

Duncan Middle School

PTO Meeting Agenda

9:15am Friday, September 7, 2018



- 1) Welcome. Laura Smith, Co-President introduced herself and shared how thrilled she is to have such wonderful participation at this meeting by our PTO family.
- 2) Introduction of PTO Board Members
 - a) Laura Smith, Co-President
 - b) Leta Lindley Plagmann, Co-President
 - c) Beth Bertsch, Copy Cats, Flu Shot Initiative, 2nd VP
 - d) Jenny Lauer, Membership & 6th grade VP
- 3) Special Guest Students – DECA fundraiser. This is our new international professional organization that replaced FBLA. It is the first middle school in the country to launch. Duncan pop sockets are being sold for \$5.00 before school or in Ms. Childs or Mr. Lehman's rooms.
- 4) Principal's Update – Mr. Phillip D'Amico.
 - a) Mr. D'Amico was struck by the number of attendees. He said this is the best turnout in his tenure at Duncan.
 - b) He reports that we are off to a great start. The kids are learning standards both in the classroom and with the new safety culture. 68 cameras and additional card readers are being installed to help staff. Hall monitor and Police Aid resources were added. Mr. D'Amico hired an additional safety staff member as well. Mr. D'Amico mentioned the clear backpack initiative, and his commitment to it. Last year after Parkland, he had to expel 6 children; the first time he has ever had to expel even one student in his tenure. He reported that by Florida law, only administrators can search backpacks without cause. He realized that some of the items brought on campus would not have been brought if we had clear backpacks. There will be police at school events outside of normal hours. We may have to start charging admission in order to cover the costs of the additional resources.
 - c) Class trips and other events are being planned.
 - d) Renovations continue and will be completed in 2019. 8th grade bathrooms will be done in 2 weeks.
 - e) Laura Smith shared that she attended a meeting at Suncoast High School on the evening of 9/6/18 with the new PB County Superintendent was attended by Laura Smith, Co-President.
 - f) Leta Lindley-Plagmann asked if the new SIS system allows blast outs of info. Mr. D'Amico confirmed that it does have that capability and Kim Kingard is the POC, but he plans to train other members of administration. Mr. D'Amico applauds parents for keeping him engaged with new technology. He is navigating the PB County app. Laura Smith applauded the new app. You can favorite your school to get specific information.

- a) Deanne Scaglione – motioned to approve, Beth Bertsch seconded. Laura Smith, Co-President, confirmed unanimous approval.
- 6) Treasurer's Report – Brenda Jaramillo
- a) Michelle DeMaria motioned to approve. Marjorie Keegan seconded. Unanimous approval.
 - b) There are some changes.
 - c) Beautification was reduced by \$500.00 and business partners can support beautification with the Principal.
 - d) Holiday gifts and office staff was decreased by \$250.00. Last year we spent \$605.00
 - e) Student support fund was added. PTO bought some of the clear backpacks for students in need.
 - f) Supply closet support fund was started.
 - g) Teacher Appreciation week was increased, because staff has increased. Also, Timber Trace has lent us decorations in the past, but that connection may have ended as students have graduated.
 - h) Teacher support fund has been increased by \$25 dollars to \$125.
 - i) Staff wishes and special requests have been combined in one budget line.
- 7) Old & Ongoing Business:
- a) Summer & Back to School Volunteering Recap – Leta Lindley-Plagmann. Great turnout. Thank you to all who helped!
 - b) Five Star Book – Tiffany Kinney-Wiseman
 - i) We continued the five-star legacy in 2017-2018, and we are on track this year.
 - c) T-Shirt Sales – Sue Zudans for Jennifer Carlile (DuncanTShirts@gmail.com)
 - i) Thank you to volunteers that came to schedule pickup. That is the busiest time of the year, but it is always hard to judge what sizes and colors will sell. The team is working through back orders.
 - ii) This is the first year that long sleeve shirts have been sold at schedule pickup that supports Panther Proud.
 - iii) T-Shirts are sold throughout the year. Checks or cash with form is accepted at Student Services. PTO fills the order and gives it back to the student.
 - iv) If anyone is interested in helping Jennifer Carlile with management of the program. The biggest need is before school begins in August through the end of September. Approximately an hour a day during that time, specifically the first week, would be really helpful. During the spring order, we get approximately 2500 shirts in March, April, May. Email duncantshirts@gmail.com if you can help!
 - d) New Business
 - i) Panther Business Partners – Ms. Raiford, Assistant Principal. Ms. Raiford passed out the forms for partners. She reminded us that even a \$25.00 level helps with Duncan initiatives. She is also grateful to have so many large level partners this year. Ms. Raiford reminds us that it is tax deductible. Laura Smith, Co-President, reminded us that the form is loaded on the website as well. The only thing to be aware of is that Business Partners ARE NOT able to donate on line this year.

