

PTO Meeting Minutes
September 13, 2016
7:00 p.m.

Attendees

Jenni Stecher, Nithya Sundarraman, Anvita Nigam, Shilpa Rao, Michelle Saldanha, Thara Siddaramu, Katie Lail, Rob Patterson, Maya Patterson, Megan Morford, Amanda Marsh, Jill Solom, Huawen Lin, Danielle Mosley, Aparna Deora, Michelle Calvin-Parker, Sherrie Goesling, Varalakshmi Dheeraj, Wenona Harris, Ola Ayeni, Melissa Wachler, Smita Bajpu, Rekhov Gupta, Michele Duvall, Amy Scharff, Kim Rivera, Lisa Villareal, Sushant Kumas, Kelly Fraser, Helen Humphrey, Nell Colozza, Beth Chausow, Yolande Grosett, Swathi Ponnappureddy, Kimberly Rivera, Trista McSwain, Cheryl Tahlier, Sonya Land, Amy Fitter, Debbie Palazzola, Carrie Luttrell

I. Call to Order

Sonya Land called the meeting to order at 7:08 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

Sonya Land welcomed everyone to the meeting and introduced the PTO Executive Board Members.

III. April Meeting Minutes Approval

Sonya Land requested a motion to approve the PTO meeting minutes from April 2016. Jenni Stecher and Megan Morford seconded the motion.

IV. Officer Reports

A. VP Report – Steven Shane

1. **Room Parent Meeting & Class Party Dues** – Steven thanked everyone who came to the room parent meeting this evening. There is still a need for some additional volunteers to be head room parents. Steven reminded everyone to turn in class party dues as well.
2. **Volunteer Sign Ups** – Several people have signed up to volunteer on various school committees. Steven will finalize the lists soon and contact individuals to chair the committees.
3. **Committee Reports**
 - a. **Back to School Carnival** – Sonya reported that there was a good turn out and great weather for the Back to School Carnival that was held on August 26th. Sonya thanked all the volunteers who helped to make the event a success. She indicated that it can be difficult to get volunteers for this committee since it occurs at the beginning of the school year and she encouraged those with interest in being involved next year to let her know.
 - b. **Book Fair** – Megan Morford reported on the success of last year’s book fairs. She indicated that the book fair is being held earlier this year than in the past. The book fair

is scheduled for October 3-6, 2016. Volunteers are needed to set up, break down, and work at the sale. Break down will occur on the Tuesday following the end of the book fair due to there being a school break the Friday and Monday after the book fair. Megan reminded everyone that the book fair takes place the same week as parent-teacher conferences and she encouraged everyone to stop by the fair during that time.

- c. Beautification – The next Beautification Day is scheduled for October 15, 2016, from 9:00-11:00am. Patty Raimondi is in need of volunteers that day to help put in plants and clean up the landscaping at the school. The Boy Scouts and Girl Scouts may help out this year. Jenni Stecher thanked Patty for all the work she does throughout the year to keep our school grounds looking great.
- d. Trivia Night – Our next Trivia Night is scheduled for Saturday, January 28, 2017, at the Von Gontard Conference Center at Mercy Hospital. The theme is “A Night at the Oscars.” Michele Duvall reported that planning is underway and she is hoping for a good turnout this year. The committee is still in need of auction items. Please contact Michele with questions or if you would like to volunteer to help with this event.

B. Treasurer Report – There was a review of the proposed budget for the 2016-2017 school year.

C. President Report – Sonya discussed several of the items that the PTO provides throughout the year. She also reviewed ways to help raise money for our school through various promotions, such as Box Tops, Schnucks Escript, Papa Johns, Amazon Smile, and Red Robin. There was a reminder to select Shenandoah Valley Elementary and not Shenandoah (that’s another school) to receive the funds. There is detailed information on these programs in the September PTO Newsletter which can be found under the PTO link on the school’s website. Panther Pledge envelopes will be sent home this week in Friday folders. There is a recommended donation amount of \$75.00 per family; however, any amount is appreciated. This is the 5th year that SVE has done the Panther Pledge direct donation instead of other fundraisers. Michele Duvall reminded everyone that this is a tax-deductible donation, whereas fundraisers are not. Some employers will match your donation and there is a match form online for those who are able to take advantage of this. There is also the option to make your Panther Pledge donation online under the PTO link on the SVE website.

