have been contacted about it. Budget wise we are doing ok.

**President Report:** Next month we will be taking nominations for Executive Board of the PTO. There is also a school board opening and Jenni encouraged everyone to look at the nominees and vote. Jenni also mentioned that if anyone is interested in serving on the Executive Board, there is at least one position open.

**Teacher Report:** The teachers appreciate all the food parents donate as well as books donated to classes from the book fair. Sonya asked a question about whether the spring parties will be Thursday or Friday before spring break since there is now school on Friday. Dr. Luttrell stated that it is ideal to do it Friday, but many families have plans that they cannot get out of and since it was scheduled for the Thursday, it will remain then as they feel it is in the students' best interests for the party to be then. Jenni also asked Mrs. Knowles if she could get the teacher's feedback about having a spring party vs. a Valentine party. It would have been hard to have a Valentine's party with all the school cancellations. Mrs. Knowles stated that the children and teachers really enjoyed Valentine's Day at school without a party.

**Principal's Report:** Dr. Luttrell thanked PTO on behalf of her and Debbie for donating food for conference night. It worked out well in the fall and the spring. Dr. Luttrell updated about water damage from January. The students were displaced for five weeks and are now back. The students enjoyed their time at Highcroft, loved it, and did not want to come back! The students demonstrated flexibility and resiliency, which is a reflection of our teachers and parents. We are now taking the teacher's inventory of damaged materials. There is not a lot of materials to replace, but there is furniture that needs to be replaced. Some of the usable furniture will be used

until the end of the year and will be replaced over summer break due to logistics of submitting everything to insurance, ordering new furniture, and having it delivered. Some other schools in the Parkway central area have offered monetary support if needed to replace things. Dr. Luttrell stated that all of the students' desks and chairs will have to be replaced but we are hoping to get through the school year with what is damaged, but usable. Dr. Luttrell was out for a week due to an appendectomy and Debbie covered everything while she was out. The first graders are currently displaced because there are some electrical issues in the first grade wing. It will be resolved quickly. Map testing will begin in April and more information will be given after spring break. Dr. Luttrell states that we do not have test preps, there are no test packets, we do nothing special to prepare for the tests. We have great curriculum all year long and students are prepared to take the tests. The last day of school is scheduled for May 23<sup>rd</sup> as of now. If we need to make up another day, it will be May 27<sup>th</sup>. We are hoping to not have to make up on that day. We do however, have 3 more hours to make up from January 10<sup>th</sup> because of the water damage. We are trying to be creative about trying to make the hours up. We thought we could make up the hours by eliminating two late start days, two hours at a time. The state however, said that we have to make up a whole day, which means three hours of instruction at one time, not broken up into different days. Dr. Luttrell and Dr. Marty have talked and they are thinking about having a staff meeting to discuss an idea for the hours to be made up as opposed to making up the hours on May 27<sup>th</sup>. Based on the staff's feedback, the idea will move forward. Sonya asked if a certain percentage of students had to be in attendance for the school day to be counted as a school day. Dr. Luttrell said no, that the state counts the day as long as the school is open and in session, regardless of how many student attend.

**Additional items:**

Jenni thanked Trista for her hard work on the box top committee.

It was brought up that election day is April 8<sup>th</sup> and volunteers may be need to help out that day.

A safety concern was brought up relating to drop off and pick up. It was suggested that parents walking their children across Appalachian Trail use the crosswalk to cross the street. It is very dangerous and there is a concern that a student or parent will be run over by a passing car. Dr. Luttrell agreed and stated that she has personally stopped people because of danger of buses and cars. It was suggested that maybe police help out with that. Dr. Luttrell stated that police can come, but they do not come every day, so it only works when they are here. It was suggested that someone from the school talk to the children about using the crosswalks and being safe, that they may teach their parents to use the crosswalk. It was suggested that another crossing guard be utilized, but Dr. Luttrell stated that there are no additional staff for that purpose. Dr. Luttrell mentioned that she will address individual situations as necessary and at the beginning of the year next year, we will start the year off really pushing safety and giving students leadership opportunities related to safety.

Jenni thanked Namita for all her work on the book fair as asked her to send the list of volunteers to Sonya so they could be thanked in the weekly PTO email.

**Adjourn:** Reminder for next month's meeting.

Thank you for attending today's meeting. The next meeting is Tuesday, April 1, 2014 at 7 p.m. Agenda items are due by March 31, 2014. The meeting was adjourned by Jenni Stecher.