

**Jacob Wismer (JW) Parent Teacher Organization (PTO)  
Meeting Minutes  
November 6, 2013**

**President's Report:** Kathy Leis called the meeting to order at 7:04 p.m. All attendees introduced themselves. There were 17 people in attendance.

- **Risk Management Report:** Kathy Leis attended the Beaverton School District Insurance and Risk Management Workshop on October 14<sup>th</sup>. The focus was on Parent Groups and Volunteer leaders learning to manage risk as best they can. Topics included insurance liability, insuring vendors who come into our schools, can the PTOs insure vendors, etc. The District strongly recommends that our PTO not take on additional liability when it comes to vendor management and that we continue to go through the school (Lori Secker). Vendors need to be approved prior to coming into our school to provide a service and also need to have the correct insurance. Johanna Shroul, from the Beaverton School District, strongly discouraged the PTO from paying directly for any author visits. Kathy Leis has a copy of the Risk Management packet. Lori Secker needs eight weeks lead time prior to secure approvals and paperwork for any vendor coming into the school.
  - **Safety Inspector at events:** Anytime we have a large event, such as the sock hop, the Beaverton District strongly encourages having a safety inspector at the event to manage safety risks, such as tripping over an extension cord, making sure the facility is safe, etc. This could be a parent or staff, just as long as someone is doing their best to manage safety risks.
  - **Food Handler Cards:** If there is food being handed out by parents, someone present needs to have a food handler's permit. These are easy to acquire online and The Beaverton School District highly recommends in order to ensure food safety.

**Secretary's Report:** Erin Ertz sent around the October minutes. Anne Daniels and Karen Patsy moved to approve minutes. Minutes will be posted in the hallway and on PTO site.

**Principal's Report:** Joan McFadden

- Conferences went very smoothly. The new methods saved teacher planning time and the consensus from parents that it was easy and went well. The teachers will be surveyed about their preference for how to sign up for spring conferences.

- There was an unscheduled Evacuation Drill on November 4<sup>th</sup> that was pulled by a student. This ended up being a good test to see what a real drill would look like. Teachers and parents did a good job of evacuating students quickly and also accounting for everyone.
- Shelley Sundin has retired (and will be missed!) Carol Holman has been hired and started on Monday, November 4<sup>th</sup>.
- The District has communicated that there will be no swim parties, per District policy.
- There is a big campaign to parents about the new District Report Cards. There were brochures handed out at the parent-teacher conferences, and all the information is available on the District website. Report Cards will go home on December 10<sup>th</sup>. Please let Joan McFadden know if there are any questions.
- There will be a new school website rolling out in mid-January. The District will be going for a whole new look, and all schools will have the same consistent format. See Beaver Acres' website for look and feel.
- Joan McFadden asked if the PTO would like to take over the Scholastic Book Fair as a PTO fundraiser. Karen Patsy made motion that PTO runs the Book Fair and was seconded by Nina Kelley. Approved that PTO take over and run the Scholastic Book Fair. All checks will need to be made out to Jacob Wismer PTO. Karen Patsy to talk to Sara O'Donnell about details and to Key Bank regarding credit card processing.
- The PTO can purchase books for the library, but the books need principal approval and need to be processed by the BSD library services.

**Community Partnership Team:** Joan McFadden,

Team is composed of Joan McFadden, Tracy Bariao-Arce, Nancy Spaulding (Cedar Mill Library), Tina Oki Le, Jillian Starr, Nina Kelley, Marnie Sadek, and Catherine Kerrigan. October 25<sup>th</sup> meeting at the Capital Center with all the Beaverton School District school teams.

- Discussions included promoting WE and student goals to Think, Know, Act, Go. Spent time brainstorming to involve students to communicate through posters, kids designed WE buttons, etc.
- Discussed JW Literacy Project. There are some obstacles to ordering new books this year for our library. Nancy Spaulding said she would assist as needed. A list of potential authors was given to each team member and were emailed for their recommendations. The committee will be meeting in the near future to discuss next steps.