V. Wellness Committee

- A. The next Wellness Committee meeting will be held on Monday, September 19, 2016, at 8:00 pm in the art room. Mrs. Rajchart is still looking for volunteers to serve on this committee.
- B. Walk/Bike to School Day will be held on September 30, 2016, in the morning. Students are encouraged to wear athletic attire that day.

VI. Teacher Report

Mrs. Fitter read a thank you note from the teachers to the PTO. Mrs. Fitter is the teacher representative who takes information from the PTO meetings to share with the teachers. She expressed appreciation for the money that the PTO has given to fund rainy day games for the classrooms and assist with start-up costs for the Leader in Me program. The New Teacher Fund assisted 3 new teachers with getting necessary supplies to get their classrooms up and running. Mrs. Fitter also thanked all of the volunteers who have helped out at school recently (e.g., Picture Day, classroom helpers).

VII. Principal Report

- A. **Abilities Awareness Week** - This will take place the week of September 26-30, 2016.

B. Walk/Bike to School Day – SVE recently received the 2016 Let’s Move Active Schools National Award. This achievement will be highlighted during Walk/Bike to School Day on September 30, 2016.

C. Service Learning Project - Dr. Luttrell thanked Helen Humphrey for all of her assistance with a service learning project that took place at the end of last school year. School supplies were collected for a school in Zambia. Helen gave an update that there was an overwhelming response from our SVE community and enough supplies were collected to keep the school in Zambia stocked for approximately two years. She is finalizing paperwork this week and the supplies will be on their way to Zambia soon.

D. Buzz Book – The Buzz Books will be available soon. SVE is waiting to get updated information from the parent portal before printing the books.

E. Parent-Teacher Conferences – These will be held the week of October 3-6, 2016. Families were encouraged to sign up online for their conference time.

F. Screen Awareness Week - This will be held next week and is a time to focus on activities other than electronics. There is not an expectation that students will be screen free all week. It is just an opportunity to increase physical activity and find a balance between screen time and non-screen time.

G. New Activities – SVE will hold a Spelling Bee in December. We will also participate in the Geography Bee this year.

H. International Passport Night – Our first International Passport Night is being held on October 20, 2016, from 6:30-8:00 pm to celebrate our diverse community at SVE. We are looking for individuals, families, and groups from the same county to set-up displays to showcase their country of origin.

I. Leader in Me - Dr. Luttrell gave an update that SVE has been working with this program informally for the past 3 years and began formal training this year. Leader in Me is a program that focuses on teaching leadership and life skills to students to prepare them for success.

J. MAP Scores – SVE has received preliminary data related to last year’s Missouri Assessment Program (MAP) performance. This applies to children who were in grades 3-5 this past academic year. Dr. Luttrell will let families know when scores will be sent to them once she receives this information.

VIII. New Business

A. Marquee – PTO purchased a new marquee for the front of the school which includes information about upcoming school events. The marquee is now lit so that information can be seen at night.

B. Facebook Page – SVE has moved from a closed page to a fan page; however, class level groups will remain closed. Information about school activities is available on the SVE Facebook pages.

C. Fun with Dads Kickball Tournament– This is a new event that will be held on October 13, 2016. This is an opportunity for students to spend time doing a fun activity with a dad, grandpa, uncle, brother, or other friend or family member they would like to bring. Families are encouraged to bring a picnic dinner.

D. Volunteers – Sonya reminded everyone to fill out a form for a background check if you plan to volunteer at the school. There is a link to this form in the September PTO Newsletter.

IX. Adjournment – Sonya Land thanked everyone for their attendance and adjourned the meeting at 7:55pm. Our next PTO meeting is scheduled for January 17, 2017 at 9:15 a.m.