

MINUTES FOR MAY 3, 2011 MEETING

SPECIAL NOTE: THE NEXT MEETING OF THE PTC IS MONDAY, JUNE 6, 2011 AT 6 PM IN THE SCHOOL CAFETERIA

ATTENDANCE: Kristin Smith, John Byrne, Christi Clark, Heidi Wiest, Margaret A. Hansen, Cheryl French, Ken Gilbert, Kimberley Gray, Julie Rossback, Angie Klampe, Kelly Bussard, Dawn Manning

DISCUSSION WITH PRINCIPAL:

The discussion with Ken Gilbert started at 6:15.

SECURITY: Mr. Gilbert first reported on building security in the wake of a lock down caused by an incident at the neighboring West Albany High School. (The incident involved a student at the high school who became violent and made statements about a weapon. Those statements ultimately turned out to be untrue.) Memorial went into the most strict security level (Level 3) which involves making sure all students are in classrooms, the exterior school doors are locked and the hallways are emptied.

Mr. Gilbert reported that the lock down went generally well but some issues developed which will be addressed. The first involved the inadequacy of the public address system when the hallways are filled with students going from class to class as was the situation when the emergency arose. Not everyone could hear or understand the lock down message. The second issue involved the proper way to deal with students who are on buses at the time of an incident. This time, the school decided to unload two buses that had been loaded for field trips. Separately, a bus arrived and unloaded a student at the front door during the period of the lock down. Mr. Gilbert also noted that apparently the flash alert system that the District uses for snow emergencies was not used in this instance to inform parents of the unusual situation although some high school students apparently got the word unofficially onto Facebook also immediately. These matters will be discussed further and incorporated into future staff training for emergencies.

All in all, Mr. Gilbert said the lock down went well, ended well, and gave the school a very important live drill.

2011 – 2012 CLASS SCHEDULE WITH THE INTERVENTION AND ENRICHMENT

PERIOD: Mr. Gilbert distributed a proposed class schedule for the upcoming school year which is based on 6 period per day plus a special period per day (except early release/late start days) for intervention or enrichment. That period, called the BEAR period, would start at 9:45 and run 45 minutes. (The other periods go for 50 minutes.) The mid-morning time was selected because that is the time when there are the fewest “pull-outs” – students absent from normal classes. During the BEAR period, students would be assigned to intervention classes to help catch up in areas where they may have fallen behind or could select enrichment programs in the event no such remedial work was necessary. The school is developing a range of elective enrichment opportunities and there may be an alternate homework assistance class as well.

All students would be required to be in either enrichment or intervention but the attendance records would not be part of the computerized attendance system because of the need for a different record keeping system for the intervention/enrichment period. No student would be allowed in the hallways during the BEAR period.

As noted, there would be no BEAR periods on an early release or late start day. The District appears moving toward putting all K – 8 schools on early release rather than late start and all early release days **may** be scheduled for Mondays. That determination has not yet been made.

BUSINESS MEETING:

After extensive discussion of the Principal's report, the business meeting was called to order at 6:35.

MINUTES:

Printed copies of the minutes of the April 3, 2011 meeting were available to those in attendance. It was **M/S/P** that those minutes be accepted as written.

TREASURER'S REPORT:

The PTC began April, 2011 with a balance of \$1219.71. The final receipts from the McTakeover were as follows: \$514.20 for the 20% of gross and \$187.15 in donations. There were no expenses paid during the months of April, 2011. (Expenses related to the staff appreciation lunch will be deducted in May.) The final balance of the account was \$1921.06. It was **M/S/P** to accept the Treasurer's report.

There was separate discussion of having an account apart from the one administered by the District but it was noted that the organization would have to establish itself as a "501(C)(3)" charitable organization under Federal law and that process is expensive relative to the size of the PTC budget. The idea was abandoned for the present.

The Treasurer suggested merging the office with that of the Secretary after she ends her term. The matter will be discussed further in the June, 2011 meeting.

PRESIDENT'S REPORT:

President Kristin Smith announced that matters unrelated to the PTC will keep her from being able to continue as President in the next school year. A similar announcement was then made by the current Vice-President, Margaret Hansen. Both indicated they wanted to get the process of looking for good, new candidates for next year going. Those in attendance were surprised and saddened by the announcements and thanked the officers for their work this year.

President Smith reviewed the events of the past year and outlined the events in which the PTC is likely to engage in the coming school year. (That matter came up for further discussion in the Goal setting portion of the meeting reported below.) She encouraged the PTC to maintain e-mail

contact with the gmail e-mail mailing list with interested parents during the course of the summer vacation so that it would be easier to get going in the fall.

OLD BUSINESS

Staff Appreciation Lunch: The luncheon was held on May 3 (the same day as the meeting). Thanks to the work of Heidi Wiest, the Target Distribution Center volunteers who cooked the lunch, and the parents who provided deserts and coffee, the luncheon was a great success. A round of applause thanked Heidi Wiest and a thank you card will be sent to the Target Distribution Center volunteers.

Fund Raising: President Smith suggested the possibility of a PTC contribution being added to the paperwork that new parents fill out at the beginning of school. Mr. Gilbert noted that any such request would have to be voluntary. He also noted that the projections for the school are for an increase in the number of lower income families and the times are hard on everybody. He further said that Calapooia did initiate such a request in lieu of any other PTC fund raising during the year but he will have to look into how it went. No consensus was reached regarding the matter.

Goal Setting: Those present agreed that the PTC should take steps to increase a sense of involvement and community at Memorial. It was agreed that the spaghetti dinner / band and choir concert is a good example of a worthwhile activity that enhances a sense of community. After discussion, it was also agreed that the PTC would aim at January and March/April to new events such as a multicultural evening (tentatively March/April) and an evening focused on enhancing parent – middle school student interaction and cooperation (tentatively January). Angie Klampe said LBCC has a wide range of resources that could be tapped for such an event. There was also discussion of a potential science and/or math night and a specific event aimed at Hispanic families. Separately, Ms. Klampe noted that LBCC has partnered with other schools to raise awareness of schooling and career possibilities for all students.

Spaghetti Feed: Julie Rossback volunteered to coordinate the Spaghetti Feed in the fall and President Smith said she would gather the records of the past events and turn them over to her to help get the planning going. (The internal process of at least one potential donor (Winnco) requires action possibly even before the school year begins.

Officer Selection: It was **M/S/P** to move the officer selection process to the meeting in June, 2011. There was discussion of the job of President and the fact there is a great deal of delegation of responsibilities during the school year. Dawn Manning expressed tentative interest in being part of a committee approach to the presidential office. The matter is to be discussed further in the June meeting.

Bookfair: It was **M/S/P** to confirm the expenditure of \$250 to be given at the Principal's discretion to language arts teachers for purchase of books to be distributed to students. The books are to be purchased at the 2 for 1 book fair (virtually doubling the amount). The teachers

can designate books and the PTC representatives can then match purchases to get the best deal out of the 2 for 1 offer.

NEW BUSINESS

Sound System: It was **M/S/P** to allocate \$500 as a contribution for a new school sound system provided there is sufficient progress toward raising the whole amount needed. The PTC invited Principal Ken Gilbert to discuss the status of the matter at the June meeting and asked him to invite the music teacher (Julie Buchert) to the June meeting as well.

The meeting was adjourned at 7:52.

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