Cash online can only be donated for a specific event, not general support. Ms. Raiford also gave shout outs to Jessica Yasenchak for taking over the Panther Partner project.

- ii) Volunteers Needed – Laura Smith (VolunteerInSchool@gmail.com)
 - (1) Laura Smith, Co-President, normally does sign up genius for events, and there is also a sign up at the back of the room. Meeting attendees get first dibs to sign up.
 - (2) Executive Board Apprentices. Laura & Sue are both graduating this year. Leta has been a great partner with Laura to document what tasks need to be done for the future since Laura has led the PTO for so long. If interested, please email volunteersinschool@gmail.com
 - (3) PTO Chairs Needed – Boxtops, hospitality, Yankee Candle, Locker Recycling, Shirt Donations. This is a great opportunity to take on a smaller or big, but time sensitive project
 - (4) Copy Cats- Beth Bertsch. Teachers need help making copies. This is something that can be done in a more flexible manner. Reach out to Beth Bertsch. We don't need to deliver the copies, so it's much quicker and easier.
 - (5) Yankee Fundraiser: Starts September 7 – October 5. Attendees can take. On September 18 and 21st, we will need help preparing and distributing packets to classes.
 - (6) Fall Picture Day: October 1st. Beth Bertsch is the lead for this project. Children take pics during civics, world history or American history. Feel free to volunteer when your student will be taking their picture if desired. Email Beth @ bbertsch@hotmail.com for more info.
 - (7) Book Fair: A small team is needed to help with October 22 – October 26 book fair.
 - (8) DECA District Summit Volunteers: The event is on October 26th from 8am – 3pm. 12 volunteers are needed. This is the first year we will attend at Jupiter MS. You may be able to split a day with another volunteer. Reach out to Mr. Lehman or Ms. Childs if you are interested. Reminder to parents that payment and permission are due by the 28th.
 - (9) Flu Vaccine: November 1st. See paperwork from your student. In order to get the vaccine, the paperwork needs to be returned. Only students and staff can participate. Volunteers are in hour shifts, and will only help get a few students at a time.
- iii) PTO Membership: Jenny Lauer has a list at the back of the room with the existing members. Please sign and verify your name is on the list. We have 115 members at this point.
- iv) Panther Proud. This was a program begun last year by Leta Lindley-Plagmann and Meghan Weinerman to promote kindness, civility and support for one another. Slide shows are put together each week with positive messaging and student names that are nominated. Nominated students receive recognition and a goody. The change for change project in 2018 went very well. The funds are also used for staff. 3 – 4 teachers are recognized each week with goodies put in their box to show them that we are a family and support each other. Let Leta or Meghan know if there are sports figures or other community leaders that would be an inspiring figure. Over 90 positivity posters have been created and posted around campus by the “Partners in Kind” Leta and Meghan. We are also partnering with Menchie's again. .50 for every cup sold. We also earn money with the

long sleeve Panther Proud uniform T-Shirts. We may also do change for change again. We do accept donations and gift cards for approximately \$10.00 value. Earbuds, cool socks, are also a great incentive. Laura Smith recognized Leta and Meghan for the hard work. A member thanked Leta and Meghan for the 2018 speaker, Brandon White. Please join the team if this is something you are interested in. Leta and Meghan are both graduating in 2019 so they need help to maintain this legacy. Text Leta if you see any positivity messages around town or online via email duncanpantherproud@gmail.com

