

## Washington School PTO Minutes

May 9, 2011

**Call to Order:** by Patty Kelly 6:34 at Washington School

**Board Members in attendance:** Patty Kelly, Amie Keeton, Courtney Turnbull, Danny Uhls, Angie Baker, Stephanie Reed

**Attendees:** Josh Houtzel

**Teachers:** Mrs. Mathy, Ms. Killian, Patti Scheets, Mary Eggleston

**Principal:** Jeff Lockenvitz

**Minutes from April meeting** approved.

**Board member reports:**

### **Principal Report**

Mr. Lockenvitz will not post class lists in June. He cannot determine class size for kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades until after August registration due to an anticipated increase in enrollment. He will try to post class list no later than Friday, August 12<sup>th</sup>. Mr. Lockenvitz advised office discipline referrals are significantly lower than last year. He attributes this to the language and adherence of the Washington Way. Mr. Lockenvitz has hired two new teachers, Andy Jones for 5<sup>th</sup> grade and Erin Weddington for 3<sup>rd</sup> grade. Over \$3000 was raised for Coins for Kids, a disability awareness program that raises money for Easter Seals. In addition, students not only met the reading goal of 100 million words but exceeded it at 120 million words.

### **President report**

#### ***Acknowledgement of PTO leaders leaving Washington School - Thanks to "Graduating" Parents***

Every year we have wonderful, dedicated parents leave Washington for the last time as their youngest child finishes fifth grade. The PTO would like to acknowledge the following parents who have held PTO leadership roles in the past and thank them for their dedication to Washington. Many other parents have helped tremendously in too many ways to list, and we appreciate their contributions as well. (We did our best to list all former board members and committee chairs, but please forgive any oversights.)

- ❖ Terri Bahan (Carnival basket coordinator)
- ❖ Amy Barbee (Co-Chair of Book Fair, Library Helpers, Library Fundraiser, Lounge Laborers)

- ❖ Bob Dawson (Cub Scout Pack 33 leader)
- ❖ Tracy Henry (PTO Co-President and Vice-President)
- ❖ Lynda Hocevar (PTO Co-President and Vice-President; Coordinator of Box Tops, Sock Hop, School Pictures, Yearbook)
- ❖ Kim Nolan (School Directory, Discovery Days Co-Chair)
- ❖ Lisa Hamilton (PTO Treasurer)
- ❖ Lisa Conelly

Other valued volunteers:

- Janet Flynn – Library volunteer
- Sarah Jome – ISU Japanese teacher coordinator
- Joellen Lusk – garden volunteer
- Dorothy Ruhrup – super volunteer
- Lori Stevens – Carnival volunteer coordinator
- Gerri Whitcomb – volunteer and regular meeting attendee

## Year-End Report on PTO Activities for 2010-2011

It has been a busy year! We've made changes both large and small and kept many successful programs going. Please check out the many things the PTO has done for our school and its students this year.

### 1) Fundraising

- a) **We.Fit.In** netted \$14,500, the most profitable fundraiser in years, allowing us to pay for most of the library renovations as well as many other things throughout the school. Thanks to Mrs. Szabo, Stacey Barger, and their team.
- b) **Market Day** raised \$2676 as of April, which for the first time went directly to the classroom teachers. Thanks to Cindy Linton and Tina Griesbaum.
- c) **Book fairs** raised over \$1500 and we successfully tried a new company. Thanks to Amy Barbee and Tracy Wapp.
- d) **Box Tops, clothing sales, and Scrip** all contributed additional funds. Thanks to Lynda Hocevar, Tracy Wapp, and Jackie Bauer.

### 2) Communication with parents

- a) **Newsletter improvements:** feature articles and teacher profiles provided much more in-depth information about the school. Newsletter now has a consistent deadline and distribution date. Newsletter is now online, saving much paper, and we send home paper copies to those without Internet access. Thanks to Rajiv Shah, Eileen Backman, and Angie Baker.
- b) **Facebook page** allows additional information sharing. Thanks to Deborah Halperin.
- c) PTO meeting **agendas** were available online by the Friday before the meeting in all months but two. Thanks to Julie Watson.
- d) PTO meeting **minutes** were available online within a few days of the meeting every month. Thanks to Angie Baker.

### 3) Special Events

- a) **New Families Potluck**, a new event, was very well received by Kindergarten and other new parents and hopefully will become a tradition.
- b) **Back-to-School Picnic** ran smoothly. Thanks to over 20 volunteers.
- c) **Lunch with Grandparents** was improved by having volunteers guide visitors to the classrooms. Thanks to Amie Keeton and Courtney Turnbull.

