

Horseheads Intermediate School Parent/Teacher Organization
PTO Minutes of Meeting
Meeting Date: September 19, 2023

MEMBERS PRESENT: Mary Jo Wallner, Liz O'Dell Wehling, Alicia McWilliams, Beth Manwaring, Jeremy Howe

MEMBERS EXCUSED:

MEMBERS ABSENT: n/a

STAFF PRESENT: Mr. Bostwick (Principal) and Mrs. Malone (Assistant Principal), Kerry Ike (5th grade teacher)

MEETING CALLED TO ORDER: By Beth Manwaring, Secretary at 6:33 p.m.; Adjourned at 7:45 p.m.

TOPIC	DISCUSSION / DECISION / ACTION
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1. SLATE OF PTO OFFICERS 2023-2024

President-?
Vice President -?
Secretary – Beth Manwaring
Treasurer-?

2. OLD BUSINESS

N/A

3. NEW BUSINESS

- I. ICE CREAM SOCIAL** – The 2023 PTO-sponsored Ice-Cream Social will be held at the Horseheads Intermediate School from 6:30 p.m. – 8:30 p.m. on September 27, 2023. The Ice-Cream Social will be held in-person in the school cafeteria. Two lines will form in the walkway and games will be in the Field House gym. Music will be played in the North gym. Currently, six volunteers are signed up to help and should arrive by 6-6:15 p.m. (including members of the PTO). Gretchen Ferraro has ordered 600 ice cream sandwiches from Bethie's Ice Cream. 300 vanilla/300 chocolate + a couple dozen gluten free options. The cost of ice cream + delivery will be around \$820.

The Scholastic Book Fair launches the evening of the Ice Cream social. Tara Spirawk has agreed to chair the Book Fair and all materials are being shared by Scholastic contact. Melanie Peden, former PTO Volunteer and Book Fair chair will provide Tara all sign in information to our online account.

ACTIONS: Beth Manwaring will send an email out a volunteer email and buy water cups. Mr. Bostwick will send reminder communications to parents in his newsletter. Thank you to Mike and Kim for helping to arrange the staffing and building needs. Big thanks to our PE teachers and custodial staff for their support for this event.

- II. BELIEVE FUNDRAISER** – The PTO will sponsor the Believe Fundraiser from October-December 2023 with an order return date early enough to ensure items arrive after Thanksgiving break. Pick-ups will be made available in the library for parents, in alphabetical order and organized by teacher/classroom.

Alicia McWilliams is volunteering to chair the Believe fundraiser. Given past successes, we expect to raise \$7-8K in order to support future PTO events.

ACTIONS: Gretchen Ferraro will reach out to Alicia McWilliams with contract information with Believe vendor and will work with Account Representative procure books. We are currently looking for volunteers to help sort orders and count money at the end of the campaign.

- III. **BOOK FAIR** – The PTO will organize the 2023 Fall Book Fair in school from September 27-October 2, 2023. The 4-day book fair will run from 8:30 a.m. – 2 p.m. daily. Tara Spirawk, PTO volunteer, will chair the Book Fair. PTO will purchase and provide Book Fair vouchers/coupons to be given to social workers for identified students (these coupons can be redeemed for books-only).

Intermediate School PTO currently has a profit balance with Scholastic of \$4,784.99 and a reward balance of \$325.33. The Expiration to redeem the reward balance is November 28, 2023. The contact at Scholastic is Stephanie Corona scorona@scholasticbookfairs.com

ACTIONS: Gretchen Ferraro will secure cash/change for cash register. Beth Manwaring will connect Tara and Melanie Peden to finalize the account information.

- IV. **MAKE A DIFFERENCE DAY** – Make a Difference Day is October 28, 2023. Every school this year will lead a fundraiser and organize volunteers in our community.

ACTIONS: Location and volunteer/fundraiser TBD, Who will chair this event?

- V. **PURCHASE REIMBURSEMENTS** –

- Kim Malone is requesting reimbursement of \$180 for The Spelling B registration – APPROVED – future requests will be approved for extra t-shirts to be ordered
- Kim Malone requested reimbursement for balloons purchased for the first day of school - \$35- APPROVED

- VI. **TREASURER'S REPORT**

Savings balance, \$5,001.40
Checking balance, \$3,987.96

ACTIONS: Liz O'Dell will look into 501C3 status and email mike the tax exempt #

- VII. **PARENT COUNCIL REPORT** – Mr. Bostwick provided description of roles and responsibility. Alicia McWilliams expressed interested and committed to being the Intermediate School representative on this District-level Superintendent's group. Beth Manwaring will serve as a back-up should Alicia not be available for a meeting date/time.

ACTIONS: Mr. Bostwick will recommend Alicia McWilliams as IS Rep for the 2023-24 school year. Representative(s) will attend upcoming meetings.

- VIII. **PRINCIPAL REPORT**

- Thanks to everyone in advance for all of your support this year on the PTO. All you do provides great experiences for our students.
- Open House was a big success – huge turnout!

- Kim and I did Expectations Assemblies for all teams to go over expectations including rights, responsibilities, character, conflict/bullying, consequences, and also focused on Growth Mindset and Grit.
- State Testing Individual Student Reports will be mailed out to parents as we have done in the past. I don't have an exact date yet, but we just received digital copies.
- All newsletters are sent home electronically near the beginning of each month. They will include important information including events that have taken place, dates, events, reminders, etc.
- Believe Fundraiser will be getting started in October and ending on October 21st.
- We will be having another T-shirt order launching soon allowing students to order #ISinnovators shirts with their name on the back. More details to come in October.
- Parent Portal is available for all parents. If you're not signed up, contact our main office. An app feature is available and great to use.
- We'll also continue with our Pull Tab Drive to benefit the Ronald McDonald House. Box top for Education donations are always welcome throughout the school year. They are all electronic now.
- Picture Day will be on October 24 with make-ups being on November 29th.
- Ice Cream Social is on September 27th at the IS from 6:30 to 8:00.
- Students should continue to do Covid testing if symptomatic. We are continuing with the same protocols and procedures that we had at the end of last school year.

Other – Next meeting will be held on ~~October 17, 2023~~ at 6:00 p.m. in the Intermediate School Library

PLEASE NOTE DATE CHANGE: NEW MEETING DATE IS TUESDAY OCTOBER 10, 2023

Respectfully Submitted By: Beth Manwaring, Secretary