

Southern Bluff's PTO Meeting
April 15, 2024
Submitted by Kristin Damstra

Attendees: Alex Powell, Walt Smanski, Kristin Damstra, Michelle Miller, Stephanie Umberger, Vanessa Colbert, Andrea Poukey, Jacqueline Weisse, Averi Kotnour, Kate Smith, Meg Jelen, Alicia Place

Meeting called to order by Alex Powell at 6pm

Secretary's Report: The minutes were emailed to everyone
Motion to approve Secretary's Report: 1st: Kate, 2nd Averi

Principal Report:

March was full of celebrating the Fine Arts. Our 5th grade orchestra students participated in the All City Strings Festival with Ms. Hofland, Ms. Schams facilitated an amazing school concert, and Ms. Scheuerell displayed and celebrated our student artists. We also celebrated Spring by seeding classroom milk carton plants. It's been fun, and testing our patience, to watch them sprout.

Field trip season is in full swing, and students have been so excited to learn outside of our walls. Ms. Raatz has been working hard preparing for our own, on-site field trip, and getting all the final details of our Environmental Day ironed out for May 16th.

School Communication Update

During our Building Leadership Team work session last week, we were able to discuss further what we see as potential communication breakdowns as well as missing pieces to our process/protocol. We broke down different areas and acceptable expectations for each area. Please provide feedback as you see fit.

1. Classroom Communication Expectations

- Positive phone contact during the first 30 days of the school year.
- Weekly, classroom specific, communication
 - Peek at the Week: reading, math, sel, etc.
 - Pictures/Happy Moments from the week.
 - Important Dates/Upcoming Events
- Behavior incidents
 - Offender and victim families are informed (classroom teacher, health assistant, or administrator, depending on the situation)

2. Building Communication Expectations

- In the event of a disruption, disturbance, or safety breach, any member of the school crisis team can call for a team debrief.
 - Crisis Team Members: Maggie Maine (admin), Casey Scheuerell (teacher), Aubrey Rosel (teacher), Mary Meyer (coach), Patrick Phelps (SPED), Ericka Johnson (SPED)
- Due to the different roles each member plays, they bring different perspectives. Some may or may not have been directly involved and therefore have insight to what needs to be communicated.
- When the Crisis Team meets, a district threat assessment will be completed or reviewed. Team will determine a scope of communication: i.e. is this building, grade-

level, or classroom information? What other parties may need to be privy to information?

- Administrator will be in charge of building-level and grade-level communication. Classroom teachers will send classroom-specific communication.

3. Family Communication Expectations

- School-wide monthly newsletter available on the school district website.
- Classroom questions or concerns should be directed to the classroom teacher first. The best answers come from those with direct information. Questions can be about classroom happenings, curriculum, or anything involving your child's school day.
- If additional or unresolved concerns arise, they are then directed to the school administrator. (Administrative Policy 8700)

Discussion regarding principal's report: Discussion of the crisis team, discussed possibility to add a parent to the team. Team has been formulated in regards to intruder crisis. Can a teacher take a situation to the crisis team. The classroom teacher involved will be part of the team. The crisis team will bring a universal perspective. Importance of getting communication out right away. The crisis group will meet after school, they have until the next school day to decide what to communicate. Order of communication: teacher, principal, district (Shelly Shirel - Education Director). Ask for follow-up - support for child, resolution.

Discussion regarding intruder: Buzzed into the front door, was let into the vestibule, a student let the intruder in. The intruder was in the building for only a few minutes. Have the students been talked to about not opening the door. Are the teachers having that communication with the students about safety and not opening the door. Discussion about parents approaching the fence at recess. Staff trying to prevent this. Parents to have communication at home about being safe. The crisis team was put in place today. Is there going to be a standard template for how to relay information. Make it easier for streamlining the communication. The principal will work with the district people and she would send it out to the staff. Small scale communications come from the teacher, no need to re-invent it. This event caused insecurity due to lack of communication. Breach of trust. Communication points reader back to the school for further information. Alex to follow-up with the group.

Communication thoughts: Alex to gather thoughts and ideas and will present to Maggie when she gets back.

Is there going to be communication going out to address that incident? Communication is necessary to prevent gossiping and variation of stories. Alex to send out district policy procedures to the group. Who is responsible to determine whether or not they are carrying a weapon. How to improve school safety - no fence in the backyard? There is concern from the recess staff to have a gap in the back area of the fence. Can PTO consider funding a fence? It would help running kids stay within the playground boundaries. Building and Ground would need to be involved. How often does this thing happen?

Spring Picnic:

Pizzas, Entertainment, Face Painting, (Need 3 high school helpers, Scheurell can't be there right way), Pizza demo, Wizards, Umberger's Cake Walk (cakes & cupcakes go first) Nut/Gluten Free options, Averi to make options for the cake walk

Teacher Appreciation Ideas: Charcuterie Cups, Massages, Coffee,

PTO Dates for 2024-2025 School Year: Discuss building calendar with Stacey, Tuesdays 6-7pm. Discussed having an email meeting to prepare for holiday fair, meetings date, mid summer groups,

Teacher Requests

Lori Meyer - 4th grade field trip, \$75 from roll over funds \$381 after the fact. The cost is \$6 per student plus cost of the

Motion to Approve 4th grade Field Trip : 1st: Walt, 2nd: Jacqueline

Environmental Day: May 16th need chaperones that day

Treasurer's Report

Received Check from John's chicken-que \$500, Kidland expenses

Total Balance: 17809.53

No request PBIS : \$1000

Teacher Requests: \$5017.98

Available balance 10872.59

Swings Balance: \$1684.18 - Received a \$.42 dividend in March

Teacher Requests of \$3600 were approved. Approved State Testing snacks \$250

Committed : 5th grade field trip, 5th grade celebration, Environmental

Motion to approve Treasurer's Report : 1st Jacqueline, 2nd: Averi

Motion to adjourn: John, Kate

Next Meeting: Monday May 20th at 6pm