

PTO MINUTES

Farley Elementary

Thursday, September 9, 2010 at 4:00pm

Location: Farley Library

1. Call to order

- Donna Doel (PTO President) welcomed everyone to the kick off meeting. She explained Chris Abernathy could not perform his magic show due to a work related accident. He wants to come at a later date and do a program for the school.
- Donna explained how the board members are assigned to several committee to create a little more access for information and contacts during the year. Feel free to contact any of the board members or committee chairs to get involved or ask questions.
- Members present: Amy Newberry, Angel Blum, Polly Cox, Karen Meenen, Stacey Baalman, Niki Fiffe, Jane Sanderson, Liz Pettit, Carolyn Ireland, Natasha Dinkla, Tiffany Bodenhamer, Morgan Padgett, Jenny Leonard, Joan Sutton, Sherri Gray, Sharon Nolde, Stacy Broxterman, Terri Steinman, Wendy Surface, Megan Thompson, Megan DiGiovanni, Amy Vondemkamp, Laura Krainbill, Susan Poling, Jenny Lang, Erica Allen, Angie Wetzal, Robin Schienbein, Elizabeth Goering, Amanda Pope, Deb Wolfe, Christianna Hartman, Debbie Withey, Diana Hershberger, Susan Ottman, Leah Scheck, Tiffanie Krentz, Rene Smith, Phil Karns, Cheryl Pucket, Shannon Schenk, Betsy Sutton, Kristie Baumchen, Amanda Kiefer, Kielyn Smith, Katie Jensen, Laura Lawler (*47 Members Present*)
- Executive Board Present: Donna Doel (President), Joan Sutton (Vice President), Lisa Walton (Vice President), Mary Peter (Treasurer), and Cheryl Hishmeh (Secretary) (*5 Executive Board Members Present*)

2. Approval of April & May Minutes (by email & survey monkey)

3. Principal's Report

- Mrs. Cassidy welcomed all the parents and teachers. Grew to 522 students from 480. Add librarian, music teacher, 1st, 3rd, 4th, 6th grade teachers
- Please call and make contact with your teacher, if you missed Open House. The teachers want to know all the parents and build good communication.
- Plan with the teacher if you want to help in the school. Please sign in at the office and put a visitor badge on while you are at the school.
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4. President's Report

- Donna Doel did not have an additional report tonite.
- She did explain the agenda of the meeting with updates from PTO Officers, Mrs. Cassidy, the principal, and the committee chairs.

5. Treasurer's Report

- Mary Peter (PTO Treasurer) distributed a proposed PTO Budget.
- Mary explained how the budget was very much the same as last year.
- PTO has purchased 6 new smart boards, supplies for the school, coolers for field trips.
- Malinda Brozek moved to approve the proposed budget. Terri Steinman made the 2nd the motion and the vote pass with a unanimous vote.

6. Secretary's Report

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- Cheryl Hishmeh discussed enotes. We are going to encourage more parents to subscribe to enotes on the district website. Then parents will receive the PTO Minutes, PTO Newsletter and other items when and update is added.
- The PTO email address (farleypto@usd437.net) is going to be used more as a point of contact. So that each year parents won't have to know the individual board emails.
- We are going to try using Survey Monkey to approve the PTO minutes to get more people to read and respond to the minutes. We had difficulty getting minutes approved due to low attendance and a new audience each month that had not attended the previous month.
- Cheryl will attach the minutes in an email to all the attenders of the meeting (based on the sign in sheet at the meeting). You can respond in the survey with changes or an approval. The survey will be inside the email with a weblink.

7. Teacher's Report - No Teacher report at this meeting.

8. Committee Reports

a. Volunteer Coordinators

- Wendy Surface has divided the volunteers into committees based on the PTO sign up at enrollment.
- We hit the ground running with Grandparents Day Breakfast/Lunch and Picture Day this week. Thank you to parents that helped on these days.
- Wendy ask everyone to give her any suggestions for next years volunteer sign up form.
- Stacey Baalman noted that they still need more helpers in several committees and the list is in the current newsletter. She would like everyone that wants to be involved to call them.

b. Room Parent

- Liz Pettit reported that only missing 75 people that have not paid their \$5 for the room parties.
- Collected money for a family that lost a parent this month.
- We still need a few additional room parents.

c. Innisbrook Fundraiser

- Malinda Brozek & Jane Sanderson - The deadline is next week on Friday Sep 17 for the Innisbrook Fundraiser.
- Each seller needs to turn in the money and voucher. The orders are entered online at the Innisbrook website.
- Students should submit the monkey coupons for each 10 orders received.
- If the school makes their goal, they are going to have a Monkey luau. Where the kids wear Hawaiian, PTO will provide lei's for all students, about 40 surprises (inflatable monkeys, monkey beach balls, mega and backpack max) will be randomly given away throughout the day.
- Our School's Profit goal is \$10,000
- Top seller in each classroom wins a Mega Max monkey
- Top overall seller wins \$125 gift card from Best Buy
- Top 2 sellers in each grade will have lunch/ games/ banana splits with Mrs C.

d. Spirit Wear

- Terry Steinman reported that the final order has been submitted.
- 322 T-shirts and 98 hoodies.
- They plan to submit an second order in around November for Christmas presents.

