

## Minutes of the September 15<sup>th</sup>, 2008 PTA Meeting

### Tesago Elementary School Shenendehowa Central School District

The meeting commenced at 7:12pm in the Tesago library and the following people were in attendance:

Julie Plumadore	Kristen Kuhn	Beth Hart	Susan Flint	Cathie Smith	Jill VanDusen
Margarita Zacher	Samantha Yattaw	Greg Pace	Jen Landers	Kate Pierce	Margaret Matocha
Debbie Clark	Stephanie Reilly Dobo	April Kohler	Chris Meagher	Vidia Wray	Emiko Atsuctii
Lisa Almeida	Melinda Teter	Dana Bass	Sarah Symans	Amy Morelli	Sharon Bowles
DeAnna Snyder	Karen Waryncia	Nancy Koval	Laurie Leirey	Darleen Kern	Kristyn Alheim
Jennifer Paradise	April Douglas	Wendy Page			

**Items discussed:**

<p><b>Sharon Bowles</b> <i>Board of Education</i></p>	<ul style="list-style-type: none"> <li>• We currently have 9,900 children in the district.</li> <li>• The board is committed to small class sizes.</li> <li>• Updated changes to the bus transportation policy will be coming soon – watch the web site for details. Grades 9 – 12 will be able to ride different buses home, and younger children will be able to do so in certain circumstances such as in case of emergency or changes in childcare.</li> <li>• A Special Education Counselor was hired and is meeting with people at each school. They are forming planning groups and striving for more consistency in Special Ed services between schools.</li> <li>• There are no immediate plans for a switch to full-day kindergarten. We don't have enough facility space, however the board is always looking for land to purchase in the future.</li> </ul>
<p><b>Greg Pace</b> <i>Principal</i></p>	<ul style="list-style-type: none"> <li>• The Red Grammar presentation was a big success. The open house and walk-about events also went very well.</li> <li>• Halloween protocol will be coming home soon.</li> <li>• This year's Best Assemblies will honor one student from each 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade classroom who best exemplifies that month's value. Parents are invited to attend. There were concerns expressed about too many parents attending (not enough parking, chaos ensuing etc. . .) but the school is going to give it a try to see how it goes.</li> <li>• Student busing changes can be very overwhelming to an already busy office staff. It is best to keep busing changes to a minimum.</li> <li>• The "At a Glance" sheets went home instead of a magnet this year in an effort to provide more handy information that parents need throughout the year.</li> <li>• Classroom teachers like to be contacted about any classroom issues before parents reach out to Mr. Pace. However, Mr. Pace is always happy to speak with any parent.</li> <li>• The TV in the cafeteria is only turned on when the weather is bad and the kids cannot go outside for recess.</li> <li>• This year we have some K and 5<sup>th</sup> classes that are unusually large. Mr. Pace complimented the teachers in these grades and said that they are handling it very well and really stepping up to the challenge.</li> </ul>

