

PTO Meeting Minutes
Tuesday, April 2, 2013

Call to Order: 9:15 a.m.

Attendance: Melissa Bredbenner, Cathy Brown, Jennifer Fee-Keller, Gary Fraser, Margi Goehl-Dolnick, Christy Groner, Nancy Kessler, Monica Kornblum, Sonya Land, Sandy Lohss, Kay Lundry, Dr. Carrie Luttrell, Mary Robinson, Marty Schnaare, Jenni Stecher, and Kara Wunderlich.

Welcome All: Sandy Lohss 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.

March Meeting Minutes Approval: Approved first by Christy Groner and seconded by Monica Kornblum.

Addendum to the Bylaws: Under Article III Structure part B, the office of Treasurer Advisor will be added to the Executive Board list. An additional part E will state: The Treasurer Advisor position can only be filled by a Past Treasurer. This advisor will be not be able to write checks or have access to the checking account but will be instrumental in answering questions of past years’ accounting and tax filing. The motion was approved first by Kara Wunderlich and seconded by Jenni Stecher, and the motion passed with a majority show of hands.

Voting for the 2013-2014 PTO Executive Board: Each officer in the following list was voted in by a majority show of hands of all present at the meeting: President – Jenni Stecher, Vice President – Nell Colozza, Treasurer – Kay Lundry, Assistant Treasurer – Missy Bredbenner, Corresponding Secretary – Sonya Land, Recording Secretary – Beth Chausow, and Treasurer Advisor – Christy Groner.

Reports of Standing Committees:

- 5th Grade Celebration: No one present to report.
- Trivia Night: Kara Wunderlich announced that they were still looking for any services to be donated or sponsors, since they only have 2 sponsors at this time. There are different levels of sponsorship (gold, silver, bronze, and by round), and these determine how much advertising the sponsor receives at the event. There are approximately 60 people attending so far, and faculty will fill two tables. Nell asked that the email for Classroom Creations be sent out again to remind parents to donate items. Kara asked that all baskets be turned into her by April 9. It was mentioned that Mr. Conley was still interested in offering two morning kickball games, one K-2 and one 3-5 with each having a maximum of 30 students paying \$5 each.

- Pancake Breakfast/BOGO/Blood Drive: The breakfast and blood drive will be on Saturday, April 27, with the Buy One Get One Free Book Fair being held on both Friday and Saturday, April 26-27.
- Box Tops: In the fall, PTO collected \$1285.50, and in the spring, PTO collected \$917.70 for Box Tops. Baggies were distributed to children for summer collection.

President's Report:

- Wagner or Interstate: Pictures ran efficiently with Wagner this year, and the cost of yearbooks were \$2 cheaper per book with Wagner. However, the yearbook layout was not as easy as Interstate's design, and Wagner did not offer the same type of student directory that Dr. Luttrell and Mrs. Palazolla have found helpful from Interstate. More than one person suggested contacting LifeTouch in addition to Wagner and Interstate to see if their prices are competitive.
- Playground Equipment: PTO has purchased a plastic climbing unit to replace the beam in the center of the playground. It has arrived in Parkway and is waiting to be installed by the District. Nancy Kessler expressed interest in the beam that is being removed for Howard Park for autistic children. The special swing will be shipped on Thursday and installed on the main swing set by the District. The coated chain-linked nets for the basketball goals are in the building but have not been installed.
- Central Middle School PTO: Karen Wasserman is in dire need of volunteers for Middle School events and committees (see attached documents at the end of the minutes). Many of those who are active in the Middle School PTO are Shenandoah Valley families.
- Five Below Fundraiser: Marianne Chervitz received a flyer from Five Below in Chesterfield stating that if you simply mention Shenandoah Valley at the checkout, PTO will receive 10% of all purchases.

Vice President's Report: Jenni reported that she is working on the schedule for Spirit Day, which will be held on the last day of school. Snowcones will be separated from lunch so that students can enjoy both. She will be looking for specific committee volunteers in early May, and an organizational meeting may occur right before the May PTO meeting. There will be no bouncy structures due to the wear and tear on the gym; Reggie will be inside the gym so that the students can enjoy dancing and the music away from the hot blacktop.

Treasurer's Report: Christy reported that the PTO would like to donate \$10 per child to the Fifth Grade Celebration, with \$10 for half of the enrollment paid at the beginning of the year and the other half paid at the end of the year when enrollment is finalized. She explained some of the history behind how the Fifth Grade Celebration was funded; in 1997, it was completely funded by the parents. Then PTO offered a safety net when the economy declined. Since the Fifth Grade Celebration is the only all-year event and the event does not have a budget through the PTO, the Treasurer is unaware of the expenses and income; yet, PTO ends up covering any difference in expenses for which the fifth grade parents do not have the funds. She suggested creating a secondary check book that will be the responsibility of the Assistant Treasurer. This person will attend the Fifth Grade Celebration meetings and will be aware of the balance in the account. Since this person is an Executive Board member, he or she will also fall under the insurance PTO carries, so that there is some recourse if the funds are mishandled. There was some discussion regarding the carry-over of party funds from year to year or towards the Fifth Grade Celebration; all money needs to be spent in the current year. Also, with the idea of having movie nights once a month next year, Fifth Grade Celebration will hopefully have more chances of fundraising by selling concessions at each of these.

