



**McKenny PTO Meeting Minutes**  
**September 11, 2018**  
**6:30-8:00 pm**

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**Members Present:** Cherie Andreassen, *President*; Janice Houghton, *Vice President & Yearbook Chair & OSD Parent Leader*; Heather Shimoji, *Volunteer Coordinator*; Kimberly Flowers, *Treasurer & Movie Night Co-Chair & Dine for Cash Chair*; Jennine Crane, *Secretary & Beautification Chair*; Marny Howell, *Parent-At-Large & Pacific Science Center on Wheels Chair & Value Village Co-Chair & PTO Website Chair*; Ingrid Aries, *PTO Bulletin Board Chair*; Carrie Andrew, *OJP Chair & Box Tops Chair*; Mindy Swedberg, *Carnival Co-Chair*; Frank and Kamy Durocher, *Past Co-Presidents & Movie Night Co-Chair & PTO Directory Chair & Hawk Wear Chair & Facebook Co-Chair*; Abby Terpening, *Parent*; Else Myers, *Parent*; Michel Nelson, *Parent*; Amanda Benjamin, *Parent*; Porfait and Karima Bassale, *Parents*

**McKenny Staff Present:** Michael Havens, *Principal & PTO Rep to Site Council*; Renee Judah, *4/5 Teacher*; Dorothy Espedal-Johnson, *5<sup>th</sup> Grade Teacher*

**Absent:** Anne Marie Hanson, *Ice Cream Social Chair*; Sarah Mollas, *Carnival Co-Chair*; Chad and Rhonda Warren, *Value Village Chair and Parent Representative*; Natica Bacon, *New Parent Coffee Co-Chair*

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Meeting convened at 6:35pm by Cherie

**Approval of August Meeting Minutes:** (Marny) Minutes approved.

**New Board Nominees:** (Cherie) Janice Houghton volunteered to serve as PTO Vice President and Chair of the Yearbook Committee. Jennine Crane volunteered to chair a Beautification Committee. A vote approved the nominees to the positions.

**McKenny Update:** (Mr. Havens)

- **Kindergarten Jump Start:** Initiated this year. Designed to address problems of unbalanced classes with respect to students' behavior and skills. Observed 15 students at a time as they played and conducted minor assessments. Three kindergarten classes were formed.
- **Curriculum Night September 13th:** 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grades 6:00-6:30pm; gathering in library 6:30-7:00pm; K, 1<sup>st</sup>, 2<sup>nd</sup> grades 7:00-7:30pm.
- **Changes in staffing:** There are good class sizes this year – three K classes, three 1<sup>st</sup> grade classes, two 2<sup>nd</sup> grade classes, one 2/3 split class, two 3<sup>rd</sup> grade classes, three 4<sup>th</sup> grade classes, and three 5<sup>th</sup> grade classes. Trying the expertise model in 4<sup>th</sup> and 5<sup>th</sup> grades with each teacher specializing in a specific content area. State assessments have been static so we are trying something new this year. The impact of the expertise model will be evaluated at the end of the year.

**Financial Report:** (Kim) A reminder that it is a fundraising opportunity for McKenny families to designate McKenny PTO as the charity for store reward programs offered at local stores and online stores such as Amazon. Another fundraising opportunity is Dinners Done Right, which is a business where you assemble homemade meals for your freezer. They will donate a certain percentage of the amount

McKenny families spend to the PTO. It appears to be a very flexible program. It is available each Wednesday throughout the year and there is neither a deadline nor a minimum amount that must be spent before being eligible for the % donation. Kim will get more information.

The license for movie night has been renewed. The \$10.00 fee for certification as nonprofit has been paid. Kim is in the process of renewing the subscription for IXL. The current subscription expires on the 28<sup>th</sup> of September.

The expenses for the Fall Social on October 26<sup>th</sup> have been \$32.26 so far, but the planning for the event is just beginning.