<p><b>Julie Plumadore</b>  <b>Kristen Kuhn</b>  <i>Co - Presidents</i></p>	<ul style="list-style-type: none"> <li>• We have fifteen new committee chairs this year!</li> <li>• Please encourage everyone to join the PTA. You can certainly come to events without being a member, however, joining allows you to vote on the various PTA initiatives that effect kids at the district, statewide, and even national levels. It helps us be a stronger parent voice. Even just three hours of volunteering each year can help make a difference to our kids. If you join by Oct. 24<sup>th</sup> you will be entered into a drawing for a lovely basket of goodies. [Note: Julie handed out a copy of the PTA national/state/regional organizational chart.]</li> <li>• <u>Price Chopper Tools for Schools</u> – Last year we earned 78,000 points and were able to purchase many supplies for the art and music programs. Please remember to sign-up and also encourage friends, family members and neighbors to sign up too.</li> <li>• <u>Back to School BBQ</u> – The BBQ will be held Wednesday, Oct. 24<sup>th</sup>. We are low on volunteers – please sign up if you can help.</li> </ul>
<p><b>Cathie Smith</b>  <i>VP of Academics</i></p>	<ul style="list-style-type: none"> <li>• The head coach of the Olympic Judo team will be at the September Best Assembly.</li> <li>• <u>Reflections</u> – The packets are going out now. The kids will be getting earlier recognition this year. All will be recognized at the Best Assembly in November or December. October 10<sup>th</sup> is the deadline.</li> <li>• <u>Odyssey of the Mind</u> – We are developing this into a Lego team/league. More information will be coming out soon.</li> <li>• <u>Arts in Education</u> – (Stephanie Reilly Dobo) The biggest portion of the funds the PTA raises goes to these programs for our children. The Red Grammar event was a big success. The Scotia Glenville Museum will be doing a program with the 4<sup>th</sup> graders this month and with the 1<sup>st</sup> and 2<sup>nd</sup> graders next month. There was also a program about people with disabilities done with the 1<sup>st</sup> graders.</li> <li>• <u>Newsletter</u> – Please send submissions to Cathie at least two weeks before the end of the month in order to be in the next month’s newsletter.</li> </ul>
<p><b>Beth Hart</b>  <i>VP Non-Academics</i></p>	<ul style="list-style-type: none"> <li>• <u>Box tops</u> – Keep sending them in! Be sure to put your teacher’s name on the bag so that your child’s classroom gets credit for them.</li> <li>• <u>Fundraiser</u> – The packets are due back on 9/22. There will be a pizza party for the grade level with the highest participation. Mr. Pace will make his super big cupcakes for the top sellers. Safety is our first priority – no door-to-door selling to strangers please. Parents who don’t want to sell for the fundraiser, but who do want to contribute, can write a check directly to the PTA.</li> <li>• <u>Membership</u> – We have 164 members and we are going strong. Please encourage Dads, Grandparents and others to join too.</li> <li>• <u>School Banking</u> – Starts on 9/17.</li> <li>• <u>School Pictures</u> – Will be held on Oct. 2<sup>nd</sup> and 3<sup>rd</sup>. This year we can view and order them online. There will be many more poses offered. There may also be holiday photo taking offered at our upcoming holiday shopping event.</li> <li>• <u>Sportswear</u> (April Douglas) – Sportswear order forms will be coming home soon and they are due back on Oct. 8<sup>th</sup>. There will be samples to view at the BBQ.</li> </ul> <p>[Note: It was mentioned that the PTA should always make sure the school office staff has a copy of whatever they are sending home to parents. That way they will be better equipped to answer questions which invariable will come to them.]</p>

<p><b>Susan Flint</b> <i>Secretary</i></p>	<ul style="list-style-type: none"> <li>• Thank you note from Paul Yattaw for the \$25 in PTA funds that he used to purchase a computer headset and microphone.</li> <li>• Thank you note from Lori Sames for our help in getting the word out about Hannah's Hope.</li> <li>• <u>Audit Report</u> – The audit of the PTA account was done on 8/5/2008 by Susan Flint, Stephanie Reilly Dobo and Cathie Smith. Everything looked good. This year we want to make sure that we have receipts for every expense on the books. If a parent is charging the PTA for a Discovery program or other expense they should create an invoice or receipt for our records detailing what the money was used for.</li> </ul>
<p><b>Nancy Koval</b> <i>Tesago Partnership Team</i></p>	<ul style="list-style-type: none"> <li>• Brochure from last year is available for anyone who didn't get it.</li> <li>• The group works together as a team of teachers and parents to share in decision making.</li> <li>• Their first meeting is 9/25.</li> </ul>
<p><b>Jill VanDusen</b> <i>Fall Family Fun Night</i></p>	<ul style="list-style-type: none"> <li>• The Family Fun Night will be Oct. 24<sup>th</sup> with a theme of Monster Mash.</li> <li>• The kids can dress up and there will be crafts, games, a haunted house etc. . . .</li> <li>• Jill needs lots of volunteers – please contact her if you can help. Set up will probably start around 3:00pm on the 24<sup>th</sup>.</li> </ul>

