

PTO Meeting Minutes

September 6, 2016

Attendance

Rachel Steigerwald, Heather Johnson, Jenn Pro, Tina Richard, Kristen Lutzic, Karen Goul, Amy Riggio, Jessica Black, Karen Harvey, Jen Lyker, Dr. McMahon, Kara Eckert, Kiley Shine, Alison Painley, Susan Cable, Ashley Ruminer, Lee Au Riker, Michele Krafjack, Kristin Ondecko-Ligda, Jessica Randall, Jen Chomicki, Tracy Ashbaugh, Jenna Falkner, Jennifer Nutall, Katie Ray, Dayle Ferguson, Jody Gagnon, Julie Ford, Melissa McGlove, Tanya Yoshioka, Sandy Becker, Laci Yocum, Shirley Godfrey, Brena Callithen, Mr. Lape, Mr. Zaccari, Mr. Kostewicz, Dr. Shipley

Presidents Report

- Important dates

September:

6th – 1st grade orientation- wear pink shirts, spirit wear will be set up

7th – 5th and 6th grade orientation, 6-8pm

8th – 2nd-4th grade orientation, 6-8pm

13th – Centennial Picture Day

14th – Primary Center Picture Day

15th – MAE Picture Day

15th – Contact Parent meeting

23rd – Box Top Cutting PTO Room

30th – Box Top cutting PTO Room

October:

4th – next PTO Meeting

5th – M4M Centennial

6th – M4M Primary Center

7th – M4M MAE

14th – Box Top Counting

14th-28th – Yearbook Sale (for the cheaper price of \$12)

17th-21st – MAE Book Fair

- Introduce three new members: Welcome Jenna Faulkner and Nicole Williams to the PC Building and welcome back Julie Ford.
- New ideas for sig-up sheets (sign up once for everything?). Looking for ideas on how to phase out paper sign-up sheets.
- New Meteor – Look Great! Can sign up on website and flyer went home to receive monthly meteor. Great way to get updated PTO information. Tweaked format with bullets and to the point.
- Website info is not fully updated until after meeting and discussion of clearances.
- Make sure to submit facilities requests 6 months in advance to Jessica

May 2016 meeting minutes read and approved

Volunteer Clearance Explanation – Dr. McMahon

Dr. McMahon explained that the child protective clearances are coming down from the state. We are being proactive and implementing compliance this years. Clearances are good for 5yrs. Each year bring copies to admin office, the office will not keep them on file after each school year. The School Board needs to approve names once forms are handed in to the Administrative Building. The Board will be meeting the 1st and 2nd Tuesdays of October. Cutoff date to have your clearance form in is the Friday before meeting (September 30th).

Need to drop off all paperwork at administrative building. The administration office (Lori Kennedy) will confirm all paperwork is compliant and then pass on name to School Board for approval.

- Assisted volunteer/ Yellow Lanyard (just license scanned) –work directly under faculty member in classroom/ pto meeting/ classroom party/ Field day game volunteers/ holiday shop/ book fair shop helpers
- Independent Volunteer / Green Lanyard (clearances/finger printing). Copying/ work with kids in hallway/ fieldtrip/ Set up/ clean-up for holiday party, box top cutting/ field days (water/score keeping)
- Read packets for full information and directions
- Direct all questions to Administration
- Visitors will have a special badge

Treasurer Report

- PTO met in August to go over budget
- Have been successful in raising money for M4M- guessed how much we will raise for the budget
- Too much \$ carryover – Principals will be given money to buy technology
- Field trip allocated more \$ for various reason (nurse, buses)- is our biggest expense
- If we have extra money, looking to spend at Centennial for Minute to Minute/speaker and Author Days at MAE
- Rachel moved to approve budget/ Karen Harvey second it/ All approved

Teacher Liaison – Mrs. Shine

- Please have papers that need to go home to students in teachers' mailboxes by Wednesday.
- Some teachers need reimbursement forms already.

Contact Parents

- Meeting to be held Sept. 15th
- Will have an experienced pto member attend to help answer questions
- Rachel will meet with Mallory from food services to discuss snack policy and will relay information to those attending the Contact Parent meeting.
- Must have your license scanned

March for Mars

- All envelopes went out to students last week and fundraising is now started.
- Major fundraiser for the year
- Low on sponsor money this year so will need about \$4000 from money raised to spend on expenses
- September 16th pledges are due!
- PTO will begin counting days. A sign-up sheet went around.
- Counting days need green lanyard? Will not be volunteer ready by tomorrow and will cancel the Sept. 7th counting day/ will move it to Friday / look for an email about a location.
- Posting your Crowd Rise M4M account on Facebook is a great way to get more donations

Box Tops

- Have cutting at Administration bldg. boardroom to alleviate not having clearances in time/ Dr. McMahon will look into in it. Dr. McMahon was able to get board room for all counting/cutting days from 9:30- 3:00pm
- Flyers were sent out
- Change prize for winning classroom since no more pizza - extra recess? Asked Principals for input.
- Asked Mrs. Shine to reach out to all teachers about suggestions. She will get back to us.

Spirit Wear Sale

- Flyers will go into mailboxes today because shipment of flyers were delayed
- Website is up NOW for ordering online.
- Spring sale will be online only
- Discussed no longer supplying the Middle School with spirit wear. Too complicated since we do not have communication with this school. Will be happy to pass on our vendor contact to someone in the middle school.
- Rachel motioned to no longer supply spirit wear to the middle school / Susan Cable second it/ All approved

Yearbook

- Email to confirm with everyone to help with pictures next week. If you are unable to help now, please email Tina to let her know.
- Be there first thing in the morning/ K-pm in the afternoon

Field Trips

- Tracy will talk with Mr. K about field trips/ she did put in to do anthem, waiting to hear back. 6th grade still going to Pirate Game even if we can't do anthem.
- Asked Principals if everyone was ok with where they went last year with extended bus time. Dr. Shipley needs to ask again if the bus company can do the extended bus time. Kindergarten needs to stay at school.
- Already covered clearances
- Tracy needs to speak with the principals before proceeding with scheduling of trips.
- Teacher will need to pick chaperone parents sooner to give them time to get their clearances.

Open Forum

- Dr. Shipley introduced Dr. Elizabeth McMahan as the new Assistant Superintendent for K-12 and Mrs. Kara Eckert as the Director of Curriculum, Instruction and Innovative Practice.
- Parent asked about bring children while volunteering. Was told it depends on the event, but usually children are not permitted.

Meeting adjourned at 11:00am