

March 20, 2017

MLS PTO Board Meeting Minutes

Board members in attendance: Sarah Kelsey, Carleen Kupcis, Beth McCarthy, Stacey Carden, Melissa Hoover, Peggy Williams, Christina Keller, Beth Wertheim, Jennifer Underwood, and Mike Irani

Also Present: Susan Howard-Smith

I. Welcome

II. PTO Member-at-Large Comments

III. Secretary's Report: Beth Wertheim

- A motion was made and seconded to approve the minutes from the February PTO meeting (recorded by Amanda Beresford).

IV. Principal's Report: Mike Irani

Lost and Found

- It is currently overflowing! A note will be sent out to parents before Spring Break to tell their children to search the Lost and Found for any missing items. Any items that are left will be donated over the Spring Break.

Open House

- This is currently in the proposal stage, but with approval from the division, Open House is going to have a new format.
- It has been proposed for Open House to take place from 2-6pm. The goal is for the attendance to be spread out so it won't be as crowded. Our teachers want to make sure that they have quality time with all of their parents and students.
- It will remain the same unstructured style but the longer timeframe should create a better ratio between teachers and families.

Conferences instead of Back to School Night

- 75% of the staff voted to hold *get to know you conferences* for grades K-5 instead of having Back to School Night.
- Conferences will be held 2 per day for 2 weeks, beginning the 11th day of school (this time frame is awaiting approval from downtown).

Personal Development Fund

- If we switch to a 1 year cycle (currently a 3 year cycle), do the teachers reapply each year OR does each teacher receive an ear marked amount based upon the funds raised each year?
- Yes, each teacher's unused funds roll over to the next year. This allows teachers to save a larger amount of money so they may attend National Conferences.

- We should allow teachers to utilize their PD fund for classes as well.

Cindy Tichner

- Cindy received the State Manager of the Year Award by the School Nutrition Association and recognized with a Physical Activity and Nutrition Award for her collaborative efforts in working with the school garden.
- Should the PTO go beyond a Meriwether Matters post to recognize Cindy? Or are we concerned that we have not given a gift to every teacher that has previously won an award?
- It is our job is to spread the word about her awards (and great work) to others so they can congratulate her.

Project Based Learning

- Currently funds have been earmarked to be used for Project Based Learning but as of now only \$300 has been used. If the money is added to classroom funds it may not be used for project based learning.

V. Faculty Representative Report: Cheryl Wetmore Simpson (absent)

VI. Co-VP's Report: Stacey Carden and Beth McCarthy

Hospitality Committee

- They are organizing a plan for Teacher Appreciation Week and for the last day of school.

Book Fair Committee

- Still awaiting the official report, but it has been reported that this was a record year.

Talent Show

- Awaiting the official report, but we do know that it came in over budget.
- In the future we need to make certain to be clear about budgets, and consistently remind the event chairs of their budget as the event gets closer.
- If an event chair exceeds the budget and generously donates their own money to reimburse the PTO the budget still should be adjusted so the future chair of the event realizes the true cost of the previous year.
- We need to confirm that the custodians were given gift cards as a thank you for their service. We also need to add another custodian to assist at the next Talent Show.

Kid's Night Out

- It is still losing money, however we can't compare the report from this March to the report from March 2016 because last year was the night of the MLS Silent Auction.
- There will be extended hours at the next KNO because it will be the night of the Silent Auction. Christina will add this to the website.

Recruitment

- EZONE, a classified add is being put in Meriwether Matters to see if anyone is interested. Melissa noted that it is extremely important for EZONE to communicate with the treasurer.
- A lot of committee chairs will be repeating next year.
- Still looking for a Fun Fair chair and another Vice President
- There is a new application that allows PayPal and Quickbooks to communicate. It also allows you to have more than one store open at a time.