**The meeting adjourned at 8:40pm.**

**Minutes respectfully submitted by:**

Susan Flint  
Tesago PTA Secretary

**Tesago Elementary PTA  
Treasurers Report  
For the period July 1, 2008 to September 15, 2008**

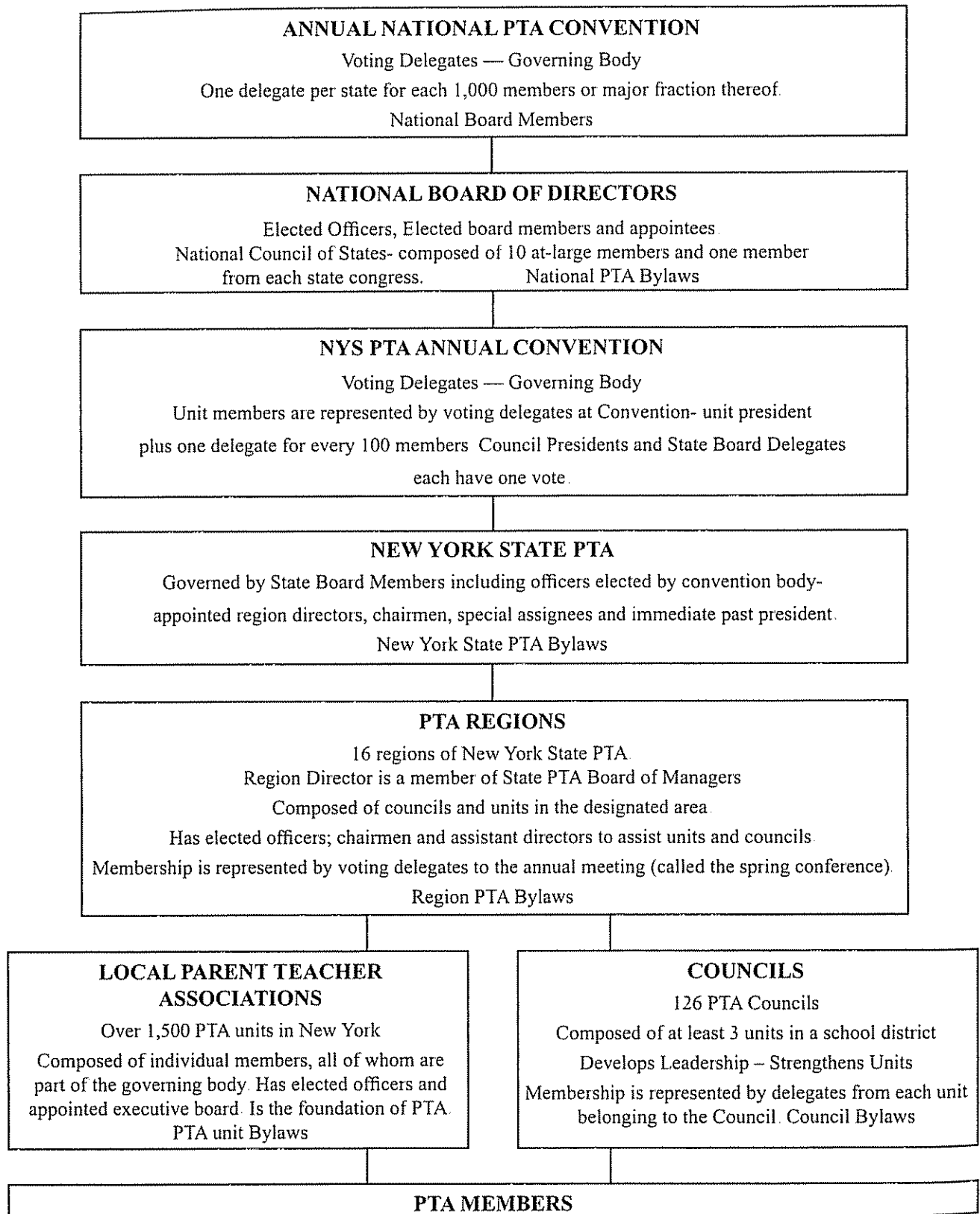
<b>REVENUE</b>	Budget Amount	Actual Amount	Budget Variance Over/(Under)
<b>Fundraisers:</b>			
Fundraiser #1 (Joe Corbi)	\$4,000.00	\$0 00	\$(4,000)
Fundraiser #2	\$4,000.00	\$0 00	\$(4,000)
Family Holiday & Portrait Event	\$500.00	\$0.00	\$(500)
<i>Subtotal Fundraisers</i>	<u>\$8,500.00</u>	<u>\$-</u>	<u>\$(8,500)</u>
Contributions	\$1,000 00	\$15 00	\$(985)
<b>Other Revenue Producing Activities:</b>			
BBQ - School Picnic	\$200.00	\$731 00	\$531
Box Tops	\$1,000.00	\$0.00	\$(1,000)
Ice Cream Social	\$300 00	\$0.00	\$(300)
Membership	\$750 00	\$574.00	\$(176)
Movie Night	\$500 00	\$0 00	\$(500)
Pictures	\$1,800.00	\$0 00	\$(1,800)
School Supplies	\$0 00	\$124 00	\$124
Spring Fling - Carnival	\$1,500.00	\$0 00	\$(1,500)
Sportswear Sale	\$300 00	\$310 00	\$10
Target Rewards	\$0.00	\$0.00	\$-
<i>Subtotal Other Revenue</i>	<u>\$6,350.00</u>	<u>\$1,739.00</u>	<u>\$(4,611)</u>
<b>TOTAL REVENUE (Net)</b>	<u>\$15,850.00</u>	<u>\$1,754.00</u>	<u>\$(14,096)</u>

