

**Longfellow Middle School PTO Meeting Minutes**  
**May 18, 2015**

Attendees: Michelle Edge, Kathy Heiderscheit, Tracy Kayser, Heidi Barreyro, Barb Secord, Colleen Degenhardt, Kari Ellison, Dr. Penny Reedy, Jon Baudek, Jeff Murphy, Jen Poelma.

Meeting was called to order at 6:35 p.m.

**Welcome and Introductions**

**Secretary's Report** – Reyne Larson

Michelle presented the minutes in Reyne's absence. Minutes were approved from April 27, 2015 as prepared. 1<sup>st</sup>=Kari Ellison and 2<sup>nd</sup>=Tracy Kayser.

**Treasurer's Report** – Kari Ellison

Balance as of May 18, 2015 = \$5, 973.18

Treasurer's Report was approved. 1<sup>st</sup>=Jeff Murphy and 2<sup>nd</sup>=Colleen Degenhardt.

Remaining approved future disbursements:

- 8<sup>th</sup> Grade Graduation Supplies - \$700
- Badger Testing Snacks - \$1,000
- 75<sup>th</sup> School Anniversary Frames - \$600
- Raffle Renewal (Sept. 15) - \$25

This will leave us with an approximate balance of \$3, 600.

No new staff requests came in that we are aware of.

Discussion held about remaining balance. Kari Ellison spoke to Jason Showen to gather info on purchasing additional cameras for school. One camera costs approximately \$1, 200 to \$1, 500 installed. There are 7 locations where the school could place cameras yet. Other possibilities for excess funds questioned/discussed were Random Acts of Kindness, yearbooks, end of year field trips, etc.

PTO likes to keep a balance of at least \$2,000.

Suggestion was made to e-mail teachers inquiring about requests and attach request form to the e-mail to make it quicker/easier for requests to be submitted in the future. Dr. Reedy will take care of this.

After much discussion, decision made that Jeff Murphy and Kari Ellison will buy office supplies such as pencils, iPad cords, and other needed supplies for upcoming school year. Motion made to buy needed supplies and make a donation to Random Acts of Kindness with our excess funds to carry over \$2,000 to the next school year. 1<sup>st</sup>=Tracy Kayser and 2<sup>nd</sup>=Colleen Degenhardt.

Pinnacle Fundraiser meeting with Jeff Maiers will be held in June to establish dates and discuss final details for fall fundraiser.

**District Wide Parent Committee Meeting Report** – Jeff Murphy & Tracy Kayser

Tracy reported on DWP Meeting from this past month held at Northwoods Elementary School. A tour of Northwoods was held. The head of Building and Grounds presented on Alice Training (Alert Lockdown Inform Counter Evacuation). In looking at incidents that have happened in the past at other schools,

schools are now being advised to have folks leave the building if they can, not hide in rooms. It is better to be active (throw things). Teachers will have Alice training in the fall.

### **Old Business**

- 6<sup>th</sup> Grade Orientation on Thursday, May 21
  - Band/orchestra/choir sign-ups take place from 4:00 – 6:30 pm.
  - PTO volunteers (Tracy, Kathy and Michelle) should be here by 6:00 pm.
  - Everyone goes to Large Gym for speakers at 6:30 pm. Michelle will speak on behalf of the PTO.
  - Custodians will set up tables for us. One will have fruit and cookies on it (Dr. Reedy ordered). The other will have PTO sign-up sheets on it.
  - PTO volunteers will also help folks find appropriate classrooms.
- Runnin' for a Reason on Monday, June 1
  - Kari gave check to Marci Kline and paid parade fee.
- 8<sup>th</sup> Grade Recognition on Tuesday, June 2
  - Reception takes place in Small Gym after Recognition; usually goes until around 8:00 pm; Dance follows until around 9:15 pm.
  - Expect up to possibly 450 people.
  - Stephanie Greenwold taking care of decorations with students.
  - Food – Michelle is working with Jerrilynn Donley, head of kitchen. Scotcharoos have been a favorite in the past so will order 2 large pans of those. Will order 1 large pan of brownies. Also will have 3 types of cookies for a total of 240. Would like to do 3 large bowls of fruit (separate fruit in each bowl) as this looked really nice at 6<sup>th</sup> Grade Orientation (instead of variety of fruit on trays). Michelle will investigate water options – bottles of water versus 2 large coolers with cups.
  - PTO volunteers to work: Kathy Heiderscheit, Tracy Kayser, Heidi Barreryo and Sandy Kotlowski. Will be there by 6 pm to cut bars and place food on tables. Need couple more volunteers if possible.
  - Michelle will also check on plates, forks, napkins, serving utensils, etc. with Stephanie.

### **New Business**

- All School Field Trips – Wednesday, June 3
- Last Day of School – Thursday, June 4
- 2015-2016 PTO Meeting Schedule – Discussion held if folks wanted to consider a new date/time. With other activities and meetings, group decided existing schedule works the best. Meetings will continue to be held the 4<sup>th</sup> Monday of each month with no meeting the month of December. First meeting of the new school year will be Monday, September 22, 2015.
- PTO Officers for Fall 2015 – We are in need of all officers for this next year. Kari Ellison agrees to stay on as Treasurer at least part of next year for us to continue searching for a new Treasurer. Kari's children will now both be at Central High School. Tracy Kayser is willing to continue on with DWP next year. Jeff Murphy will remain her back-up. Kathy Heiderscheit is willing to be the President if there are no other interested folks. We are still in need of a Secretary.
- Calendar for 2015-2016 – Dr. Reedy stated the calendar is pretty much complete for next year.

- Staffing for 2015-2016 – No one is retiring!

#### **Principal/Associate Principal's Report**

- Dr. Reedy would like all to consider a date to celebrate or somehow recognize the 75<sup>th</sup> Anniversary of Longfellow Middle School. Please let her know if you have any special ideas for this special occasion.
- Longfellow Middle School is up for the Apple Distinguished Award (includes entire staff). Jeanne Halderson is helping to complete the application. We need to show how we are using the technology.

#### **Joys & Concerns**

- **A big thank you to our outgoing parents and PTO officers who are moving on to Central High School!!! Thank you for all your time and service!!**

Meeting adjourned at 8:10 p.m.

Respectfully Submitted by Kathy Heiderscheid

**Next PTO Meeting:  
Monday, September 22 at 6:30 p.m. in the LMC**