VII. Treasurer's Report: Melissa Hoover

- Questions or comments about attached report?
- (Peggy) I think you are right about the communication with EZONE. Now that we are at a transition point a meeting should be held with the new EZONE coordinator, Carrie, Melissa, and Sarah.
- (Mike) Perhaps we should narrow the scope of days that EZONE is offered? Mondays and Fridays are difficult for attendance. EZONE can't be held on Thursdays because of faculty meetings.

VIII. Volunteer Coordinator's Report: Amanda Beresford (absent)

- Amanda would like to have a small *cookies and lemonade* recognition event for PTO volunteers. Would June 1 be a good date?

IX. Communication Coordinators' Report: Christina Keller and Peggy Williams

- Currently there is only one PD testimonial on the website.
- Peggy is going to look through the letters from teachers about their PD and add them to the website.

X. Co-President's Report: Sarah Kelsey and Carleen Kupcis

Discretionary Spending Limit

- Currently \$50 is the spending limit for the co-presidents to spend without asking for approval from the board, we would like to raise this amount. Currently there is not anything in the bylaws.

- A presidential fund of \$200/year? This fund is for items that come up that are not in the budget, similar to a petty cash fund.

E-Zone Gift Cards

- Twice a year gift cards have been given to some people that help with EZONE as a thank you from the PTO.
- It is recommended that Sue Fortune and Kim Nash should each receive a \$150 gift card twice per year of all of their assistance with dismissal to EZONE, etc.
- We no longer need to give gift cards to the EDP staff. In the past gift cards were given to the EDP staff because they have said that EZONE is an inconvenience because some of the programs take up large areas in the gym, outside, and around the school.

Western Feeder Pattern Diversity Working Group

- Carleen and Sarah went to the last 2 meetings at Western. It has been informative but it has been a slow process. All of the representatives on the committee from the elementary level are parents (b/c the meetings are held in the mornings).
- (Mike). As long as we know far enough in advance I can make it to the meetings.

Pest Control (Susan Howard-Smith came to inform the board about the Lice Policy, etc)

- After talking to several nurses at other county schools, we agree that there has been an increase with Lice at all schools..
- A Louse is an insect (parasite) that eats blood from the scalp.
- By the time she is seeing lice on a student's head they have had it for about 2 weeks.
- A Robo comb is an effective tool that she uses to help detect and kill lice and nits. It zaps when it comes in contact lice or nits. It is difficult to use when additional students are in her office because of the lack of privacy.
- The Lice guidelines changed from a *NO NIT POLICY* about 6-7 years ago after a lot of research.
- Nits that are about a half an inch down the hair shaft are from a previous case. Nits that are close to the scalp can still be alive so it is more likely a current case.
- Students are not sent home right away if lice are discovered. Ultimately Lice do not transmit diseases. She worries more about contagious coughing and strep being passed around the school.
- (Melissa) Would it be helpful to start a procedure when a student in a class has lice? Such as suggesting the girls braid their hair, bean bags and pillows are put away, back packs separated? Would this result in fewer students become infected?
- A Louse has 24 hours to live if they fall off a person (they need blood to live), so head to head contact is the main issue.
- Is there a recheck policy at MLS? She just doesn't have time to follow up as much as she would like to, she does everything possible to follow up with a 7-10 days after she discovers lice.

- A parent must treat their child the day that they come home from school with lice.
- (Mike) A huge thank you to Susan for being so proactive and communicative about lice at our school. Our situation would be much worse without your hard work.
- The PTO approved to give Susan \$50 to order more combs, etc.

ATTACHED:

*Please review written reports prior to the meeting. Copies of the agenda will be provided but please bring a laptop or copies of the additional materials for your reference.

IMPORTANT DATES:

Friday Mar. 31 - Snow Make Up Day

Friday March 31 through Friday Apr. 7 - Spring Break

Monday April 17 - PTO Board Meeting

Friday April 21 - Auction at King Family Vineyards

Friday April 21 - Extended Kids Night Out

Monday May 1 through Friday May 5 - Teacher Appreciation Week