- d) **Carnival** was a tremendous success and raised \$9400! Thanks to Mary Clugston, Kelly Mathy, Terry Bahan, Jana Johnston, and many others.

#### 4) **Additional programs**

- a) **Reading Wolves and Junior Great Books** had about the same participation as last year. Before next year we plan to reevaluate the programs and see how we can improve the programs to best meet the needs of students and volunteers. Thanks to Niki Johnson, Sharon Sipes, Wendy Alexander, and Michelle Sleevar.
- b) **Staff Appreciation Committee** continued to provide wonderful breakfasts and lunches, for which staff is very grateful. Thanks to Courtney Turnbull and Maryann Mellor and their committee.
- c) **Lounge Laborers** continued to provide valuable help to teachers every week. Thanks to Lisa Connolly and committee.

#### 5) **Mechanics of PTO**

- a) **Teacher reps on the board** were reinstated after many years, providing much greater communication with the teachers. Thanks to Kelly Mathy and Maggie Killian.
- b) **New format** of having board meetings most months and general meetings three times a year seemed to be well received. Attendance at board meetings was the same as average meetings last year, with one to three parents besides the board members at most meetings. Attendance at general meetings was greater than at average meetings last year.
- c) **Treasurers resolved IRS issues** of three years of unfiled reports in a responsible and professional manner. Many thanks to Danny and Diane Uhls.

#### 6) **New things in the works for next year**

- a) **Wolf Park Garden** to be built May 7, 2011.
- b) **E-mails to parents:** We researched more effective ways to contact parents by e-mail and will start doing so next year.
- c) **School supply kits** will be offered again next year.

Thanks to all the board members, committee chairs, Mr. Lockenvitz, the staff, and the dozens of volunteers who made this a great year!

Patty Kelly, outgoing PTO President

#### Secretary report

No report

#### Treasurer report

Danny reported the current balance shown on the treasury report after paying off library renovation is \$17,304.49. Danny advised currently a playground maintenance bank account exists separate from the general PTO account (balance of \$4500). Now is a good time to decide whether or not this account should be integrated into the general PTO account under playground maintenance. Motion to combine the accounts approved.

## **Teacher Reps**

Patti Scheets and Mary Eggleston attended the meeting to extend thanks and appreciation to the PTO for the various support given to teachers.

## **Old Business**

***Carnival update*** – Huge success with \$9400 profit. Mrs. Mathy advised businesses who donated goods/services for the baskets received thank you letters from the committee and students and a picture of the basket donation.

***Wolf Park Garden*** – Mrs. Mathy reported the garden beds are built and ready to be planted with plants donated by local farmers. Special thanks to Josh Houtzel for his time, talent and resources! Trees have been planted and they still plan to purchase a composter. A \$500 grant was awarded with four grants still pending. Picket sales, to date, total \$1000. Patty reported the Potbelly fundraiser made \$470 for Wolf Park Garden.

***Box Tops*** – Mrs. Mathy advised box tops were trimmed and bundled by students for a total value of \$1200.

## **New Business**

***Introduction and installation of officers for 2011 – 2012*** - President: Amie Keeton and Courtney Turnbull Vice President: Amanda Mateer and Stephanie Reed Treasurer: Danny and Diane Uhls Secretary: Angie Baker

**Adjournment of first half of meeting** – at 7:20

**Second half of meeting – 2011 – 2012 Board**

## **President Report**

Courtney advised preparations for the use of PTO News Express next year is underway. A form for parents to fill out and indicate preferred way of receiving mail/information may be included in the June registration packets. In addition, yearbook and school picture leader positions still need to be filled.

Amie introduced the Active Military support program for next school year. She suggested PTO offer to pay for school kits for children with a family member in active military duty. Market Day grade allocation will remain the same next year.

### **Principal's Proposed Budget Report**

Mr. Lockenvitz presented his proposed budget for next year. The budget will be approved in the September PTO meeting. All budget line items were reviewed and for the most part agreed upon. Expenditures for 5<sup>th</sup> grade graduation party slightly increased, tax preparation cost decreased and playground maintenance increased to \$600. Mr. Lockenvitz proposed PTO pay \$5000 for upgrades on the main floor of the school (furniture, tables, chairs, etc). Motion was approved.

Motion to adjourn by Amie at 8:00.