



HIJH PTO BOARD GENERAL MEETING MINUTES
Friday, September 18th, 2015
9:30 am-10:40 am
HIJH LGI Room

Attendees: Becky Gerig, Cara Rasp, Lena Borsa, Amy Stivers, Shannon Sherfick, Tim Mankin, Frandy Labrador, Paul Count, Stacy Nielsen, Kristina Bucciarelli, Tim Baldwin, Jen Watkins

1.) Welcome – Becky Gerig

Introductions of all in attendance.

2.) Approve August 14, 2015 meeting minutes.

Paul Count motioned to approve August 14, 2015 meeting minutes. Becky Gerig seconded, motion approved by all present.

3.) Principal's update-

- a) Thank you for the lunch on 9/11 is was greatly appreciated; this month we have two PD days, 10/2 and 10/22.
- b) Changes to parent teacher conferences, there will be a 2 ½ week open window, Oct 5-21 to set up a meeting time with teachers. Teams will contact you with sign up options. Conferences are optional for 5/6. Late nights for meetings will be held Mon., Tues. and Wed. until 7 pm.
- c) Mid-term grades ended 9/11. They are a piece of information only, used for learning, growing and improvement.
- d) NWEA is a leveled assessment that's been done previously K-6; we piloted in 2013 as the only school that included 7th & 8th grades. It was very expensive and the district was not willing to pay for it. However, now there is grant money available from the Indiana Dept. of Education that requires a more formulated assessment. NWEA for 7th and 8th grades will begin the week of 9/20. The scoring is immediate for targeted learning. The 5th and 6th grades currently take the NWEA and now with the added grant money 7th & 8th will take it also; it will work well for HIJH because it will allow for four straight years of testing. Mr. Mankin thinks the grant will be ongoing, if funding ceases, the cost is about \$14.00 per child. The average 6th grade test is 52 min. long. NWEA shows growth better than ISTEP testing and HIJH would actually prefer to replace ISTEP with NWEA. Two Skyalerts will go out Friday evening (9/18) with information regarding NWEA.
- e) HIJH requested a possible donation from PTO for PD subs. The district makes the workshops free for the teachers to attend, but they will not pay for the subs to cover their classes while they are gone. Last year's PTO donation was \$1,000.00; \$500.00 for subs and \$500 for other costs. Paul Count would like to build \$2000-\$5000 into the budget to cover PD

needs. Without a clear budget approved by the PTO, Paul Count motioned at this time to allocate \$500.00 for PD support to Mr. Mankin to be used as needed until a budget is approved by the PTO. Seconded by Becky Gerig and approved by all in attendance.

4.) Committee updates

a) Spirit Wear - Amy Stivers said all orders have been turned in and processed and they are going to deliver orders during lunch on 9/22 & 9/23. Committee did not have a final number for sales. Paul Count stated the gross deposits were over \$3,000 cash/checks and over \$2,000 in credit card sales. Making a total of over \$5,000 in gross sales. He also mentioned that margins are strong based on the invoices that he had paid thus far. We expect to have better numbers for the next meeting.

Paul Count relayed that at the PTO Forum meeting this week, SCI reported they sold over \$9,000 in spirit wear last year; they had routine spirit wear days each week with themes that drove the interest and sales. Board expressed the need for a spirit wear booth at sporting events and possibly a Christmas/holiday sale to the spirit wear committee.

b) Panther Tailgate - Wed., Sept. 23rd 2:45-4:45 pm. We are in need of one more staff member for the dunk tank. Also, need help selling tickets during lunch, help at the event and donations. Jen Watkins will be sending out the Volunteer Spot again 9/21. Mr. Mankin offered for the school to send out an email to all 7 and 8th grade parents with the form and the Volunteer Spot link.

Lena Borsa mentioned that unless parents signed up for PTO emails, they are not getting the email notifications from PTO. New families or families that didn't know to sign up, might not know how to get on the list.

ACTION ITEM: Jen Watkins will add information to the school newsletter explaining how to sign up for PTO information.

c) Staff Appreciation – Committee received all donations requested for the 9/11 luncheon. Lunch was baked potatoes from McAlister's & salad bar. The next luncheon is Oct. 2nd. Mr. Mankin mentioned that there are several health conscience people that would like to see healthy options. Committee said they will take that into consideration. Committee does not need to provide lunch on Oct. 22nd.

d) Panther Rewards - Focusing on the seven rewards programs and looking for different ways to get the kids excited about bringing in their labels. Committee would like to run two contest periods, Aug.-Dec. & Jan.-May, with parties for the 5/6 classes and gift cards for the 7/8 classes. Concern was mentioned over gluten free options and allergies in the classroom. Mr. Mankin mentioned that HIJH partnered with Blue Bell last year and they offered many types of options for treats in the classroom. Committee would also like to have an infomercial created by the HIJH media club, Kelly Collins.

