

HIJH PTO BOARD GENERAL MEETING MINUTES

Friday, August 14, 2015

9:30 AM – 10:30 AM

HIJH Conference Room

Attendees: Becky Gerig, Tabitha Arnett, Julie King, Jen Watkins, Paul Count (Board Members) and Principal Tim Mankin

Volunteers: Stacy Nielson, Stacy Puls, Robin Holler, Tim Baldwin, Wendy Robbins, Lisa Tolle, Mandi Hall, Amy Stivers, Melanie Clevenger, Marybeth Carrera, Cara Rasp, Kate Bailey, Allison Cox (note: names were from a recording of meeting and were sometimes hard to understand)

- 1) Welcome—Becky Gerig
- 2) Tim Mankin, Principal HIJH, report: Very pleased with the start of school, commented was smoothest start in entire career.
 - a) Request for professional development monies from PTO for substitute teachers which enables HIJH teachers to attend professional development. Cost per day is \$65 for a substitute teacher.
 - b) Request for volunteer to work on the School Improvement Committee that is just forming and committee is based on ISTEP goals. . ISTEP scores will not be out until January 2016 with nothing being done this year.
 - c) Professional Development days for staff in 2015 are September 11th, October 2nd, October 22nd (full day) and 2016 are January 15th, February 5th. PTO volunteers asked to provide lunch for staff in the building because of limited time for staff to leave the building for lunch.
 - d) Parent conferences no longer mandatory for Junior High level and are only by request of parent or request by teacher. There is a 2.5 week window starting October 5th to October 21st and conferences are held anytime, morning or after school and two evenings will be available.
 - e) Asked PTO to host Dr. Boarff, HSE Superintendent of schools, on Wednesday, November 4, 2015 an informational meeting to discuss/inform parents concerning school referendum. Meeting to be held in the LGI room and will be moved to the Auditoria if additional space is needed. PTO will promote event in October newsletter and will have a PTO information/spirit wear table outside event.
- 3) Approve July 14, 2015 Meeting minutes with amendments. Paul Count motioned to approve and Julie King seconded motion and all approved.
- 4) Meet the Teacher Night at HIJH is August 18th & 19th, 2015.

PTO requested to have an informational table and spirit wear sales table for the evening. Principal Mankin approved the request and asked that parents be encouraged to visit the table before or after the event because of the schedule, particularly the parents of 7th and 8th graders because of the movement from classroom to classroom.

Action Items: Amy Stivers, Spirit Wear Committee Chair setup and work table both evenings with Paul Count, PTO Treasurer providing Squares for card sales and Square login.

5) Fall Fundraiser

Becky Gerig, Committee Chair, updated that the fundraiser is to start the first week of October and run two weeks. The Entertainment Coupon Book was selected because of the APP (for use on a smart phone) that is available with the coupon book and makes the book, with the APP, available for use anywhere in the country. Becky requested that the Entertainment Coupon books be distributed thru classrooms, Auditoria, or how the staff would like to distribute.

Action item: Becky to contact Entertainment Coupon Book for additional details.

6) HIJH PTO Web page

Jen Watkins updated the PTO web page with HIJH PTO Board meeting minutes, contact information and volunteer forms.

7) Treasurer Update

Paul Count reported that Quick Books is up and running and that the HIJH PTO account had approximately \$17,000 in accounts from the end of last year. Spirit Wear sales from "Meet the Teacher" night had not been deposited or totaled, reported that \$1,986 was in the Square account and that there is approximately \$4,000 in cash and checks to be deposited. The bill for spirit wear inventory is approximately \$2,052 with an estimated gross of \$2,000 from spirit wear sales.

Action items: Committee Chairs to contact Paul to develop budgets for events. There are no established budgets from the previous year and Paul would like to work to establish those. Contact Paul at paul.count@comcast.net or phone him at 317-509-2647.

8) Panther Tailgate

Jim Pierce, Committee Chair was not in attendance. Date set for tailgate is September 23, 2015. Committee has formulated a plan, event will be held before the 8th grade football game and is proposed that a bracelet be purchased by students/attendees that is inclusive, would include entrance into football game, games and food.

9) Panther Showcase

Jen Watkins reported that at this time there is not a Committee Chair for this event. Previously the showcase was for 7th and 8th graders. Julie King presented a motion for Panther Showcase to include 5th, 6th, 7th and 8th graders and Jen Watkins seconded the motion and all approved. Five people have signed up to assist on the committee and the future chair. This event is held at the end of the school year.

Action item: Find a Committee Chair

10) Box Tops

Allison Cox, Committee Chair requested that the name of this committee be changed to Panther Rewards because it is much more than just box tops.

11) New Business

Jen Watkins asked if Board is ok with posting meeting notices on Parents of Hamilton Southeastern Junior High facebook page? Page is an informational and not associated with the school or the district. Paul Count mentioned as a PTO we are not part of the school and suggested we post with caution and that the PTO Board have a social media policy.

Action items: Tabitha to provide a draft of social media policy for board to review.

Next meeting on September 18, 2015 at HIJH in the LGI (Large Group Instruction) at 9:30.

Minutes recorded and reported by Julie King.