New Business: PTO will acknowledge Teacher Appreciation Week during the first full week of May. Kara asked if she could create a welcome letter of introduction from the PTO to be placed in the packet for new students who enroll in the middle of the school year. Sonya mentioned receiving free boxes of Wet Ones from TeacherLists.com for our teachers signing up online.

Wellness Committee: Laura Beckmann was not present, and no report was given.

Teacher's Report: Cathy Brown had nothing to report.

Principal's Report: Dr. Luttrell reported that the new morning drop off has been going better. She continues to try to get all parents to stay in their cars, not drive around the cones, and drop off their students once they make it to the sidewalk area. She also has encouraged parents who wish to take more time to drop off their students to park in a parking slip rather than impede the drop off line. Several parents suggested having signs in the cones instructing drivers of the rules and painting the drop off zone. She also announced the retirement of three teachers at the end of this school year: Mrs. Biggs, Mrs. Enlow, and Mrs. Pearson. Mrs. Beauchamp will be moving to fifth grade, resulting in an open position in fourth grade and for librarian. Transfers are being considered currently before opening the positions to the public. She announced that Shenandoah Valley fifth graders have been selected to take the Smarter Balance Assessment pilot test in April. It will consist of all multiple choice or constructed response items and no performance assessment. No data will come back from this and the emphasis for students will be "no-stress"; however our students' scores will be a part of determining the cut scores for norming the achievement levels of the national test. This test will be completely computerized and will also be an adaptive assessment where the next test question is determined by the response on the prior question. These tests will be approximately 45 minutes each day over a period of three days. Actual state testing will begin at the end of April; she chose to test in the latest part of the testing window as possible. She was asked about parties for the retirees as well as the three faculty members who will soon be having a first child (Conley, Kottkamp, Courter)

Adjourn: Thank you for attending today's meeting. The next meeting is Tuesday, May 7, 2013, at 7 p.m. in the library. Agenda items are due by May 3, 2013. The meeting was adjourned at 10:18 a.m. by Sandy Lohss.

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Co-Chair	Joy Weidner	636-536-4242	joyweidner@hotmail.com
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Member(s)	OPEN		

Parkway Central Middle School PTO Positions

Executive Board Positions (Complete Descriptions in Bylaws)
President: The President shall preside at all meetings of the PTO and of the Executive Board; shall perform such other duties as assigned member ex-officio of all committees, and shall coordinate the work of PTO officers and committees.
Vice-President: The Vice-President shall act as aide to the president and shall perform the duties of the president in the absence of that officer
Secretary: The secretary shall record the minutes of all meetings of the PTO and submit them for post them within seven (7) days of meetings on the PCMS Website.
Treasurer: The Treasurer shall have custody of all the funds of the PTO; shall keep a full and accurate account of receipts and expenses; make disbursements as authorized by the Executive Board or by the PTO

Committees
Alumni Rep: Keeping in Touch with PCMS Alumni
Ambassador/Historian: Identifies and coordinates Public Relations
Beautification: Landscaping and other beautification projects
Book Fair: Support of two Scholastic Book Fairs each year (Fall and Spring)
Box-tops/Labels: Coordination of any events, and the collection and deposit of Box Tops and Soup Labels.
Fundraising: Coordinates the annual fundraising calendar, including spiritwear, buzz books, book fairs, magazines, and organizes PCMS restaurant/store days, and other Fundraising events
Government Relations: Representing the school in local, state, and federal policy issues that affect district operations and make recommendations to the board.
Grade Level Coordinators & Volunteers: Support the grade-level socials – twice/year
Health Advisory: 2 Meetings per year on health curriculum and issues
Hospitality-Conference Food: Coordinates catering or other gratuities for Open House and Conference Meals
Hospitality-Special Recognition: Coordinates gratuities for Special Recognitions days
Hospitality-Staff Appreciation: meal(s) for Teacher Appreciation Week, and at other times of the year as the committee defines.
Library Chair: Supports Librarian and Assistant in Library (Checking-out books, shelving, inventories)
Safety Network: Processing block home applications, updating emergency kits throughout the building and performing safety checks at the school
Spirit Wear: Collaborate on choices for merchandise and design for school spirit apparel and gear, as well as managing ordering, marketing, sales and distribution
Welcome Desk Chair: Coordinates schedule for volunteers
Volunteer Pool: Volunteer on “as needed” basis for a variety of committees or activities.