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- The back of the hoodie will not have the screen print because the hood covered up the design.
 - They need a few volunteers for distribution and they need some plastic bags to bundle them.
- e. **Fox Trot** - Joan Sutton announced the date for the Fox Trot as February 4. Mark your calendars.
- f. **Newsletter & Bulletin Board**
- Polly Cox asked everyone to respect the deadline for the newsletter and get information to her early.
 - She will need help setting up the PTO bulletin board. Let her know if you are interested in helping.
- g. **Work Room**
- Betsy Sutton has organized the workroom and asked everyone to keep the room neat. "Clean as you go or the mess will grow. Let the office know of any supplies that runs low.
 - She is adding a recycle box for paper.
 - She is going to design a bulletin board and include an envelope for ideas and needs.
 - The copy machine in the office is not available for others for privacy reasons.
 - If we are running low on the items, we need to let the office know to replenish.
 - When you are done making copies, please make sure the machine has paper for the next person.
- h. **Library** - Malinda Brozek reported on the library volunteer schedule for re-shelving books each day. There are still a few openings each month. You can help every week or once a month. Malinda welcomes the help.
- i. **Box Tops & Campbell Labels**
- Mary Peter reported on box tops. Next date for submission is October 31.
 - She asked that everyone would trim their box tops neatly. It helps in the mailing.
 - The winning classrooms will get an ice cream party.
 - Box Tops earns cash for the PTO budget
 - Mary also reported on the Campbell Soup Labels for Juli Voigt.
 - Campbell Soup Labels give us points to order from a catalog. We ordered a variety of playground balls for recess last year.
 - The top student will get a gift pack that Juli Voigt is getting donated.
 - Please send the labels with the students name, so the student can be eligible to win the prize.
 - There is a deadline of Dec 31 for a bonus points.
 - There was discussion about collecting pop tops. Stugo or PTO will discuss this and get a collection point designated.
- j. **Recycling**
- Carolyn Ireland has been training the students on recycling during the classroom time.
 - She is working with Mrs. Hillis to schedule a classroom each week to help collect the recycling around the school.
 - Plastic, aluminum, and paper bins are around the school.
 - Younger classrooms could be working with older classrooms.
 - Toner cartridges and cell phone recycling will continue in the office.

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- Paper recycling envelopes that was discussed and organized last year, will begin soon. Each student will receive a brown envelope on Monday to take home. Families will return it on Friday with papers that the school will recycle. Instructions will come home with the envelopes.
 - k. **School Supplies** - 160 school supply packs were distributed at enrollment. Cheryl Hishmeh reported that we are evaluating which company to order school supplies from for next year. Our deadline is Nov. 1.
 - l. **School Directory** - Donna Doel reported for Michele Nelson. She is entering the data and will have the directories finished soon.
 - m. **Community Service** - Mrs. Lang collected and donated school supplies to the Rescue Mission. They have a huge need and we could do more in the future with this. is a huge need. Pop tabs is another potential project. Holiday project will be discussed later.
 - n. **Kindergarten Round-up** - Megan DiGiovanni has contacted her committee.
 - o. **6th Grade Recognition** - Donna introduced the Karen Meenan. We will hear more about this in the future. Date for 6th Grade Recognition is May 23.
 - p. **Fox Trot Auction Baskets** - Amy VondemKamp is already starting to get some corporate sponsors.
 - q. **Grounds** - Donna introduced Eric Hander, the committee chair.
 - Mrs. Cassidy will be reporting more about the grants and corporate sponsorship that have done much of the work and will be doing more.
 - We would like to have more help. We would love to have some grandparents that have time and green thumb.
 - r. **Farley Fitness Day** -
 - Laura Lawler and Cheryl are leading that. The date is set for May 20, and the rain date is May 24.
- 8. New Business -**
- Donna explained the meeting times for this upcoming year. She explained how there is never a time that all the parents can come. We based the date and times on the availability of the Executive Board, principals calendar, and historical information from last year. The afternoon meetings and early evening times had very low attendance.
 - The board chose the 2nd Monday of each month at 8:45 am.
 - Suggestion from Sherry Gray to do a survey to find a better time. Joan made the motion to do a survey and Laura Lawler seconded the motion. No vote was taken for the survey.
9. Adjournment at 5:11pm.

Submitted by Cheryl Hishmeh (PTO Secretary) cherylhishmeh@gmail.com