

FCA PTO Meeting

Approved Meeting Minutes

September 8th, 2009

Governing Council Members in Attendance

Principal Randall Larson

Aaron Kudlak

Des Bennion

Jessica Heide

Mike & Erica Brown

Bryan Chadderdon

Jason Foery

Tom & Cheri Neibauer

Sherry Nanneman

Annette Pace

Joe Parrish

Katy Sheley

Aubrey Valdez

Todd & Janet Blackwelder

Vice-Chairman Todd Blackwelder called the meeting to order at 7:03 pm.

PTO Classroom Liaison

Todd Blackwelder noted that there were several new PTO Liaisons in attendance. He explained the new PTO Classroom Liaisons position is meant to help facilitate communication between the classroom teachers/parents and the Governing Council (GC) board, as well as, dispel rumors that sometimes occur during the school year.

Approval of minutes

Sherry Nanneman asked for a correction to the August 12th meeting minutes. There are digital cameras for every grade level, not classroom. Cheri Neibauer asked for an addition to the August 12th minutes. The approved Treasurer's report was for May 2009 – July 2009 and the 2008-2009 Annual Report. Annette Pace moved to accept the changes and minutes. Aubrey Valdez seconded the motion. Motion passed unanimously.

Treasurer's Report

Treasurer Cheri Neibauer discussed the possibility of purchasing a QuickBooks program for bookkeeping. Todd Blackwelder inquired about cost and Cheri said the cost is \$10 a month for an online version or between \$100 and \$200 for the software. A PTO member asked what was to be gained by purchasing the software. Cheri said it could help generate needed reports and Janet Blackwelder said it would be more efficient. Annette Pace mentioned it has an audit function that would be beneficial. Aubrey Valdez moved to table the QuickBooks discussion until the Budget Meeting and accept the Treasurer's Report as presented. Janet Blackwelder seconded the motion. Motion passed unanimously.

PTO Members Address the Council

A PTO Member asked the GC if our school viewed the Presidential Speech today. Principal Larson stated that our school values instructional time and the decision was not to view the speech. Katy Sheley commented that parents can go to www.whitehouse.gov to view the speech for their families.

School Nurse Report

Nurse Kristy Thompson informed the PTO that the State Department is performing an Oral Exam and Body Mass Index on all 3rd grade students for a state-wide oral health initiative on Wed., October 7th. The state informed Mrs. Thompson our school is not allowed to opt out of the exam. She questioned the Dept. about the necessity of the exam and is concerned about interruption to school instruction. Aubrey Valdez asked if parents could opt out of the program. Mrs. Thompson said parents can opt their children out of the exam. The GC asked Mrs. Thompson to create a standardized form for 3rd grade parents to sign opting in or out of the exam.

Mrs. Thompson spoke about the Swine Flu (H1N1 virus). A vaccine may be out in October. She has already spoken to 2nd and 4th grade students about the importance of frequent hand washing. Hand sanitizer is reported to work as well as hand washing, just be sure to scrub while you apply sanitizer or while washing hands. The Swine Flu is mostly spread by direct contact with an infected person. Best protection is to keep your hands away from your face after touching surfaces and frequent hand

washing. Main symptoms of the Swine Flu are high fever and body aches. After exposure, it takes about 3-5 days to show symptoms, and another 7-10 of illness. The School District requires children be sent home if they have a fever over 100°. She further recommends keeping your child(ren) home for another 24-hours after their temperature lowers to less than 100°, without the aid of Tylenol, Advil, etc. She stressed rest, hydration, good nutrition and healthy habits like hand washing. Todd Blackwelder asked about spreading germs on playground equipment at recess and if there were procedures in place to counteract this potential problem. Mrs. Thompson said there was no procedure in place other than educating children. She stated that all classrooms have disinfectant wipes for their hands and desks. Teachers are aware and encouraging hand washing. Mrs. Thompson says there is no recommendation at this time to keep all family members at home if one has the Swine Flu.

