

Shenandoah Valley Elementary  
PTO Meeting Minutes  
January 29, 2019  
6:30 pm

**Attendees**

Mulina Nowa-Hunt, Valerie Harris, Jennifer Couchman, Doug Schoen, Michele Duvall, Danielle Mosley, Sonya Land, Michele Calvin-Parker, Valerie Summers, Shilpa Rao, Katie Lail, Steven Shane, Debbie Palazzola, Greg Cicotte, Courtney Knowles

**I. Call to Order**

Steven Shane called the meeting to order at 6:38pm.

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. August and October Meeting Minutes Approval**

Steven Shane requested a motion to approve the PTO meeting minutes from August 2018 and October 2018. Copies of the minutes were provided to those in attendance. Michele Duvall presented a motion to approve the meeting minutes and Valerie Harris seconded the motion.

**IV. Officer Reports**

**A. Treasurer Report - Michele Duvall**

1. Panther Pledge - We have received \$9,500.00 in Panther Pledge donations. Our goal is \$14,000.00.
2. Trivia Night – Trivia Night is one of our biggest fundraisers of the year. Please consider purchasing tickets, bidding on items, or volunteering. See below for more information about Trivia Night under Committee Reports.
3. Penny Wars – We will be trying a new fundraiser this year. Each grade level will set out a jar to collect coins. Pennies are positive points and silver coins or dollars in the jar will cancel out positive points. If we meet our goal of raising \$500.00, Dr. Cicotte will get a pie in the face at an assembly. More details will be sent home in the future. This will take place at the end of February.
4. Gift Cards - We raised \$380.00 from our gift card fundraiser. We will plan to hold this again in the spring.
5. Box Tops – Our Box Tops collection drive is currently underway. We raised \$544.00 in our fall collection drive.
6. Restaurant Fund Raisers – We earned \$370.00 at our last Chick-Fil fundraiser and will have another one this year. Papa John’s fundraisers are another way to earn money for our school throughout the year.

7. Book Fair – We have earned \$3600.00 this year from Book Fair sales.

## **B. Vice President Report**

### **Committee Reports**

1. Trivia Night – Michele Duvall - Trivia Night is scheduled for Saturday, February 9, 2019. It will be held at the Von Gontard Center at Mercy Hospital this year. We will have a silent auction at trivia night as well as an online auction. We would appreciate any donations.
2. Pancake Breakfast – Dan Brady – Valerie Harris announced that our annual Pancake Breakfast has been rescheduled from its original date. It is now scheduled for Saturday, March 9, 2019.
3. Bingo Night – Michele Calvin Parker – Bingo Night will be held on Friday, February 22<sup>nd</sup>. Doors open at 6pm and bingo starts at 6:30pm.
4. Family Fitness – Amanda Marsh (Family Fun Run, Skate Night 3/8) – Skate Night will be on Friday, March 8<sup>th</sup>. Approximately 150 people attended this event last year. The Family Fitness Committee is also looking to organize a fun run in the spring. The school wellness committee has also discussed the possibility of a run in the spring, so PTO and the school wellness committee may work together to plan this event.
5. Box Tops/Talent Show – Danielle Mosley – Our Box Tops Collection Drive is currently underway. We raised \$544.00 during the fall collection drive. Please check Box Tops to make sure they are not expired before turning them in. We received over 1,000 expired Box Tops during the fall collection that we were not able to submit. Our 2<sup>nd</sup> Annual Talent Show will take place on Tuesday, March 26<sup>th</sup>. Flyers were sent home last Friday. Auditions will be on Thursday, February 21<sup>st</sup> and the dress rehearsal is on Monday, March 25<sup>th</sup>.
6. Book Fair – The next Book Fair will take place the first week in March. There will be an online component this year. Scholastic has also created e-wallet, which will allow parents to go online and put money in their child's account, which they can use to purchase books without the need for bringing cash to school. At the end of the book fair, unused funds will be refunded and there is no charge to use this service.

## **C. President Report – Steven Shane**

**1. April Board Elections** – PTO is looking for nominees for the following positions for the 2019/2020 school year: Assistant Treasurer, Recording Secretary, and Corresponding Secretary. Copies of the responsibilities were available to those in attendance and members currently serving those positions discussed their roles and time commitments. Below is a brief overview. Full descriptions of roles and responsibilities are available on the SVE website under the PTO tab or you can contact Steven Shane or PTO members currently in these roles for more information.

- Assistant Treasurer – Katie Lail – Assists with 5<sup>th</sup> grade funds. Collects money and disburses checks related to room parties, Trunk or Treat and other 5<sup>th</sup> grade fundraiser, field trips, and 5<sup>th</sup> grade celebration. Takes over the role of Treasurer after 2 years.
- Recording Secretary – Danielle Mosley - Record, write up, and disburse PTO meeting minutes for posting. Attend monthly PTO Executive Team meetings and take notes. Chair one school committee.
- Corresponding Secretary – Shilpa Rao – Maintain PTO email distribution list and send out PTO correspondence as needed.

**2. Pre-Packaged School Supplies for Next Year** – We will be offering this again in 2019/2020. We will send home information about ordering school supplies after spring break. Parents can order supplies online and they will be delivered to the students' classrooms before the first day of school. Prices are going up slightly this year due to increased tariffs. This increase is occurring

across the board and will be the same whether you order online or buy the supplies in stores. There will be an early-bird discount available. PTO receives a portion of the proceeds from these sales.

#### **V. Teacher Report – Courtney Knowles**

On behalf of herself and the teachers, Mrs. Knowles expressed appreciation for PTO's support of the Veteran's Day Parade and Celebration, Science Fair, Spelling Bee, rainy day games, holiday luncheon, and monthly birthday treats. The teachers also enjoyed the Winter Assembly in lieu of winter class parties this year.

#### **VI. Principal Report – Greg Cicotte**

- A. Flu** - Dr. Cicotte reported that we are not experiencing a flu outbreak. Our nurse received word that there was some talk on Facebook about this recently. There are a few students who have had strep throat or the flu this year, but it is not affecting a large number of students.
- B. Project Parkway** – There are 4 Project Parkway meetings a year. This is an opportunity to hear from administrators on district-wide initiatives. The next meeting is on February 11<sup>th</sup> at Parkway North High School.
- C. Dr. Seuss Night** – Our annual Dr. Seuss Night will be held on February 26<sup>th</sup>.
- D. Leader In Me** – We have a coach for staff training through the Leader In Me program. During a recent coaching session, we came up with an idea to model goal setting for students. There is a focus on having teachers/staff (adults) model goal-setting so that it carries over to the classroom and becomes part of the school culture. Part of this year's focus is on having student involvement in setting Wildly Important Goals (WIGS). Staff is focusing on developing personal WIGS and sharing those with the students. Students are learning about how staff member are tracking goals and whether or not they are reaching them. Next year, we will look at developing school-wide WIGS. We are getting ready to create a school chart for the staff WIGS that the students will run and analyze. This got the attention of Franklin Covey and they are coming on February 28<sup>th</sup> to do a story on SVE.

#### **VII. Round Robin Time (Speakers of April Meeting)**

Those in attendance spent a few minutes talking about ideas for guest speakers or topics for future meetings.

#### **VIII. New Business**

There was no new business.

#### **IX. Adjournment**

Steven Shane adjourned the meeting at 7:33pm. Our next PTO meeting is scheduled for April 23, 2019 at 6:30 p.m.