<b>EXPENSES</b>			
<b>Programs:</b>			
Arts in Education	\$12,000 00	\$0 00	\$(12,000)
Birthday Board / Ice cream	\$180 00	\$11 62	\$(168)
Bowling	\$0 00	\$0 00	\$-
DARE	\$0 00	\$0 00	\$-
Discovery Program	\$0 00	\$0.00	\$-
Drama Club	\$300 00	\$0.00	\$(300)
End of Year Picnic	\$500 00	\$0 00	\$(500)
Fall Family Fun Night	\$0 00	\$165 00	\$165
Field Days	\$100 00	\$0 00	\$(100)
Fifth grade activities	\$100 00	\$0 00	\$(100)
Fifth Grade moving up gift	\$750 00	\$0.00	\$(750)
Founders Day Dinner	\$160 00	\$0.00	\$(160)
Hospitality and Promotion and Goodwill	\$400 00	\$0.00	\$(400)
Community Service	\$0 00	\$0.00	\$-
Kindergarten Orientation	\$50 00	\$0 00	\$(50)
Lifetime Achievement	\$220 00	\$0 00	\$(220)
March Madness	\$0 00	\$0 00	\$-
PARP	\$700 00	\$0.00	\$(700)
Principals Discretionary Fund	\$200 00	\$0.00	\$(200)
Prior Year Expenses	\$0 00	\$839.74	\$840
Reflections	\$200 00	\$0 00	\$(200)
Scholarship Award	\$1,500 00	\$750.00	\$(750)
Shen Inventors	\$200.00	\$0 00	\$(200)
Staff Appreciation	\$350 00	\$0 00	\$(350)
Sunshine Club	\$100 00	\$0 00	\$(100)
Teachers Fund - Book Fair	\$100 00	\$0 00	\$(100)
Teachers Fund - Other	\$825 00	\$0 00	\$-
1000 Book Club	\$200 00	\$0 00	\$(200)
Contingency Fund	\$1,000.00	\$0.00	\$(1,000)
<i>Subtotal Program Expense</i>	<u>\$20,135.00</u>	<u>\$1,766.36</u>	<u>\$(18,369)</u>
<b>Administrative:</b>			
Insurance	\$235 00	\$0.00	\$(235)
PTA Administrative Expenses	\$450 00	\$0.00	\$(450)
PTA Council Assessments	\$300 00	\$300 00	\$-
PTA Meetings	\$500 00	\$0 00	\$(500)
PTA Supplies	\$250.00	\$69.92	\$(180)
<i>Subtotal Administrative Expense</i>	<u>\$1,735.00</u>	<u>\$369.92</u>	<u>\$(1,365)</u>
<b>TOTAL EXPENSES (Net)</b>	<u>\$21,870.00</u>	<u>\$2,136.28</u>	<u>\$(19,734)</u>