Principal Report

Principal Larson reports that the start of school is going well and he is excited about the staff. There is continued collaboration between FCA experienced teachers and those hired recently. We lost our Excelling School status in math after the test scores were researched. He has spoken to Janelle Ehrich in reference to these numbers and is researching the Excelling School reports. Our new Instructional Facilitator is Kim Jones and she is doing an excellent job. Michaelle Hall is our new Cafeteria and Student Monitor. Mr. Larson was encouraged by the number of teachers in attendance. Collaboration and involvement by the 5th & 6th grade teachers helped to raise our Paws writing score from 25% to 86% in one year. There is phenomenal instruction from all teachers and those in 5th and 6th grade are working together to continue the upward trend.

Eating time at lunch has been extended for those grades that did not have adequate time to eat. A consistency issue between classes with water bottles for students has been resolved. Teachers have agreed to allow water bottles in cubbies and a new hand signal of 2 fingers has been created to allow for no disruption to instructional time.

Parking lot problems are being addressed and the district will be painting yellow lines in appropriate places to help facilitate proper movement/parking. There will be NO PARKING signs placed along the main entrance by the Kindergarten Playground to stop parents from parking alongside the curb. This creates a dangerous situation for our children and disrupts the flow of Drop-Off and Pick-Up. A PTO member asked about a crosswalk next to the Kindergarten Playground. This would require a crossing guard and redesign of the rock partition in the parking lot. Principal Larson is working on a plan to help better facilitate Kindergarten student drop-off that may also help alleviate the congestion on the East side of the school. NCSD will pay for striping and new signs in the parking lot. We are still looking at other options, most of which have not been allowed by the NCSD or city. Contact Todd Blackwelder or Derek Jones if you would like to be of assistance or have suggestions

Annette Pace and Principal Larson are requesting parental help with the FCA Robotics Team. It is for children ages 9-14, for 2-3 days a week between now and December. All materials have been procured. Annette Pace spoke briefly on the program. The competition will be on December 5th & 6th. There are many different components to the competition including, but not limited to, research and presentation, written documentation and design, and task board work. The Robotics needs 2-3 leaders to be a success. Contact Annette Pace (6th grade) for more information.

Principal Larson is requesting parental volunteers at recess time to assist playground monitors. The most needed times are 10:35am–10:50am and 12:25pm–12:50pm. Aubrey Valdez commented the equipment is hard to see around and parents on the playground would be beneficial. Contact Judy at the front office if you are willing to volunteer your time.

Principal Larson asked the GC to consider National Honor Society participation for FCA. Rick Skatula has challenged schools to raise \$100 to help fund Raising Readers. They provide free books to children during Doctor's Appointments. The matter will be considered at the Budget meeting on September 22nd.

Marc Smith asked if our PTO/GC has discussed the potential of 5th & 6th grade losing band and orchestra. Principal Larson said the District has a committee in place to discuss several different plans on the band & orchestra issue. They could take it out of the schools or there has been talk about including 4th grade. He has already emailed Paul Searcey stating we want to keep our before/after school program. FCA parent Susan Stubson is on the district committee.

Governing Council Update

Todd Blackwelder informed the PTO that Chairman Derek Jones is requesting all agenda items be given to him by the first Tuesday of the month, one week before the meeting. Connie Cain-Stinson recommended sending the agenda home 1 day before the meeting according to by-laws. She offered to copy and distribute the agenda. Joe Parrish moved to table the recommendation until Derek Jones is back and can review the bylaws where "distribution" is not clearly defined. Cheri Neibauer seconded the motion. Motion passed.

Jessica Heide discussed the procedure for requesting funds at the next Budget meeting. Committee Chairmen need to fill out the form or email the information to Jessica at jheide1@hotmail.com or Derek Jones at derekj9@bresnan.net. Teachers only need to request if they need over the \$100 yearly allotment. Forms are located next to the mailboxes in the workroom. The forms or email need to be received no later than September 15th. Meeting initially set for September 22nd, at 7:00pm (time later changed to 6:30pm). Aubrey Valdez moved to accept the time. Erica Brown seconded. Motion passed unanimously.