- 8) Lockers – Christine Smith / Sue Zudans. Lockers can be rented for \$10.00, which includes the lock. The funds go to the school, but we have always helped manage the locker process for the school. Sue is graduating this year, and Christine graduates in 2019, so they too are looking for support. Our role is only at the beginning and end of the year. The school handles the distribution throughout the year. We DO have a large role with locker cleanout and supply donations to get the supply closet up and running. Sue reminds us that this isn't a difficult project. There is some data entry with name and ID and preparation of the note cards and locker rentals. szudans@yahoo.com for more information. Please report locker issues to student services. A member suggested that we post on the website that there is locker help available. Laura Smith and Leta Lindley-Plagmann will work with administration to spread the word. There is no obligation to use the locker, BUT, if you do want a locker, the student MUST use the lock distributed by the school. The only exception is a student in a specific program who work with Mr. Gilmore to get a different lock. Please reach out to student services if you are unsure if your student falls into this category.
- 9) School Communication via SIS System, Duncan webpage (www.duncanmiddle.org), Watson B. Duncan PTO (duncanpto.weebly.com), on Facebook @ Watson B. Duncan PTO, on twitter @ duncanpto, on Instagram @ duncanmiddlepto. If there is an activity you are aware of or there are pictures you want published, email them to Leta Lindley-Plagmann @ duncanpantherproud@gmail.com
- 10) School Supply Closet: Leta Lindley-Plagmann. We have been collecting school supplies for the last few years, but we are making it a more purposeful effort. Teachers will identify students that need support. Michele McConahay is working as the Teacher Liaison with Leta Lindley-Plagmann, but they need to hand off the torch in 2019 to another parent. Email duncanpantherproud@gmail.com if you are interested. Remember that a PTO line item has been created to supplement what we already have in stock. A need is now being serviced for the school.
- 11) Requests from Teachers on Supplies (pencil sharpeners) increasing budget line item as referenced earlier and funds are being distributed sooner. In the past, we have waited until the end of the first fundraiser, but we are releasing funds now because we are in the financial position to do so.
- 12) Upcoming events
 - a) Student Advisory Council (SAC) meets at 4:30pm in the Media center on September 13, October 25, November 15, December 20, January 17, February 21, March 28, April 18 & May 16.
 - b) See meeting agenda. More events are loaded on www.duncanmiddle.org. This is also the place to come for updates or changes.

- c) Sports are updated via Athletics website by Mr. Sparks. chris.sparks@palmbeachschools.org.

13) Member Questions, Concerns, Ideas –

- a) Members asked several questions. The fall Dance is open to all students. Students don't typically come to Duncan open house with parents. Academy open house is for 5th graders interested in Duncan academies.
- b) A member suggested using Shoparoo as a PTO fundraiser. Participants take pictures of their receipts. It's ok to hide the credit card digits. This member's elementary school participated, and the school earned approx. \$1,000 each year at least. Easy money. It's an app based system. There are also raffles that can be won that add to the funds. Michelle DeMaria agreed to research and lead this initiative! Thank you Michelle. Marsh Pointe also participates. Note that various schools can be supported by the participant.

14) Volunteer Orientation – Michael James

- a) Safety is paramount at Duncan this year. All volunteers must sign in with a valid government ID. The ID will be scanned into the main office, but you will still need your ID to get into the main gate. Check in and out in the main office. Please do not use the staff restrooms during the four minutes when students are changing classes. Refer to handouts for more information. There is also a volunteer handbook available online at the school district website, volunteer page.
- b) VIPS/RAPTOR systems. VIPS has been around for many years, but was supposed to be converted to the Raptor system. We will be using the RAPTOR system this year for sign in but VIPS will be used to record the hours we serve. This helps with Five Star Schools. It is ok to log hours for meetings, tasks done behind the scenes, chaperoning an event. It is ok to add in hours after the event. Please do make sure that all hours are loaded by Spring Break so Duncan can be considered for various county awards.
- c) Wellness. Please don't come to the school if you are ill. Also, please don't send your student to school with a fever or other severe illness. We are also reminded that we CANNOT give drinks, food, personal beauty products or medications to any student. Please send the student to the nurse or office or teacher if they need something. If you are injured while volunteering, PLEASE REPORT IT immediately so that you can be covered under PB County School District Workers' Comp plan. It is also critical to sign in to the office BEFORE doing any hours or you may not be covered. DO NOT try to move an injured student. Get help immediately. If you are the only adult with the students, send two students to get help. Never leave a student alone.
- d) Discipline: Volunteers MUST NOT intervene in an altercation with students and MUST NOT discipline children.
- e) Privacy: Remember that we are stewards of the school's confidentiality as volunteers.
- f) Reliability/Communication: Please make sure you communicate if you are unable to help. Try to learn the students' and teachers' names.
- g) Dress Code: Remember to dress in an appropriate manner that represents the school well.

15) Student Behavioral Health Project – Ms. Lee. She introduced herself and offered her support. There is a consent form that must be completed. The student will be pulled out of class one time a week for 8 weeks.

16) Reminder: Please remember to sign in at front office. Your time here is important!

17) 2018 – 2019 remaining meeting schedule:

Friday, December 7, 2018

Friday, February 1, 2019

Friday, April 12, 2019

18) Meeting adjourned at 10:43am, but was lengthened by the annual mandatory volunteer orientation

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