

PTO Meeting Minutes  
Tuesday, January 8, 2013

**Call to Order:** 7:04 p.m.

**Attendance:** Laura Beckmann, Melissa Bredbenner, Cathy Brown, Nell Colozza, Gina Haralson, Pam Jesse, Steve Kadyk, Sonya Land, Sandy Lohss, Kay Lundry, Dr. Carrie Luttrell, Diane Mopes, Namita Paranjothi, and Jenni Stecher.

**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.

**November Meeting Minutes Approval:** Approved first by Nell Colozza and seconded by Jenni Stecher.

**Reports of Standing Committees:**

- **Zumba Event:** Sandy announced that this event will occur on Saturday, January 12, and all forms and money are due tomorrow, Wednesday, January 9.
- **Bingo Night:** Kara Wunderlich shared the details from the flyer that would be going out in students’ Friday folders after Dr. Luttrell’s approval. Bingo Night will be from 7 to 8:30 p.m. on Friday, January 25, 2013 (a half-hour shorter than in past years), and the make-up date will be February 1, 2013. Families should take no more than 3 prizes home throughout the evening, adults should plan on attending with their children, and Mr. Kaiser has agreed to call the bingo game. She asked Gina Haralson if fifth graders were still planning on doing concessions, and Gina replied affirmatively. Kara also asked about offering pencils to students who do not win any bingo games, and these were deemed unnecessary by several attending. Jenni Stecher mentioned that the Pine Derby would be in the gym the following morning, so all of the Boy Scouts would be there at the end of the night to help clean up and organize the area for the next morning.
- **Trivia Night:** Pam Jesse congratulated Namita on doing an awesome job with the auction items last year. Last year, the night made \$6400, \$1700 from auction items and \$2500 from attendance. She apologized that the staff were not included in any invitations last year and were overall unaware of the event, and she also noted that the mulligans were too expensive according to the participant survey. This year, Trivia Night will be on Saturday, April 13, 2013, at Mercy Hospital in a room that will be available all day for \$500. Themed tables will be welcome, and beer and wine may be brought on site. She hopes to minimize expenses and maximize cash donations this year. She and Steve Kadyk encouraged bringing people from your work and outside of school to attend.

Namita suggested that they have some strict guidelines for the auction items so that cash donations were encouraged more than unsolicited gifts. Dr. Luttrell suggested that we begin bidding on the auction items two days before the event by posting pictures and bid sheets in the school foyer, thereby allowing people who are not attending to bid on items as well. She did remind them that these donations/attendance are a tax write-off due to not receiving any goods for the fee. She also suggested making a DVD of the trivia questions and offering a copy for \$20 to anyone who would like to use the same trivia presentation elsewhere.

- 5<sup>th</sup> Grade Celebration: Gina Haralson reported that the 5<sup>th</sup> Grade Celebration will be on May 21, 2013, but the committee has not yet determined the location (not Sports Fusion). The celebration will not be at night this year. The committee is working on the memory books and slide show. Dr. Luttrell and the middle school principal assigned to incoming 6<sup>th</sup> graders will be speaking at the celebration. A letter was sent home to all fifth graders asking for volunteers for the Bingo Night concessions. The next organizational meeting will be on January 15, 2013, at the St. Louis Bread Company on Clarkson at 7 p.m.

#### **President's Report:**

- The Valentine's Day Party is on Thursday, February 14, 2013, from 2:55 to 3:55 p.m. There is no school on Friday, February 15, 2013.
- PTO Web Page & PayPal: PayPal was introduced in the late fall, but it has really helped with Spirit Wear and Panther Pledges.
- Panther Pledges: Regarding Panther Pledges, the school did not reach our goal of \$20,000. However, we did receive \$10,722, not including company matches, and Sandy was happy with our first-year effort. The PTO will be depositing this money into a Money Market account for playground equipment for next year. This amount was more than PTO has made from fundraising in the past several years. Due to not reaching our goal and wanting to minimize our expenses, PTO is asking parents to buy classroom necessities that were not included on the school supply list at the beginning of the year (e.g., tissues, Ziploc bags). Dr. Luttrell commented that for our first year of pledges we did well in comparison to other schools like Green Trails who have seen their pledges grow from \$10000 to \$15000 to \$20000 in the first three years of the process. Cathy Brown also explained how many parents cannot give financially but volunteer their time instead. Jenni Stecher added that information such as PTO paying for buses for field trips should be included on our Panther Pledge forms for next year.
- Spirit Wear: We sold the largest amount of spirit wear ever this year, giving the PTO \$500 in their portion of the profits.

**Unfinished Business:** None to report.

**New Business:** None to report.

**Wellness Committee:** Laura Beckmann asked everyone to visit the Wellness part of the Shenandoah website for meeting minutes and agendas. Currently the committee is evaluating the plan and creating any new initiatives. Some events include the following: Wear Red Day for a Healthy Heart – February 1, partnering with the Student Council for the day of jumping rope,

Get Fit on 66, and Let's Move in Parkway on May 5. The school received a grant for teachers to have pedometers to encourage walking 10,000 steps each day.

**Teacher's Report:** Cathy Brown apologized for not many teachers signing up for TeacherLists.com. She suggested having tickets at Fall Fest for the games if we want to make more money from the event. The general consensus from the meeting was for the games to be free and enjoyed by all kids. Namita asked her to tell all teachers to turn in their wish lists for the book fair by the first day of the fair.

**Principal's Report:** Dr. Luttrell once again thanked the PTO for the cafeteria water fountain that is now completely installed. She announced the budget discussion meeting for the Central High attendance area on January 29; elementary schools had their significant budget cuts last year and secondary will have theirs this year. There will be a 5% building budget cut. Each year, she will be adding furniture that is needed by grade level. The extra duty money is being stretched as much as possible. She also discussed the increased security measures: being proactive in communication with law enforcement; installation of a remote doorbell on the cafeteria for Y Club; exterior door key fobs for all teachers, teaching assistants, and Y Club staff; all classroom doors being in locked position throughout the school day once all teachers have internal keys; having all exterior doors including the front door locked at all times except for 15 minutes before the start of an activity and 15 minutes after the conclusion of the activity; the front door open from 8:40-9:05 only; an intruder drill scheduled for January; Officer Borawski being assigned to our building to review crisis plans and give tips to faculty and students.

**Adjourn:** Thank you for attending tonight's meeting. The next meeting is Tuesday, February 5, 2013, at 9:15 a.m. in the library. Agenda items are due by February 1, 2013. The meeting was adjourned at 8:17 p.m. by Sandy Lohss.