ACTION ITEM: Committee to contact Kelly Collins to create infomercial. Committee to create 24 boxes for home rooms and new drop off points for 7th/8th grade. Committee to explore options for gift cards and party ideas.

e) Fall PTO Fundraiser - Sale dates are set for Oct.19th–Nov.2nd. Product will be Entertainment Coupon books with the digital app for phones. Goal is one book per student. Committee will offer its own rewards program, TBD.

f) Dine to Donate - No committee update at this time. I have emailed contact info for Hot Box Pizza and will send information for Texas Roadhouse that was provided by Stacy Nielsen during the meeting. Texas Roadhouse would also like to do a Teacher of the Month program.

ACTION ITEM: Stacy to send Texas Roadhouse info to Mr. Mankin and Jen Watkins.

ACTION ITEM: Jen Watkins to follow up with committee.

g) Panther Fest - Tim Baldwin sent out an email to all committee members and has set up a Volunteer Spot that committee members can sign up to take ownership of individual parts of the event.

ACTION ITEM: Tim Baldwin to set a date in March for the event. Instructed to contact Lori Haneline in the office to look at the calendar.

ACTION ITEM: Becky Gerig to email the FCI Falcon Fest chairperson's info to Tim Baldwin.

h) Book Fair - JoyAnn Boudreau, HIJH Librarian, is interested in having help with the book fair. We will provide staffing to support her. Tentatively scheduled for Nov. 30-Dec. 4. More info. at the Oct. meeting. Jen Watkins is coordinating this event.

5.) School Improvement Committee

Tabitha Arnett signed up and Jen Watkins volunteered if needed. More information from Mr. Mankin will be provided at a later date.

6.) Superintendent meeting - Nov. 4th

Tabitha Arnett will place information in the school newsletter and we are able to send information via our volunteer list.

ACTION ITEM: Board members to brainstorm ideas on how to promote this event.

7.) Social media policy - Tabled until Tabitha Arnett is in attendance.

8.) Youth mentoring initiative - Tabled until Tabitha Arnett is in attendance.

9.) Thrill the school

New event for the Related Arts dept. for 5/6 only. Rachel Hochstetler proposed the idea and it was approved. Event coordination is being handled by Jen Watkins. Volunteer Spot is set up and a flyer in place. More info goes out in the newsletter. 100% of proceeds will stay with the RA dept. Becky Gerig mentioned contacting Regal Theater in Noblesville for free popcorn.

ACTION ITEM: Jen Watkins to contact Regal Theater to get popcorn donated.

10.) Red Apple helpers

Products will be delivered October 12th. We will need eight volunteers to sort from 1-3pm and five people to help distribute from 3:15-7 pm. Volunteer Spot is set up and will be sent out the first week of October, it is also in the newsletter. Jen Watkins is coordinating this event.

11.) School newsletter

Tabitha Arnett has been provided a list of committee chairs and she will be sending out a reminder email for newsletter items.

12.) PTO Forum meetings - Tabled until Tabitha Arnett is in attendance.

13.) NHS volunteer opportunities

Jen Watkins has a contact with the HSE, National Honor Society. If a committee needs youth volunteers, they were told to contact Jen Watkins and she will place the request for help with the contact person.

14.) Treasurer-Paul Count

Paul did get quick books established, starting from July 1, 2015 and moving forward. It will take a couple of years to build good data into it. The online account was \$280.00 for set up, which allowed three officers. Paul purchased checks and deposit slips totaling \$165.00. All purchases were well within the allocated budget. A hand out was given to board members to review before the next meeting that included account policies and procedures, ST-105 tax exempt status, excel file expense report, deposit form, cash box request form and sample budgets. QuickBooks will allow you to scan and upload pictures of receipts and place it into a workbook and save the whole workbook as a PDF. Paul would like for board members to do a first read of the information that he provided and then adopt this as our policy and reimbursement procedure at the next meeting. At the recent PTO forum they really pushed for PTO's to create an audit trail. First, for defending yourself against the IRS and second, because you want documentation and history for the person who succeeds you as treasurer. We may want to consider a google document drop box. Final item was a budget example that would show expenses and amounts budgeted; which would allow for end of year, to see how much we have left over. Paul informed the board that QuickBooks is a decent tool that will allow our group to see where we are and how much we have left to spend. All documents are samples and Paul is still working on this.

ACTION ITEM: Paul Count to email documents to the board for review. Paul to continue building budget in Quick books.

ACTION ITEM: Next meeting in Oct. we need to review & approve the 99EZ filing and review a rough budget.

Upcoming events:

½ day Staff Luncheon October 2nd

Next meeting October 9th

Camp Tecumseh October 5-9th

Red Apple Products delivered October 12th

Entertainment Book Fundraiser October 19th-November 2nd

Thrill the School for 5th & 6th grade October 30th