

Prairie View Elementary – PTO Meeting Minutes
May 13, 2003

- 1) Meeting was called to order, introductions made.
- 2) Principal's report by Mrs. Lanich – items of discussion:
 - a. “Back to School Packs” (school supplies) ordered. Initial order was 10% of total enrollment. These supply packs will be available for purchase at registration and vary in price depending on the grade. Range is \$25-\$38.
 - b. Open House will be held on August 14th from 4:30-6:30pm. This year open house and parent information nights will be combined on this one night. Past parent night attendance has been low and by combining the two activities a higher turnout is expected. Grades K-4 will have organized activities. 5th grade will be more of an informational meeting. PTO has been asked to support this function by supplying dinner (pizza).
 - c. Home/School Connection – next year the Kindergarten and 3rd grade classes will have home visits from Prairie Staff. More information to follow next year.
 - d. RIF Program – there is a need to increase the funding for this program to \$1.50 per student. Therefore, the total funds needed from PTO will be approximately \$650 next year.
 - e. Open Library – Prairie Crest will hold open library sessions this summer. An informational sheet detailing open dates and times will be sent home in brown envelopes.
 - f. Upcoming events: May 21 -4th grade track and field, May 22 - 5th grade track and field, May 23 – 5th grade picnic, May 30 – 5th grade promotion.
- 3) Secretary's report from the April 8th meeting were read and accepted.
- 4) Guest Speaker – Dave Crisman (Middle School Principal) – items of discussion:
 - a. PATT (Middle School PTO) participation has been down recently – volunteers are welcome and needed. Other volunteer opportunities include chaperoning or concessions at school dances and assisting in the living skills classes (just to name a couple).
 - b. Parent Portal – a password protected web site, which parents can access in order to review their child's grades, attendance and homework completion. Agendas such as those used in elementary are also used in middle school.
 - c. Extended Learning Program is directed by Lori Danker. 3-5% of students are accepted into the accelerated program through which they are offered accelerated classes in math and language arts as well as high school credit classes in foreign language and math. In addition to their regular coursework, these students are also offered extra opportunities such as special field trips.
 - d. Every middle schooler has a “homeroom” teacher/advisor with whom they meet daily.
 - e. “F” checks are done every three weeks and are followed up with a phone call home. This practice has significantly lowered the incidence of failing grades at report card time.
 - f. Middle school has a large spectrum of support for special education students at all levels. There are presently 3 special education teachers per grade level who are responsible for following a completely individualized program for the children in their care.
 - g. Lunch program is handled through a scan credit card system.
- 5) Memory Book – Julia Jordan reported that the book is currently at the publisher and will be back by 05-29. Publisher this year is Gazette Communications. However, they recommend looking for an alternative publisher for next year. Carol Doser suggested looking into Midland Press out of Davenport. At present the committee believes it will be approximately \$1000 short for covering the cost. Commercial and individual donations are down this year. May need to re-strategize how the memory book is promoted in future years in order to bring in more contribution dollars.

- 6) PTO Committee Binders – there is a need for better communication from year to year with regard to recurring activities and programs handled by PTO (i.e. memory book, fun fair, 5th grade promotion, etc.) There are currently some existing PTO resources but they need to be updated and policies need to be put in effect with regard to how the resources are used/updated and where they are stored from year to year. Each committee is to e-mail Ellen Ramsey-Kacena with the size of binder they need. PTO will pay for these binders. Notebooks should be reviewed and any impertinent information purged at the end of each school year.
- 7) Treasurer’s report – Kim Smith reported that the current balance is \$16,958.49. After transferring money to the Prairie Ridge PTO, paying for the memory book, paying the remaining balance on the cookbook and paying for the 5th grade video and promotion she hopes to end the year with approximately \$7000.00 in the account.
- 8) Room Parent Coordinator – Stefanie Munsterman has agreed to take over the newly established room-parent coordinator position next fall.
- 9) 5th grade promotion/video – a meeting will be held soon between the promotion and video committees to tie up any loose ends.
- 10) Volunteer call – volunteers are still needed for 5th grade promotion (May 30) as well as Enrichment Day (June 3).
- 11) PTO Officer elections for 2003-2004 school year - The following individuals were nominated and elected: President – Ellen Ramsey Kacena; Vice-President – Susan Gillen; Treasurer – Kim Smith; Public Relations – Kim Kacena; Secretary – Noel Lefebure; Volunteer Coordinator – Renee Perlwitz
- 12) Spirit Wear – Susan Gillen reported that “Class of 2010” shirts should be available by the 5th grade picnic. It was suggested that 95 water bottles be donated to the 5th grade students at the end of the picnic. Motion was made and passed.

Meeting was adjourned.