

Horseheads Intermediate School PTO
Meetings Minutes
Tuesday, October 10, 2017

1. Kerry Ike's Student Presentation

Students in Mrs. Ike's 5th grade class made requests for how they would like to see some of the profits of the Believe Fundraiser to be spent. The class gave four presentations each with a power point slide show as well as a letter with their request(s). The class asked for more outdoor equipment to, in the words of the students "extend playground options." Requested items include a variety of balls, frisbees, sidewalk chalk, hula hoops, and bats. The students even researched prices from local stores. The total of their request was slightly over \$1,000. After discussion, the PTO discussed that many of the requests overlap, and agreed to allot \$600 for their requests.

2. Capital Project Presentation

Anthony Gill, Assistant Superintendent, gave a presentation about the Capital Improvement Project, answered questions from parents in attendance and reminded those present, that the public vote will be on October 17th.

3. Old Business

Lisa presented the following topics of discussion:

*Ice cream social- Lisa reported that the ice cream social was well attended. There was an excess of 25 gallons of ice cream. Due to lack of freezer space, Gretchen was able to find organizations to donate the ice cream to.

*Book Fair- Jaime reported that the book fair was a success. Many students were assisted to help pay for price overage, tax and coupons/ financial assistance with purchasing books. Jaime has had issues printing the online invoice. She contacted the regional representative to get a hard copy of the final statement from Scholastic. She will then forward it to Brandon for payment.

Additional aspects of the sale were discussed, including making wish lists prior to the day of purchase, reminding students that tax would be added onto their totals, and selling the trinkets only on opening night.

4. New Business

*Book Fair/Scholastic-Jaime reported that there is a balance of \$343 in Scholastic Bucks that can be used to purchase items from the Scholastic catalog. The Bucks will expire 11/8/17. Michael will speak with the librarian about looking through the catalog and follow up with Jaime to place the order.

**Additional follow up: Jaime agreed to chair the spring book fair. It is a BOGO event. The theme will be "Paws for Books...Come. Stay. Read a Great Tale."

*Believe Fundraiser- Chairperson Lisa reported that the forms have been returned and she has been reconciling the orders. PTO officers offered to assist in the process. Lisa will call if assistance is needed. Once the order is submitted, Lisa will organize the distribution process. Items should be delivered in November.

*Make a Difference Day- A district wide event will be held on Saturday, October 28. Gretchen and Jaime will co-chair the activities that will be held at the Intermediate School. Activities, in previous years have included making cards (for veterans, nursing homes, NICU), dog biscuits for animal shelters, and random acts of kindness. Painting rocks was also suggested. We should expect 40-50 students and families. Lisa will bring cider and donut holes.

*Upcoming event- Staff Appreciation Luncheon- November 9

5. Treasurer Report

Treasurer, Brandon, presented his report as of 10/10/17-there is a checking account balance of \$9,169.27 and a savings account balance of \$11,120.62 Brandon did meet with a bank representative and was able to gain access to the savings account and rectify previous issues with the credit/debit card.

6. Purchase/Reimbursement requests

Lisa presented the following teacher requests for reimbursement:

-Jamie VanZile (5th grade)- scissors-\$16.85- approved

-Stephanie Lewis (5th grade)-3 Bookshelf units-\$194.37- After discussion, the committee agreed to reimburse \$100 of the amount requested. This decision was based on the large amount requested and that Ms. Lewis did not seek pre-approval before making the purchase. Robin will send an email to staff reminding them of the pre-approval process. Brandon will follow up by writing and mailing checks.

*An additional request was made to set up an account to pay for the Visions and Voices publication. It was clarified that a line item can be made in the general checking account to go towards payment of the extra pages.

7. Parent council report

Jaime reported information discussed at the 10/4/17 council meeting: Regents scores being reported on transcripts, the protocol of handling sports injuries, DJ issue at the Homecoming dance, Gym Class selection in grades 10-12, and the Lifetouch photographers changing hair positions. All of the issues were brought by the High school. The next meeting is scheduled for meeting is scheduled for 11/1/17. The committee agreed that there were no concerns to be presented.

8. Principal Report

Principal Michal Bostwick presented the following report:

- Fire Assemblies for 5th and 6th Grade are on Wednesday, October 18th to highlight fire prevention week.
- Reminder that all newsletters are all electronic and sent through email. October included a page on the common core 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.
- Principal Chats are offered 3 times per year to have an open forum for discussion of suggestions, concerns, improvement ideas, questions, etc. The first chat was today at 9am in the cafeteria and 6:00pm in the library.
- Unity Day is October 25th 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 in unity.
- The Intermediate School Student Council will be starting up soon. Each homeroom will have one representative, and they will meet after school once per month. This will allow for the student voice to be heard throughout the school.
- We continue to promote our 25 book goal for students. As students reach the goal their names are read on the announcements as ferocious readers.
- We will be running a donation drive to benefit the Horseheads Animal Shelter later in the month. A flyer will be sent home with more details.
- The Horseheads Capital Project vote will be on October 17th at the High School from 7 a.m. to 9 p.m.
- There is no school for students on October 20th for our Superintendent's Conference Day.
- Make a Difference Day is on Saturday, October 28th from 10 a.m. – 12 p.m. in various locations around Horseheads. A flyer was sent home with information to sign-up.
- Halloween Celebrations will take place on Halloween Day. Festivities vary per team in terms of dressing up and party.
- Picture retakes will be November 6th.

Next meeting is scheduled for: November 14, 2017

Respectfully submitted,

Jaime Cunningham
PTO Secretary