### **Treasurer's Report: Karen Patsy**

Karen Patsy reported that so far this year the fundraisers have done very well. Our budget is looking really good. This is due in large part because of the Jog-a-thon being at the beginning of the school year. Last year the Jog-a-thon brought in \$15,000. This year Jog-a-thon brought in \$17,000. For Innisbrook, we budgeted \$7,000 and made \$5,578. Matching Funds is also up due to promotion. The PTO's current budget is \$37,500. This is an exceptional budget to begin the school year with and the PTO would like to put some of these funds to good use right away.

- Copier Purchase. The PTO feels comfortable with making some large purchases for the school since we still have fund raisers coming up, such as the gift card programs, etc. Last month the PTO asked Joan McFadden what needs the school has and she said the copy machines keep breaking down. Lori Secker did some research on the cost of new district approved copy machines. The recommendation is to purchase two new Konica Minolta BH654 Printers at a cost of \$12,048.04 for two (\$6,024.02 each). One copier would be put upstairs, and the other would be put downstairs, while also keeping the Riso. A motion was made to the PTO to approve the purchase of two new copy machines for the school. Dan Silver made a motion and Sarah Plocher seconded. A vote was unanimously approved to purchase two new copy machines.
- Grade level monetary Gifts. The PTO would like to increase the grade level monetary gifts from \$1,000 to \$2,000 per grade level, for a total of \$12,000. A motion was made to approve this purchase. Wendy Gibson made a motion and Kim Mann seconded. A vote was unanimously approved to increase grade level monetary gifts to \$2,000 each.

### **VP of Fundraising Report: Wendy Gibson**

- Piccolo Mondo will be having a shopping night on Monday November 11<sup>th</sup> – 13<sup>th</sup> from 9:30-7:00pm and Thursday, November 14<sup>th</sup> from 9:30-8:00pm. They will be generously donating 15% of total sales to Jacob Wismer.
- U.S. World Class Taekwondo Association After School Character Kids Program in Bethany will be offering two sessions on November 11-15 and the 18-22<sup>nd</sup>. The fee will only be \$39 and they will be able to take up to 30 students. Wendy Gibson will send an eblast to promote.
- On December 3<sup>rd</sup>, there will be a 5<sup>th</sup> grade fundraiser at Pizzacato on Cornell Road.
- Scrip gift cards will be going out every month. The next order will be on November 26<sup>th</sup>.

- 5<sup>th</sup> grade committee discussed designating the December scrip to help fund outdoor school. Communication will be sent out that will let the school know that this would be just for the 5<sup>th</sup> grade. Discussion was had to cap the amount needed for outdoor school off at \$1,500, then later decided to wait and see how much scrip brings in for December and decide at that point. This would be a good test to see if this could possibly become a tradition. A motion was made for the December scrip profits go to 5<sup>th</sup> grade outdoor school. Wendy Gibson motioned to approve and Kim Mann seconded. Approval for December scrip funds (at determined cap) will go towards funding the 5<sup>th</sup> grade outdoor school.

**VP of Community Events Report: Anne Daniels (No updates)**

- Purchasing books for library. Nina Kelley communicated that she and Jillian Starr spent 2 ½ hours at the bookstore, where they sorted through and picked out potential books for the Jacob Wismer library. The total budget for books came to \$1,198 with 217 books. Geralyn Kerprich motioned to approve providing Nina Kelley and Jillian Starr \$2,000 to purchase new books. Erin Ertz seconded the motion. The vote was unanimously passed. Nina Kelley will purchase the books and have them processed by the Beaverton School District library prior to circulation.
- Author visit update. Jillian Starr communicated that last month we had Stephan Pastis for grades 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. The visit went really well. If kids want to write thank you notes, they can put in the author drawer. Jillian Starr talked about two potential author visits. Elizabeth Rusch and Roland Smith are both interested, however Roland Smith will be going on a book tour which could limit his availability. By the next PTO meeting, Jillian Starr will have heard back from both authors.
- Artist in Residence. Ken Derbenti communicated that Lisa Wilcke, a fused glass artist, will be doing a school wide window installation. Students in 1<sup>st</sup> – 5<sup>th</sup> grades will make fused glass panels, which will be put in the entryway windows. There will be a group activity for this event January 13<sup>th</sup> - February 7<sup>th</sup> in library. Nina Kelley asked if there was a theme. Ken Derbenti said the theme would be an underwater/ocean/sea theme. Each class will do three sessions that are about an hour each. Kindergarten will do one session per class and will make a star. All students will create a necklace. Lisa Wilcke will be here on December 10<sup>th</sup> to cover the windows in blue tape. Joan McFadden brought up needing to submit a Capitol Improvement request to the District because we will be doing something to the building.

