

Shenandoah Valley Elementary
PTO Meeting Minutes
August 21, 2018
7:00 p.m.

Attendees

Deanne Emry, Anna Martirosyan, Jennifer Couchman, Sara Johnson, Susie Hannan, Katie Lail, Sonya Land, Valerie Summers, Shilpa Rao, Mulima Nawa-Hunt, Hayley Kelly, Allison Galanti, Jamie Levison, Danielle Mosley, Raquel Grogan-Webb, Michele Duvall, Debbie Palazzola, Courtney Knowles, Chris Kaatmann, Greg Cicotte, Brian Sulka, Kristen Kinney, Steve Merk, Kumar Gaurav, Heidi Hemmann, Sue Arnold, Karen Swindells, Praveen Suyanandan, Kristin Grupas, Amanda Marsh, Sushma Tamsay, Jennifer Schoen, Ali Corrigan, Lisa Villareal, Prashant Rawat, Valerie Harris

I. Call to Order

Steven Shane called the meeting to order at 7:07 p.m.

The expectation of all PTO meetings is for them to last for approximately one hour. According to the published bi-laws, one purpose of our meeting 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.

II. Welcome

Steven Shane welcomed everyone to the meeting.

III. April Meeting Minutes Approval

Steven Shane requested a motion to approve the PTO meeting minutes from April 2018. Amanda Marsh presented a motion to approve the minutes and Michele Duvall seconded the motion.

IV. Officer Reports

A. VP Report – Valerie Harris

- 1. Room Parent Meeting & Class Party Dues** – Valerie thanked everyone who came to the room parent meeting this evening. There will be two class parties this year (fall & spring) in addition to a school-wide assembly in the winter.
- 2. Volunteer Sign Ups** – Valerie encouraged people to sign up for volunteer committees.
- 3. Committee Reports**
 - a. Back to School Carnival** – This will take place on September 7, 2018 from 6-8pm. We are still in need of volunteers and cake walk donations.
 - b. Book Fair** – The book fair is scheduled for October 1-4, 2018. Volunteers are needed to set up (9/28), break down (10/5), and work at the sale. Students will be able to preview books and purchase them at set times during the day. The book fair will be open to families from 4:00-5:00pm on Monday, Tuesday, and Wednesday and from 4:00-8:00pm on Thursday during parent-teacher conferences.
 - c. Beautification** – The next Beautification Day is scheduled for October 13, 2018 from 9:00-11:00am. We are still in need of a chair for this committee. We also are in need of

volunteers that day to help clean up the landscaping at the school. The Boy Scouts will be helping out again this year.

- d. **Trivia Night** – Michele Duvall announced that our next Trivia Night is scheduled for Saturday, February 9, 2019. It will be at CBC and the theme is Through the Decades. Trivia Night is the biggest fundraiser of the year for the PTO and the majority of the funds we raise come from silent auction items. We are in need of someone to chair the silent auction committee. Please mark the date and plan on attending this year. Contact Michele with questions or if you would like to volunteer to help with this event.

B. Treasurer Report – Michele Duvall

Michele Duvall provided an explanation about Panther Pledge and our efforts to raise funds through direct donation rather than asking students to sell products. The money raised helps support several programs and activities at SVE and will be outlined in the Panther Pledge brochure that will be sent home with students in the near future.

C. President Report – Steven Shane

1. **Food fundraisers** – We will continue to have restaurant fundraisers every other month and will also continue to have Papa John’s fundraisers once a month. Michele Duvall provided an update on our earnings from various fundraisers last year.
 - a. We will have fundraisers at **Chick-Fil-A** on Wednesday, September 12, 2018 and Tuesday, March 5, 2019. Both will be from 5:00-8:00pm. This is the location in Chesterfield Valley. If you dine in, leave your receipt in the basket. If you go through the drive-thru, just request that they put your receipt in the SVE basket. We get a portion of the profits made during the fundraiser.
 - b. Our **Menchie’s** fundraiser will take place on Thursday, May 9, 2019 from 4:00-9:00pm at the Town & Country Crossing location.
 - c. We have a **Papa John’s** fundraiser every third Wednesday of the month. A reminder will be sent home with your child and if you order Papa John’s that night, SVE will receive a portion of the profits.
2. **Veteran’s Day** – This is a school event that PTO helps support. It will take place on November 9, 2018 from 9:00-11:00am. We are looking for volunteers to help with this event.
3. **Proposition S**– There will be a no tax increase bond issue for Parkway on the ballot in November. We are looking for one additional volunteer from SVE to help get information out to our community.

V. Round Robin Topics

Attendees worked in small groups to discuss the following topics and provided written feedback. Please contact Steven Shane at shanesteven01@gmail.com or 407-256-0537 if you have feedback about these topics.

- A. What would you like to see different at our PTO meetings?
- B. How can we get more people to attend our PTO meetings (time, day of week?)
- C. How would you like for PTO to communicate to you (email, text, Facebook page)

VI. Teacher Report/School Resource Officer Report

Courtney Knowles, Teacher Representative, thanked everyone for their support and assistance in making the transition back to school go smoothly.

Officer Kaatman, School Resource Officer, introduced himself to those in attendance and explained his role at SVE.

VII. Principal Report – Greg Cicotte

- A. Leader in Me** - Dr. Cicotte discussed the Leader in Me program. The focus last year was on developing leadership opportunities for all students. This year's focus is on student goal-setting and taking charge of their learning. They will be encouraged to set one academic goal and one personal goal. Two staff members and one parent attended a training on 7 Habits of Highly Effective Families. There will be new opportunities to extend the 7 Habits curriculum to the home setting this year.
- B. Volunteer Background Checks** – In order to volunteer in the Parkway School District, there is a requirement to complete a volunteer packet online. The link is <https://www.parkwayschools.net/domain/783>.
- C. Project Lead the Way** – This is the new science curriculum that was recently adopted by Parkway and it involves very hands-on learning opportunities for students.

VIII. New Business

There was no new business.

IX. Adjournment – Steven Shane adjourned the meeting at 8:02pm. Our next PTO meeting is currently scheduled for January 29, 2019 at 9:15 a.m. There is a possibility of changing this to an evening meeting if feedback indicates that people prefer evening meetings.