

# Devon Elementary School PTO Meeting Minutes

**November 10, 2010**

**In attendance:** Audrey Kese, Tricia Jennings, Tracey Sloan, Kelly Lee, Lori Piccone, Lorann Wood, Cecilia Cooleen, Heather Hill, Elaine Klinger, Cindy Krapels, Cathy Rains, Stephanie Thibault, Linda Murray, Tracey King, Kristin McElvogue, Kathy Hendrix

## **Review and Approval of Minutes**

The October PTO meeting minutes were approved. Tracey will submit to Katrina Wester for posting on devonpto.org

## **Principal's Report: Audrey Kese for Dr. TomTobin**

- Playground construction is delayed. Equipment is in but the contractor is behind schedule. It will now begin at the end of November.

## **Faculty Update: Kristin McElvogue and Kathy Hendrix**

- Kathy Hendrix thanked the PTO, on behalf of the 3<sup>rd</sup> grade, for the Beeman assembly. The kids loved it.
- Kristin McElvogue thanked the PTO, on behalf of the 1<sup>st</sup> grade, for the Franklin Institute assembly and the bookfair.

## **President's Report: Audrey Kese**

- *Events with food involved:* Audrey passed out Guidelines for Temporary Food Facilities to all the VPs on the board. If anyone has questions, please call Dave Preston.
- *School Board Approval:* For-profit groups do not have a 3 hr minimum for room rentals. This was officially approved by the school board.
- *FLES survey:* Audrey thanked everyone who helped put the survey together and then read the results. A Blast email will go out to all Devon families explaining the results.
- *MLK Day:* Cradles to Crayons will be the recipient again this year.
- *4<sup>th</sup> Grade Party:* Still need a date
- *Turn it off! Week:* 5/1/11 - 5/7/11

### **Vice President's Report: Tricia Jennings**

- *Research into Foreign Language School Clubs:* Tricia spoke to Wayne Elementary and Valley Forge Elementary about their programs to determine if Devon could offer this option. Both schools offer Language Clubs at their school, which are run by the PTO. Devon would need two parents that would be extremely dedicated to the project to get it up and running. Right now, we do not have anyone willing to take this on. Therefore, the PTO will allow LingoKids to offer their language program starting in January 2011. Stephanie Thibault motioned to approve and Lorann Woods seconded the motion.

### **Treasurer's Report: Cathy Rains**

- *Directories:* made over \$1,400 and we budgeted for \$700!
- *SpiritWear:* Deposited \$3,339. Awaiting invoice.
- *Beautification:* Paid \$46.42 for mums and hay bales.
- *Innisbrook:* Deposited \$3,800. Awaiting invoice.
- Margaret Ruschmann is still working on the financial audit of the PTO.

### **Cultural Arts: Linda Murray and Lorann Wood**

- *Beeman:* 3<sup>rd</sup> Graders enjoyed the assembly.
- *Mother Goose:* Need help from Kindergarten parents to set up and clean up. All parents are welcome to attend the show at 11am.
- *Paper Cutter:* January 27<sup>th</sup> for 2<sup>nd</sup> grade.
- *6 + 1 Writing Fun:* January for all grades.

### **Fundraising: Cecilia Cooleen**

- *Fundraising Letter:* A letter has been drafted and Dr. Tobin is reviewing. A final version should be available soon. The envelopes will be stuffed at Cecilia's house on 11/30, 1 - 3pm. Volunteers welcome.
- *Friendraiser:* The initial planning meeting will be held 11/22, 7pm at Elaine Klinger's house.
- *Camp Fair:* Using Paypal for the 1<sup>st</sup> time, this is going well. Cathy Rains and Sheila Czpiel will co-chair next year. Lots of volunteers are needed because many of the normal volunteers' kids are graduating. Also, we will try to get the word out to more middle school families. A suggestion was made that we should put on their Blast.

**Social Functions: Audrey Kese for Coleen Hillman and Tricia Petrane**

- *Parent Speaker Bureau:* Special Agent McCoy will give a presentation titled Safety on the Internet 12/1 at 7pm. Advertising is beginning now.
- *Yearbook:* A 3<sup>rd</sup> grade parent asked to be involved this year to prepare for next year. This is a good idea and will be part of the process going forward.

**Issues, Affairs & Programs: Stephanie Thibault**

- *Upcoming Committee Meetings:*
  1. ARCH: November 11<sup>th</sup> at VFMS
  2. Diversity: December 1<sup>st</sup> 7pm at TE Admin. Offices. Also, January 19<sup>th</sup>
  3. InterSchool Council: November 10<sup>th</sup> 7pm at TE Admin. Offices. Also, January 12<sup>th</sup>
- *Halloween Candy:* Mr. Stever is accepting left over candy to donate to a good cause.
- *MLK Event/Winter Parties:* Tricia Jennings explained that the holiday parties in December will do the same craft as last year; making cards and wrapping paper for Cradles to Crayons in conjunction with the MLK donation drive. The kids will make cards or decorate wrapping paper, depending on the grade. Kristin McElvogue suggested not using paint because it needed to dry and there wasn't enough space to hang it. Crayons, Stencils, Stickers, Colored Pencils or Stamps would all work great. Homeroom parents should be emailed now so no one starts purchasing other supplies.

**Green Team: Heather Hill**

- *School Store:* Restocked and things are selling well.
- *SpiritWear:* Sales going well
- *Juice Pouches:* 1300 sent in
- *Recycling:* Need some volunteers to monitor lunch time. Students need reminders about what to recycle.
- *Allied Waste DVD:* 13 minute DVD explaining the recycling process. Heather will talk to Dr. Tobin to see how it can be shown to the kids.

**School Services: Lori Piccone**

- *Bookfair:* Running Smoothly
- *Spirit Wear:* Orders are out. Audrey approved \$100 to have a small supply on hand.

## **Other Business**

- Audrey will discuss the Dispatch at our next meeting.
- Kelly Lee and Mrs. Benning will meet on 11/23 to discuss the outdoor classroom. They are the committee chairs and the rest of the committee is: Suzanne Emerson, Scott Dutton, Mr. Axel (Upper Division) and TBD (Primary Division). Their goal is to have something in the ground by April. The wish list right now is 5 raised beds.
- *Election Day*: Stephanie discussed her concerns about strangers having access to school while our kids are here. She attended an Education Committee Meeting, where she was told an inservice day is not possible for 2011/2012 because the calendar has already been set. She will start a letter writing campaign to have election day be an inservice day for 2012/2013. Many people volunteered to help her.

## **Upcoming PTO Events:**

### November

8<sup>th</sup> - 12<sup>th</sup> ~ Book Fair

17<sup>th</sup> ~ No school/Conferences

18<sup>th</sup> & 19<sup>th</sup> ~ Half Day/No Kindergarten/Conferences

23<sup>rd</sup> ~ Picture retakes

24<sup>th</sup> - 28<sup>th</sup> ~ Thanksgiving Break

### December

14<sup>th</sup> ~ Winter Concert/9:30am and 7pm

22<sup>nd</sup> ~ Winter Parties

24<sup>th</sup> - Jan. 2<sup>nd</sup> ~ Winter Break

### January

17<sup>th</sup> ~ No School

19<sup>th</sup> ~ PTO Meeting

26<sup>th</sup> ~ Devon Camp Fair at CHS