The FCA/PTO shed approved last year for \$5000, will only cost \$1,950. Youth Builders does the labor for free, but asks for a minimum 10% donation. The shed should be completed in a few weeks and there will be isolated storage for PTO items. Aubrey Valdez moved to approve the donation. Todd Blackwelder stated the motion is not needed since funds were approved up to \$5000. There was discussion about raising the donation to 20% to support this program. Des Bennion moved to donate up to 20% upon inspection of the completed project. Mike Brown seconded. Motion passed unanimously.

Todd Blackwelder spoke about the importance of our 15 committees. This year we will be focusing on rebuilding many of these committees because they are vital to the school. All the committees support the school, teacher and Principal on a daily basis. Over 48 positions on committees have been filled this school year. There is plenty of room for more volunteers and we encourage the parental involvement. The GC asks that committees communicate, update their binders or create new ones if they have been missing, and bring recommendations for activities/programs back to the GC. The binders are a record of what has been done in the past and are an important reference for committees. The PCAC/NCSD and Activities Committees voiced concern for guidance from the GC. Connie Cain-Stinson mentioned that all committees are to have a GC liaison. Sandra Lutz mentioned holding the previous year's budget with an additional 5% to hold funds for the stalled committees. For committees struggling, please contact the GC and we will help guide. Bryan Chadderdon requested a kick-off meeting in conjunction with the Budget Meeting to help committees. There was debate about waiting for another night and Mike Brown was concerned about waiting to long. Annette Pace moved to hold previous year's budget for stalled committees with an additional 5% and to have the Budget meeting run from 6:30pm-7:30pm on Sept., 22nd, and the Committee Kick-Off from 7:30pm-8:30pm on the same night. Erica Brown seconded the motion. Motion passed unanimously.

Committee Reports

Staff Support – Chair/Liaison Aubrey Valdez – Always in the process of recruiting new members. There will be a coffee bar for 1 ½ hours on September 23rd, Discover Day, for the staff and volunteers who are willing to assist in delivering coffees to teachers.

Welcome Committee – Chair/Liaison Katy Sheley – 12 new families to deliver baskets to this year. Each visit is approximately 30-45 minutes long and a wonderful opportunity to meet new FCA families.

Technology Committee – Chair/Liaison Joe Parrish – Budget is provided by the school district and they are in the process of taking inventory before ordering new items for the school. PE teacher was

provided a wireless microphone and a new overhead in the teacher's lounge is being discussed. Kinks are being worked out of the FCA FM radio.

Library Committee – Member Janet Blackwelder – Library Committee is up and running. We are in process of recording the lexiles of all fiction books for student book reports and assessing how many books we have from an extended Core Knowledge Curriculum pertaining to Core Virtues. The goal is to order the books we do not have in our library. Due to inappropriate books on the Indian Paintbrush list this year, the committee is looking into our own *Charger's Choices* program to nominate and vote for favorite books.

Handbook/Bylaws – Liaison Todd Blackwelder – Meet on Sept., 13th and elected Chairman Kelli Grafton. They will meet again in December or January to review for the upcoming 2010-2011 school year.

Last Blast – Chair/Liaison Erica Brown – will begin to prepare at the beginning of next year.

Fundraising – Co-Chair/Liaison Erica Brown – Wood and Pellet raffle going well. Ticket prices are 1 ticket for \$4 or 3 for \$10 to win a pallet of pellets from Porter's or a cord of wood. Drawing on October 13th, at which time we will decide how far outside of the local area to deliver. Request more tickets from Erica Brown or you can get them from Judy at the front office.

Todd asked for a motion if the GC should sponsor the staff BBQ again next year. Principal Larson said teachers were very appreciative for the meal at the end of a long week. Des Bennion moved to have GC sponsor the staff BBQ next year for 2010. Cheri Neibauer seconded. Motion passed unanimously.

Erica Brown handed out a Parking Agreement for GC members to sign as a promise to set a good example for other FCA parents. GC members in attendance signed. Contract will be presented again at the next meeting. See attached.

Annette Pace moved to adjourn. Sherry Nanneman seconded. Motion passed unanimously. Meeting adjourned at 9:00pm.

Respectfully Submitted – Janet Blackwelder