

**Horseheads Intermediate School Parent/Teacher Organization**  
**PTO Minutes of Meeting**  
**Meeting Date: October 10, 2023**

**MEMBERS PRESENT:** Lynne Nemeth, Tara Spirawk, Kaylee McGann, Beth Manwaring, Alicia McWilliams

**MEMBERS EXCUSED:** Mike Bostwick (Principal)

**MEMBERS ABSENT:** n/a

**STAFF PRESENT:** Ms. Malone (Assistant Principal)

**MEETING CALLED TO ORDER:** By Beth Manwaring, Secretary at 6:33 p.m.; Adjourned at 7:35 p.m.

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

Per Kim Malone's recommendation, the PTO members present at this evening's meeting agreed to have shared officer's roles for President and Vice President. The shared position would be called "Officers" and members would do the work of a President and Vice President.

Shared roles include meeting facilitation, volunteer/event management, banking/treasury information, meeting minutes, event chairs, etc.

Beth Manwaring  
Alicia McWilliams  
Tara Spirawk  
Alicia Wahl-Knowlden

Motion by Kim Malone  
Second by Beth Manwaring  
Voted √ -- unanimous vote, passed

**2. OLD BUSINESS**

**I. ICE CREAM SOCIAL – Report by Beth Manwaring, officer and Kim Malone, Assistant Principal**

The 2023 PTO-sponsored Ice-Cream Social was held at the Horseheads Intermediate School from 6:30 p.m. – 8:30 p.m. on September 27, 2023. Gretchen Ferraro ordered 600 ice cream sandwiches from Bethie's Ice Cream. 300 vanilla/300 chocolate. The cost of ice cream was \$840.

Unexpectedly, there was a double booking of the Field House gym and modified athletics scheduled Volleyball. This moved our games/event to the Middle School gym which turned out to be very nice!

The Scholastic Book Fair launched the evening of the Ice Cream social and was a great success!

The event was very well attended and reported that there were only about 100 ice cream sandwiches leftover! Unfortunately, volunteer attendance was disappointing and making this a priority earlier in the year for event sign-up is important. This event comes up QUICKLY at the beginning of the year!

**ACTIONS:** For next year, we encourage the PTO to consider the following recommendations:

- Make sure volunteers are confirmed for event on Google sign-up form
- Confirm with athletics that there aren't any events same night
- Middle School gym location was a great choice for music and games
- Consider gluten-free options of ice-cream

II. **BOOK FAIR – Report by Tara Spirawk, officer and Book Fair chair**

The PTO launched the 2023 Fall Book Fair the evening of the Ice Cream Social and ran it in school from September 28-October 3, 2023. The 4-day book fair ran from 9 a.m. – 2 p.m. daily. Tara Spirawk, PTO volunteer, chaired the Book Fair and Alicia Wahl-Knowlden co-chaired the Book Fair.

- Intermediate School PTO currently has a profit balance with Scholastic of \$4802.47 and a reward balance of \$325. The Expiration to redeem the \$325 reward balance is November 28, 2023. The contact at Scholastic is Stephanie Corona scorona@scholasticbookfairs.com

**ACTIONS:** The scholastic book dollars will be accepted as cash from Scholastic. Balance of Scholastic dollars will be offered to teachers and will be used to purchase books for the 4K Reading Goal. Ms. Malone will connect with Kerry Ike about grant and the PTO's interest in paying for the books for this year's reading celebration.

Next year, 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). Treasurer's will secure cash/change for cash register. Thank you Tara and Alicia for agreeing to chair the 2024 Spring Book Fair!

3. **NEW BUSINESS**

III. **BELIEVE FUNDRAISER – Alicia McWilliams is the chairperson for this year's fundraiser. Contact names at Believe are Angel Guitierrez and Jennifer Azueta.**

The PTO will sponsor the Believe Fundraiser from October 11-October 25, 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.

***Distribution date is scheduled for December 19 – can this be moved to earlier?***

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:** Alicia McWilliams will sort Believe catalogs and letters by quantities of 25, per grade level sections and send them home to students on October 11, 2023. Alicia and treasurers will count money and confirm order forms at the end of the campaign. Order forms are due by October 25. Alicia is hanging posters at school and set up the window showcase display of prizes! Thank you Alicia!