<b>Cash Balance Summary</b>	
Beginning Balance @ July 1, 2008	\$19,951.23
Total Revenue for the period (net)	\$2,328.00
Total Expenses for the period (net)	<u>\$2,136.28</u>
<i>Ending Cash Balance</i>	<u>\$20,142.95</u>

<b>Membership Summary</b>	
TESAGO Membership Revenue	\$574.00
NYS PTA portion of dues collected	\$574.00
NYS PTA portion of dues remitted	\$-
<i>Total Membership Revenue</i>	<u>\$1,148.00</u>

# Organizational Structure & Governance



The **Tesago Partnership Team** (TPT) meets bi-monthly to identify educational issues, define goals, formulate policy, implement and assess activities to advance and improve student learning. We believe shared responsibility is necessary because no one teacher or adult determines a student's success. To that end; Tesago Partnership Team and staff have embraced *Professional Learning Communities*.

### ***What is a Professional Learning Community (PLC)?***

A PLC focuses on learning rather than teaching, working collaboratively, and being accountable for results. It consists of three Big Ideas:

#### **Big Idea #1: Ensuring that Students Learn.**

Staff members ask: What do we want each student to learn? How will we know when each student has learned it? How will we respond when a student experiences difficulty in learning?

*Tesago staff, including Specials staff, are engaging in grade-level conversations to ensure that each student is guided towards meeting grade-level expectations. Each year they are writing one SMART goal for ELA and one SMART goal for Math that are supported by Power Standards. They administer common assessment to determine what students are learning.*

#### **Big Idea #2: A Culture of Collaboration.**

Each staff member is part of a team and each team works together to achieve their collective purpose of learning for all.

*Staff is talking with their grade level counterparts to ensure that each student is guided towards meeting grade-level expectations.*

*Staff is meeting with staff from grades above and below theirs to ensure that there is no unbridgeable gap between levels.*

#### **Big Idea #3: A Focus on Results.**

Turn data into useful and relevant information to guide instruction and improve learning.

*Common assessments are administered to gauge individual accomplishments in comparison to grade-level expectations.*

*As needed, staff intervenes to bring students up to grade-level expectations, as well as to offer enrichment to those who have achieved above grade-level expectations.*

### **2007-2008 Focus/Building Plan**

- Grade level training for writing SMART Goals and Power Standards with Carol Scearce
- Increased times to discuss grade level initiatives between grades.
- Attendance of 4 additional staff at a PLC conference.
- Broaden the understanding of PLC's to parents and new staff.
- Staff meeting sharing of grade level SMART Goals and Power Standards.
- Developing, administering and evaluating common assessments at each grade level.

#### **PLC Vocabulary:**

##### **SMART Goals:**

S – strategic & specific  
M – measurable  
A – attainable  
R – results oriented  
T – time bound

##### **Power Standards:**

- Does it have endurance: needed for life of the learner not just a test.
- Does it have leverage: needed across curriculum.
- Readiness: prepares students for new learning.

##### **Common Assessments:**

Assessments that are given periodically to all students at a grade level.