### **Old Business:**

- **Ice-cream Social:** (Anne Marie, Ingrid & Stephanie) There was high participation and it was very successful event. There are leftover toppings in the staff refrigerator. Mr. Havens said it was fine to leave them in the refrigerator and agreed that they could be used for a reward day, e.g., boxtops.
- **New Parent Coffee Events:** (Kamy & Kim) There was normal turnout for the new parent coffee. The kindergarten coffee was also well-attended. New kindergarten parents, Porfait and Karima Bassale, appreciated the event, which is how they learned about the PTO meeting.
- **Staff Chairs:** (Cherie) The chairs are being assembled and moved into the Staff Lounge. Mr. Havens, Renee Judah, and Dorothy Espedal-Johnson said the chairs are very comfortable and teachers appreciate having them. However, there is a problem with the order for the chairs. Cherie ordered 15 chairs and three were damaged when received. The boxes were in very rough shape and the three damaged chairs were scratched. Although all 15 chairs were received, three boxes were stacked elsewhere and were initially presumed missing. Cherie contacted Amazon to report the missing three chairs and the damaged three chairs. The three replacements are in route from Amazon. The three damaged chairs have already been assembled and placed in the Staff Lounge. The damage is not very noticeable once assembled. There is room in the Staff Lounge for the three extra chairs on the way from Amazon, which would be a total of 18 new chairs. The new chairs are positioned around the table but there are still some old, uncomfortable chairs against the walls. The teachers would appreciate having the additional three chairs. It was decided that we should at least wait for the chairs to arrive from Amazon before deciding what to do.
- **Directory:** (Frank) More families have used the digital sign ups this year. A total of 13 families used it last year and 47 families have used it so far this year. The consensus is that the digital form is easy to use. The paper forms are still be collected so Frank does not have a final count on the number of families who signed up this year.
- **Hawk Wear:** (Frank) Frank recommends that we consider using another company because the current company have become less reliable and doesn't respond to inquiries. Marny noted that BudBay was previously used for the Fun Run and that it was a good company to work with, but that they might not have the new McKenny logo. Frank agreed to get more information. The due date for orders is the 21<sup>st</sup> of September.
- **Beautification:** (Heather) The impromptu campus cleanup was very successful. Local cub scouts and some families spent time sprucing up the front of McKenny, with special attention on the

area around the flagpole. Jennine Crane volunteered to chair a beautification committee. Porfait and Karima Bassale (parents) asked if a landscaper could be hired. Mr. Havens stated that in addition to likely being beyond the budget, it would present a conflict with the district because there are designated employees responsible for landscaping.

## **New Business**

### **Committee Reports**

- **Movie Night:** (Frank) Movie night will happen on October 5<sup>th</sup>, before the next meeting. Suggested movies include Paddington 2, Boss Baby, Captain Underpants, Christopher Robbin. Paddington 2 was the consensus. A flyer will be sent home with students on September 28<sup>th</sup>.
- **Value Village:** (Marny) This fundraising event will be on October 6<sup>th</sup> from 10:00am-1:00pm at the Lacey Value Village. The PTO gets paid per pound of donated materials. The types of materials that can be donated will be included on the flyer that will be sent home with students. For those who cannot make it on Saturday to drop off items, Marny will be available at McKenny during the drop off at Movie Night on October 5<sup>th</sup>. You can drop off the items with her and she will deliver it all to Lacey Value Village on Saturday.
- **Volunteer Forms:** (Heather) A reminder to complete a volunteer form. Currently, there have been 23 volunteer forms filled out. Also, you must complete the district background check in order to volunteer. The form is available on the district website.
- **Classroom Representatives/Teacher Appreciation:** (Heather) Encouraged people to sign up because some classes are still without a parent representative. The get-to-know-you forms have been placed in teachers' mailboxes. The class representative should be responsible for sending it home to families.
- **Yearbook:** (Mr. Havens) The yearbook needs to be a parent-driven process. Britney will not be involved in organizing the yearbook. Several ideas for collecting photographs were suggested: appointing an event photographer, encourage each class to have a class photographer, have an email where parents and teachers can submit photos. Frank said that it would be possible to use the PTO gmail. Janice Houghton volunteered to chair the Yearbook Committee.
- **Combined Fund Drive:** (Marny) McKenny is now an approved charity for the combined fund drive. So state employees can select McKenny as part of their annual payroll deductions. It begins in October. Marny will attend a charity fair as the McKenny representative.
- **Curriculum Night:** (Cherie) We only have 30 minutes on September 13<sup>th</sup> from 6:30-7:00pm. Our priorities are to introduce the Board Members, recruit volunteers for the Fall Social (Oct. 26<sup>th</sup>), identify fundraising goals, encourage membership (Frank will have laptops available), have a time for Q&A.
- **OSD Parent Leader Group:** The Olympia School District has a parent leader group and McKenny needs a representative. The first meeting is in the evening, but the remainder of the meetings is during the day at lunch time. Janice Houghton volunteered to get more information and to participate in the meetings.
- **Fall Social:** (Cherie) Deandrea Mack is organizing a "glow party" based on one that her former school put on. It will be on October 26. She will recruit for volunteers closer to the event.
- **Superintendent & School Board Members:** (Mr. Havens) They will be visiting McKenny on October 16<sup>th</sup> at 7:00pm to discuss the 5-year Strategic Plan. The Superintendent as well as three Board Members are relatively new in their positions. They are visiting schools throughout the

district to gather information from each school's community. The development of the plan is an eight month process. Mr. Havens moves to move our meeting to the same day (Oct. 16<sup>th</sup>) and change our start time to 6:00pm. The motion was approved.

**Announcements:** (Cherie) Our next PTO meeting is scheduled for Tuesday, October 16<sup>th</sup> at 6:00pm. The meeting with the Superintendent and School Board members will begin at 7:00pm.

Meeting adjourned at 7:54 pm.