### **Volunteer Coordinators Report: Geralyn Kerprich and Sarah Plocher**

- Geralyn Kerprich (per Sara O'Donnell) said that volunteers are needed to help with the Scholastic Book Fair on Wednesday, November 20<sup>th</sup>, Thursday, November 21<sup>st</sup> from 9:00-6:00pm and Friday, November 22<sup>nd</sup> from 9:00-4:00pm.
- Geralyn Kerprich is researching privacy policies, setting up groups, etc. prior to making a PTO Facebook page. In the meantime, Chelsea Sanderson will email people to let them know of a jogging rainout day. In the future, Sarah Plocher will set up a group on HelpCounter. Emailing people is short term solution for now.
- Sarah Plocher reported that the chairperson meeting went well.

### **Member at Large Report: Shanna Lonquist – No updates**

#### **PTO Liaison: Dan Silver provided grade level reports.**

**Kindergarten:** Busy keeping up with the common core! Kindergarten continues to focus on reading and writing and the common core math standards. We are starting our family unit, learning about each other's cultures and customs. In community we are singing November songs and poems. We are also using Second Steps as a way to have common language about school behavior and life skills.

**Kindergarten and 1<sup>st</sup> grade Music:** Learning about locomotor/nonlocomotor movements, dynamics, and high/low sounds. Students are learning to read rhythms represented by various symbols, and echoing rhythms on instruments. Of course, we continue to sing, dance, and play musical games.

**2<sup>nd</sup> grade:** Learning songs and dances from around the world. As well as learning the song and movements, students learn the origin of the song/dance. Currently, we are working on "Alabama Gal." The kids love this dance; it is a joy to observe them working on the routine and helping each other. Dances are great community builders -- everyone has an essential part that adds to the whole -- and the students are well aware of this!

**3<sup>rd</sup> grade:** Preparing for a veteran to present to our classes about Veterans Day, 3<sup>rd</sup> graders are working on Area/perimeter, writing Narratives, Informative writing w/ island project. Music: Continuing with recorder, playing in small groups. The addition of autoharps (the kids love them!) to our ensembles demands precision

and good listening skills. Next, we will play recorder songs with both melody and harmony parts.

**4<sup>th</sup> grade:** Native Americans/Oregon's First Inhabitants, working on nonfiction writing, going to start Lewis & Clark soon, in the beginning stages of planning for the historical comics artist/grant

**4<sup>th</sup> and 5<sup>th</sup> grade:** Violins! Students are working toward "earning their bows." Once they have mastered "Hot Cross Buns" using pizzicato (plucking the strings), they will begin playing with the bow. Learning violin takes a tremendous amount of discipline: we stand throughout the lesson, and correct posture and fingering are a must. However, the kids are proving they are up for the challenge! Students who already play the violin take on a teacher role to help their classmates with fingering, posture, and tone. Note: Current research on music study and the brain addresses the brain's "total workout" when one is learning a string instrument.

**5<sup>th</sup> grade:** Our big news this month is we are having our all grade Wax Museum on Friday, Nov. 22nd, from 1:45 - 2:45. We are hoping to have it in the cafeteria. Parents and grandparents are welcome to attend. It might be a good way for current fourth grade parents to see what their child gets to do next year! :)

5<sup>th</sup> grade choir: Working on our set for a Washington Square mall appearance in December - wow, we sound like a real choir!

**Leadership:** Leadership will be running a whole school effort to collect new and gently used toys for Northwest Children's Outreach. We may also collect other things that they are in high need of, such as baby clothes, formula, etc. We are still in the process of determining their greatest needs. We will be introducing the charity at our Nov. 15th assembly and collecting until Dec. 20th.

**New Business:** No new business to report.

**Adjournment:** The meeting was adjourned at 8:29p.m.