

Longfellow Middle School PTO Meeting Minutes

October 24, 2016

Attendees: Kathy Heiderscheit, Christina Knudsen, Jennifer Jones, Dr. Penny Reedy, Tienju Titcomb, Lori Potkay, Jeff Murphy, Pam Popp, Sheri Skelton & Dawn Palm-Leis.

Meeting was called to order by President Kathy Heiderscheit at 6:35pm.

Welcome and Introductions

Secretary's Report – Christina Knudsen

There are no reported changes to the September 26, 2016 meeting minutes.

Motion to approve the September 26, 2016 minutes by Lori Potkay. Motion was 2nd by Jennifer Jones. Resolved: Motion carried.

Treasurer's Report – Jennifer Jones

- Balance as of October 20, 2016 (with \$2000 in reserve) is \$30,837.79.
- Only withdrawal was the 8th Grade Recognition fee from May 2016 for \$220.00
- The balance has increased due to the Pinnacle fundraiser funds collected. Fees from Pinnacle still need to be paid. With a 37% return, the estimated profit from the fundraiser will be \$12,759.73.
- The regular yearly expenditures for this report were the raffle renewal for \$25 and the Wisconsin Non-stock Filing Fee for \$10 for a total of \$35.
- **Motion** to approve the payments of \$25 for the raffle renewal and the \$10 Wisconsin Non-stock Filing Fee was presented by Jeff Murphy. Motion was 2nd by Dawn Palm-Leis. Resolved: Motion carried.
- **Motion** to approve the October 23, 2016 Treasurer's Report was presented by Lori Potkay. Motion was 2nd by Jeff Murphy. Resolved: Motion carried.

District Wide Parent Meeting Report (DWP) – Jeff Murphy

Jeff Murphy is the current DWP representative for the Longfellow Middle School PTO. We are searching for an additional representative to alternate with Jeff for meetings and reporting back to the PTO. The meetings are on the 2nd Tuesdays of the month at 7pm, and they rotate schools. Please contact Kathy Heiderscheit if you are interested in helping out.

The last DWP meeting addressed the Central Lock Down. Feedback from the event suggested better networks for communication to parents, district administrators, and students.

The 2017-2018 proposed calendar is out for review. Any public feedback is appreciated. Input should be addressed to Mark White.

The other topic of discussion was the equity between schools. The district is looking into providing more equitable representation of students in each class/school.

Old Business – Kathy Heiderscheit

- Pinnacle Fundraiser – The fundraiser was a huge success. Thank you to all the staff, students and families for their incredible efforts. Adding the holiday catalog of items was an added bonus for sales. Dawn Palm-Leis asked if we knew how many orders of each type were placed along with the associated dollar amounts (holiday shopper vs frozen food vs magazine). Kathy was wondering the same thing and will get a report from Pinnacle supplying this information. There were many late orders this year, so the Pinnacle Team had troubles reconciling the orders in a timely fashion. And with the larger amounts of quick start awards, the school was not given enough prizes to hand out on a daily basis. Those prizes were caught up when Pinnacle came back for Prize Fest. With the high volume of late orders, it was decided to move the Prize Fest to a week later than scheduled to October 28th. The school wanted to ensure accuracy and that each student would be guaranteed their prize. ****For next year – Schedule the Prize Fest a week later rather than the next day after orders are due to ensure time to reconcile. Also, ask Pinnacle for extra QSA prizes to have on hand and just return those not needed.**
- Parent Teacher Conference Meal – The meal was a success. The staff was very appreciative for the wonderful meal and thoughtfulness of the parents to provide for them.
- School Fall Festival – This year the Student Council is led by Mrs. Greenwold, and they are hosting a Fall Festival for all students, staff, and families to celebrate. It will be held on October 27 from 4:30-6:30 in both gyms and the field. Activities scheduled are: DJ by Z93 Brittany Styles; Outdoor Field Activities including kickball, gunny sack races, face painting, twister, photo booth, art projects, drumming circle, and corn hole; 8th grade volleyball versus 8th grade football game at 6:00; and concession stand with pizza, hotdogs, brats and more. There is a suggested donation to attend the game of a non-perishable food item or \$1.00 to benefit the Backpack Project. Kathy has set up a sign up genius for parents because the student council has asked for help supervising the activities. There was a request made by Mrs. Greenwold for the PTO to help with some of the costs of the activities.
 - **Motion** to approve reimbursement to Kathy Heiderscheit for the payment of up to \$150 for the School Fall Fundraiser was presented by Jeff Murphy. Motion was 2nd by Dr. Penny Reedy. Resolved: Motion carried.
- Book Drive in Conjunction with Scholastic Book Fair – The book drive was not a huge success partly because of timing and organization. Our current LMC Director learned the Book Fair had been accidentally cancelled in the spring for the fall, so the Book Fair kit was received much later than usual. The timing of requesting wish lists for teachers was not good because the school year started, the Pinnacle Fundraiser began, and it was parent/teacher conferences. There was little time for the new LMC director and PTO to coordinate as well as get teachers to develop their wish lists of books. Still, there were a number of books purchased for the teachers which they appreciated.

New Business – Kathy Heiderscheit

- Collection of Box Tops, Soup Labels, Kwik Trip Milk Caps – Longfellow participates in the programs of the collections of various items that can be turned in for cash back to the school. Ask your kids to help save these items and bring them to the school. First deadline for Box Tops

submission is November 1, 2016. Dr. Reedy suggested a class competition for Box Tops, milk caps, etc. More discussion to come on that. Kathy believes the Soup Labels program may have changed and will look into that.

- Staff Requests –
 1. Dr. Penny Reedy – There is a request for an additional TV monitor that will be put in the cafeteria hallway. Dr. Reedy is looking into fees and if there are any installation fees and will get back to PTO next meeting.
 2. Pam Popp – There is a request from the Language Arts Teachers for any funds to purchase additional books for the classroom libraries. Last year the PTO gave each Language Arts Teacher \$200 to purchase books for their classrooms. There were 9 teachers for the 2015-2016 school year. Pam said it was a fun process for the students to take ownership of what books they were interested in and then pay it forward by having other students enjoy what they picked out. This school year of 2016-2017 there are 10 Language Arts Teachers. Kathy Heiderscheit suggested Pam fill out an official request form to the PTO and after the numbers from the Pinnacle Fundraiser comes in the PTO can discuss specific amount available for the request.

Principal/Associate Principal's Report – Dr. Penny Reedy

- Over the summer, the school noticed a mice problem. So the Health Department was called and is involved in the issues. The issue is under control. The staff is still doing locker checks every two weeks to be sure the students are helping out.
- Dr. Reedy shared that everything seems to be going smoothly and the school year has started off great.
- There were three parent asks to Dr. Reedy that the PTO will follow up on:
 - Can the school menu be added to the Longfellow Website?
 - Can the 8th Graders get an additional bus for field trips so they are not sitting three to a seat?
 - Can the school purchase more track shirts for the participants? Last year kids had to share shirts during the track meets. Can the Spring sports coaching staff do their own fundraiser like the Fall and Winter sports?

Joys & Concerns

- The next Longfellow PTO meeting will be held on Monday, November 28, 2016 in the Longfellow LMC at 6:30pm.

Meeting adjourned by President Kathy Heiderscheit at 8:05pm.

Respectfully submitted by Christina Knudsen.

**NEXT PTO MEETING:
MONDAY, November 28, at 6:30pm in the Longfellow LMC.**