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. This year, IS will support local food banks and animal shelters. On Saturday, October 28 from 10-Noon, school families will help to make dog**

biscuits to donate to animal shelters locally. Volunteers are needed for this event. PTO will purchase and pay for the costs of the dog biscuit activity.

**ACTIONS:** PTO covers cost of activity. There is a box with the recipe and bowls and utensils to make the dog biscuits. Beth Manwaring will help organize volunteers with a Google volunteer sign-up form and email the people who express interest in volunteering at this event.

**V. Friday, November 17 ½ Day Staff Luncheon**

Lunch is typically served buffet style in the staff lounge and is available by 11 am on this conference day. PTO typically pays for a staff lunch for approximately 85 staff members.

**ACTIONS:** The PTO is considering the following restaurants to order lunch:

Louie's – last year's lunch – will look at record for cost

Ernie Davis Center – Lynne Nemeth will inquire about pricing

Minier's – Tara Spirawk will contact Paul Minier about catering menu and cost

**VI. Picture Day, October 24, 2023 – PTO Volunteers Needed!**

**ACTIONS:** Alicia McWilliams will volunteer to help students and be 'assistant' to photographer on October 24, 2023 from 8 AM – 12:15 PM. If available, Tara Spirawk and Alicia Wahl-Knowlden will also assist. Photo make-up RETAKE day is November 29, 2023 from 8 AM – 10:45 AM and Lynn Nemeth will volunteer to assist. Thank you volunteers!

**VII. Variety Show Event – Chair needed –**

**ACTIONS:** Kim Malone will reach out to Green Room Players at HHS as well as Chris Savone, for help in finding volunteers/chair in theater department

**VIII. STEM Night – Beth Manwaring will serve as chair-person.**

**ACTIONS:** First email SAVE THE DATE will be emailed to past event participants by November 1, 2023.

**PURCHASE REIMBURSEMENTS – None-n/a**

**TREASURER'S REPORT**

Savings balance, \$5,001.90

Checking balance, \$3,310.53

Book Fair deposit of \$4,790.61

Profit: \$1,767.56

Transactions Since 9.28.23 –

3 checks

- \$840 Ice Cream

- \$3,023.05 Scholastic
- \$375 Insurance – each school pays toward this policy at \$62.50/school. Lynn Nemeth will create invoice and send to Gretchen to then distribute to other school PTO's.
- Note: Each school needs to provide a certificate of insurance with payment

**ACTIONS:** Gretchen Ferraro is stepping down as treasurer of the Intermediate School PTO. Tara Spirawk and Alicia Wahl-Knowlden will assume role of treasurer in the PTO Slate of Officers. Please note: the PTO Voted to remove Gretchen Ferraro from bank account and add Tara Spirawk and Alicia Wahl-Knowlden as new bank account names for the PTO account for Intermediate School in Horseheads.

Voted ✓ Passed

Motion: Lynn Nemeth

Second: Alicia McWilliams

#### **PARENT COUNCIL REPORT – No report**

#### **PRINCIPAL REPORT**

- Reminder that all newsletters are all electronic and sent through email. October included a page on the Next Generation Learning Standards as continued support for parents, and also tips on how parents can help at home. There was also a page about tips to help students be successful with homework.
- Unity Day is Wednesday, October 18th this year. It's a national day dedicated to bringing attention to our efforts to stand against bullying. All students and staff are asked to wear orange and stand together in unity.
- We had an assembly put on by Chris Poulos, international stunt bike champion. He was here to talk about building character and his take on the Platinum Rule, which is to treat others better than you want to be treated.
- We continue to promote our 25 book goal, now known as the 4K book challenge, for students. As students reach the goal their names are read on the announcements as ferocious readers.
- Make a Difference Day is on Saturday, October 28th. This will be a mix of collecting for our local food bank and animal shelters. We're also going to have a variety of activities available at Ridge Road Elementary from 10 AM – 12 PM.
- We're also doing a #ISinnovators shirt sale that will be coming out soon.
- Halloween Celebrations will take place this year with a party an opportunity to dress up in a costume in the afternoon.
- School Pictures are on October 24th and Retakes on November 29th.

**Other** – Next meeting will be held on November 14, 2023 at 6:00 p.m. in the Intermediate School Library

#### **4. NEW BUSINESS**

None, N/A

**Respectfully Submitted By:** Beth Manwaring, PTO Officer