

**Fort Zeller Elementary PTO
Meeting Minutes
Tuesday, October 1, 2019 @ 6:30**

Attendees: Jess Umbenhauer, Tasha Ness, Amy Shade, Shanon Martin, Kara Shanaman, Amanda Zwally, Danielle Gingrich, Ann Zimmerman, Melanie Warnick, Melissa Noyes, Charity Martin, Rick McFeaters, Jen Davies, Kristen Martin, Kellyn Shirk

Teacher Representatives: Tiffany Yeiser, Kaila Ober, Lauren Panza

MEETING CALLED TO ORDER AT 6:33PM BY PTO President, Jessica Umbenhauer.

- Introductions
- Notes of encouragement to the teachers

PRINCIPAL'S REPORT: Mr. Steven Lin

- PBIS is off to a great start as we focused on the character traits of cooperation and responsibility in August and September. Last week, we kicked off our first assembly to unveil the October trait of Respect. The specials teachers deserve a shout out for their role in creating a fantastic video to discuss respect, as well as a dramatic reveal of our Class of the Month (Ms. Gruber's 2nd grade class).
- Open House was a hit with the community as most classes reported anywhere from 2/3 to 3/4 of their families attending the event. We are grateful for the food services department for their delivery of cookies and water, as well as our PTO which blesses us with great effort to be a presence at as many community events as possible. The Richland Community Library was originally slated to attend, but a board meeting that evening forced them to back out (as the personnel planning to attend the Open House also had to be present at their board meeting).
- Our Student Jobs program is coming together. Students in 2nd grade applied for positions as lunchroom helpers and bus helpers. Screened students were interviewed, and some of them were offered positions. Lunchroom helpers have been trained, and they began service on Monday. Bus helpers will complete training with Ms. Brosius (school counselor), and are projected to begin work on Wednesday.

TITLE 1 Report:

- Thanks again to the PTO for supporting the author visit.
- Our first Title 1 night will be held October 29 @ 6:00. It will be a night of Free pizza, pumpkins, and reading.
- Information about our Parent Engagement Committee will be going home to all students who receive Title 1 services this week.

TEACHER REPORT:

- Thank you for Race for Education and Field Trip T-Shirts

SECRETARY'S REPORT: Shanon Martin

- Motion to adopt September Meeting Minutes: Motion: Tasha Ness Second: Jen Davies

TREASURER'S REPORT: Amy Shade and Jen Goonan

- Current treasurer's report reviewed with the group.
- Please note that reimbursement checks going to Tasha Ness, are related to Gingerbread Shop purchasing.
- Totals for Race for Education, are not accurately reflected due to final totals being calculated after the race has concluded
- Motion for Adoption of the Treasurer's Report: Motion: Tasha Ness Second: Ann Zimmerman

COMMITTEE REPORTS:

ASSEMBLIES: Committee Chair: Jodi Horst, as reported by Tasha Ness

- Science Explorers assembly was a big hit and kids learned a lot.
- First session able to be run. Next sessions will require 10 students to run, so please share with friends and neighbors if your child is interested in attending.
- Registrations need to be in a week before each session starts so company knows whether there are enough children to run the next session and also so they have time to ship out materials.
- Still researching additional assembly opportunities that tie in with our curriculum. Jodi will narrow the choices down to about three with the help of Mr. Lin and the officers.
- We will present them at the next meeting for discussion and voting.
- Please share/send any assembly ideas to Jodi so she can get more information.

- 16 students attended Slime after Slime

BOOK FAIR/BOOK BINGO: Committee Chair: Amanda Zwally

- Spring Book Fair: To be held on April 1, 2, or 3rd. Decide on the date at the school level. Theme: Jungle
- Dress up days related to Arctic Theme

BOX TOPS: Committee Chair: Jess Umbenhauer

- Flyer for Box Tops will come out after Race for Education
- Due for Submission on November 1st
- Reminder to use Smile.amazon.com for holiday shopping

FUNDRAISING: Committee Chair: Unfilled

- A committee chair is still needed for fundraising. Please let Jess Umbenhauer know if you would like to fill in.
- Mrs. Panza shared Art to Remember examples with parents
- After art work is submitted, Art to Remember will send parents an order form proof.

RACE FOR EDUCATION: Committee Co-chairs: Amy Shade & Jen Goonan:

- Real-estate agent sponsored all of the water bottles for the race as an in-kind donation
- Business donations will be split with Jackson
- Job Training Services at the Middle School and High School level will be participating in sorting of T-shirts, preparing water bottles, and counting frisbees. The response from the teaching staff has been incredible.
- Rough Estimate on donations is that we had a \$9,000.00 goal and at present we have slightly exceeded it.

HOSPITALITY: Committee Chair: Kara Shanaman

- Get feedback from the teacher's on what they would like for Conferences

GINGERBREAD SHOP: Committee Chair: Tasha Ness

- Thursday December 12th and Friday December 13th.
- Children can choose up to 6 people they can purchase for

MEMORY BOOK: Committee Chair: Jen Davies

- Contract received from LifeTouch. Last year price was 12.49.
- 126-150 books, goes up to 12.99
- Enrollment 340. Number needed to get flyers
- Early Bird Special: Ends 1/31/19 @ \$13.00. Second Sale: End of February at \$15.00.
- Submit 4/6 and Receive 5/22
- Pay to the order of Fort Zeller Elementary PTO
- Class lists and no permission to photograph
- Custom Cover Contest available within contract. 1/13/19 Deadline for submission

CARNIVAL: Committee Chair: Sirena Bishop

- Nothing to report

OLD BUSINESS:

- Events
 - Mr. Lin would like to review events happening later in the year so that they can be added to the Calendar
 - May 8th proposed date for Career Fair
 - Looking to create "Goodies with Grownups" type events going in 2020.

NEW BUSINESS:

- PTO Bylaws presented by Melissa Noyes
 - Should be reviewed every 5 years. Melissa has noted the changes on a document shared with attendees. The changes are highlighted.
 - Shanon Martin has made a motion to propose the Bylaws. Second: Steven Lin

MEETING ADJOURNED AT 7:40 BY PTO President, Jessica Umbenhauer.

*****NEXT MEETING: November 5th, 2019 @ 6:30 in the Fort Zeller Library**