

Melrose Elementary PTO General Meeting

February 9, 2016

Meeting called to order at 8:19 am.

Book Fair

- The Book Fair is scheduled for March 7-11.
- Volunteers are needed throughout each day. Please contact Patti Espinosa, School Librarian, to help or volunteer through the PTO website.

Jog-A-Thon Update

- A big thank you to the Jog-A-Thon team and everyone who helped make the event a great success.
- The Olympic theme worked well and helped generate excitement.
- Our Melrose Stars ran a total of 7,183 laps.
- As of 2/9/16, \$13,000 has been raised.
- Please turn in all pledges by Monday, February 22 (this is an extension from the 2/12 deadline).
- A Medal Ceremony will be announced once all donation forms and monies are collected from sponsors.
- Prizes include a FitBit, Beats Headphones, STAR Nova class certificate, Melrose spirit gear, and the grand prize of a family 4-pack of Park Hopper tickets to Disneyland.
- All students who participated will receive a prize certificate from Yogurtland.

Spring Dance

- The Spring Dance (formerly the St. Patrick's Day Dance) will be on April 8.
- Laura Mazur and Karen Steyr are the leads on this event.
- The dance will include a potluck and a Teacher Fun Auction.
- Please contact Laura or Karen through the PTO website if you'd like to join the Dance Committee.

Updates from Mr. Needleman

Tree Update

- Mr. Needleman is working with the District on approval for placement of the more than 20 trees being donated by Tree People (worth around \$10,000).
- When we plant, we have to be careful that we don't dig too close to power, gas, and Ethernet lines.
- The District has no exact map of these lines. We can have an "x-ray" of the areas made for around \$3,000.
- Mr. Needleman proposed that the school and the PTO split this cost. After discussion, a vote was taken, and this was approved.
- Karen Steyr suggested we should also reach out to neighborhood businesses for contributions for this cost since Melrose beautification also benefits them.

Campus Safety

- Mr. Needleman addressed the February 3rd campus security incident
- In the early morning a transient woman made her way onto campus through an open gate.
- She was quickly escorted off campus by parents and staff members.
- Due to the Jog-A-Thon, there was more access through the gate than on a normal school day (when the gate is locked from 8:06 am until school is dismissed).
- Mr. Needleman is looking into different lock and gate option to improve security, such as coded or self-closing options.
- In the meantime, it is important to keep the gate closed when you come in and out.
- Also, please help us by not parking in the staff parking lot, continuing to sign in when visiting campus, and remaining vigilant, alerting the office, and if necessary, the police if you see suspicious or unsafe behavior near the campus.
- We can work together to make sure Melrose is a safe place.

Here are some additional Mr. Needleman safety notes from the 12/9/15 PTO meeting:

- There are three binders in the school office that have very detailed plans for different types of emergencies. Parents can view these in the office at any time during school hours.
- A few safety points were addressed:
 - The office staff is diligent about screening at the front door, visually confirming the visitor before buzzing them in.
 - Some members of the staff are now using walkie talkies, and we are getting more.
 - Visitors are encouraged to sign in—either with a campus aide in the lobby or in the office.
 - If helicopters are flying near Melrose, the school will call the police to see if the campus should be locked down. Classrooms are locked as part of normal protocol each day, but during a lockdown, students will be unable to leave, even for the bathroom.
 - In the event of an emergency, such as an earthquake, the school does have food and water for all students, but parents are welcome to send a “comfort kit” if they’d like (usually a family photo, toothbrush, change of clothes, etc.) Also, if your child has food allergies, special snacks can be included in this kit.
 - If your child requires medication, please make arrangements with the front office to provide the medicine and give authorization so it can be administered in the event of an emergency.
 - Pick-up protocol during an emergency: First, check in with Melrose staff at the Formosa gate. A runner will be sent to find your child, and then the runner and your child will meet you at the Detroit gate—the reunion gate.

Steve and Kate's Camp

- Jeanne, a representative from Steve and Kate's Camp, shared some info about Steve and Kate's Camp.
- This all-inclusive (lunch and snacks too!) camp has been around for 36 years.
- There are several locations around LA. The closest one to Melrose is at 3rd Street Elementary.
- Camp hours are from 7:30 am -6 pm.
- The camp is anchored by 6 studios. Examples include Coding, Music, and Film.
- Your membership is flexible and you can drop your child off at any of their locations—including camps in other parts of the country.
- If you have unused credit in your account at the end of the summer, a refund will be issued.
- More detailed info can be found on the website: steveandkatescamp.com.
 - **Hancock Park Info Night for Steve and Kate's Camp**
 - Please join us for an evening of information all about Steve and Kate's Camp! Get your questions answered, learn more about what to expect this summer and familiarize yourself with our Hancock Park location! Don't forget to bring the kids and an empty stomach...there will be plenty of food for everyone!
 - When: Thu February 25th 2016 5:30 PM - 07:30 PM
 - Where: Third Street Elementary School Auditorium 201 S. June Street Hancock Park, 90004

Career Day

- Career Day will be on Thursday, February 25 from 8:15-9:45 am.
- Please contact Nicola Howard through the PTO website if you'd like to volunteer to speak for about 30 minutes about your career.
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Grants

- If you can help out by researching new grants or proofreading current grant applications, please contact Christine Montes or Robin Walsh.

Meeting was adjourned at 9:25 am.