

Horseheads Intermediate School PTO
Meeting Minutes
Tuesday, November 14, 2017

1. Old Business

The following topics were discussed:

*Staff Appreciation luncheon-Michael reported the positive feedback about decorations and food. In May, another luncheon will be held.

*Make a Difference Day-Jaime reported that it was a great success. It was the largest turn out to date. Gretchen delivered all of the donations to the various organizations. Moving forward, after they are finished eating their lunches, students in the cafeteria will continue to make pictures, cards, Meals on Wheels bags, etc.

*Believe Fundraiser- The merchandise has arrived. The 83 boxes will be sorted and distributed 11/15/17. The PTO traditionally offers prizes for the top seller of items and top dollar amount sold. This year, Nolan Bostwick sold the most items and the highest dollar amount sold. The PTO decided to award two prizes, one to Nolan and one to Hayden Chattani, the second top seller. Each student will receive a \$25 gift card to Barnes & Noble.

2. New Business

*Spring Book Fair-Jaime told the group that she made contact with the local Scholastic representative before signing up for the Spring Fair. She needed to confirm dates. The group agreed to dates that were already on the district calendar May 11-15th, 2018. Jaime will use the Director's Tool Kit and register the school.

*Scripps Spelling Bee-January 31, 2018 2:45 in the Middle School Cafeteria. Robin oversees this event. Classrooms have their own rounds, with their top spellers moving on. Robin will enlist one parent and one staff member to assist her.

*Variety Show-February 7, 2018. Gretchen reported that her mother Judy Matthers volunteered to chair the event. She has over seen various school productions. Gretchen agreed to work with Judy as a liaison to the PTO. Jaime offered to help where needed. Michael will send sample flyers and bulletins to give ideas of the scheduling of tryouts, rehearsals and performances. It was suggested to contact Chris Schiavone, music teacher at the High School to learn how to work the sound system, stage equipment, etc. Students will be encouraged to play as many roles as possible (i.e. stage hands, MC's etc.)

3. Treasurer Report

In his absence, Treasurer, Brandon, provided a copy of his report as of 11/14/17-there is a checking account balance of \$18,253.00 and a savings account balance of \$6,120.62 Brandon

did note that there was a bank service charge for multiple checks deposited from the Believe Fundraiser. There was also a charge for three bounced checks.

4. Purchase/Reimbursement requests

The following teacher requests for reimbursement:

-Nicole Bennett –Resubmitted a request from over the summer. The request did not have a receipt attached.

-Robin DuBrava-\$226.00-reimbursement for Scripps Spelling Bee registration

-Michael Bostwick-\$62.70- He submitted his receipt (no form) for the apple cider/donuts from Make a Difference Day.

The committee agreed to wait to speak with Brandon about how to resolve Nicole's request without a receipt. All other requests were approved. The paperwork will be left for Brandon, in the PTO mailbox for him to cut the checks.

5. Parent council report

Jaime reported information discussed at the 11//17 council meeting: The only concerns were if the district could hire outside coaches or if teachers had to be the coaches. The next meeting is scheduled for meeting is scheduled for 12/6/17. The committee agreed that there were no concerns to be presented.

6. Principal Report

Principal Michal Bostwick presented the following report:

- Joe Trionfero came to provide his Show of Love assembly in October that focused on character education and doing what's right even when no one is looking.
- We celebrate the successes of student character in a couple of ways. Each class nominates one to two students per marking period for Students of the Marking Period based on the character traits and/or Habits of Mind for that month. Students are celebrated over the announcement and certificate hung in a display case.
- In working on our school culture we have added some fun things to make students excited about coming to school. We have, morning greeters, and Music Mondays as part of our Celebrate Monday initiative.
- Follow some of the great things going on in our school using the Twitter hashtag #ISinnovators.
- We had our fall ABL experiences for both 5th and 6th grade. Students will continue working on teamwork, collaboration, trust, problem-solving and challenges before the culminating activities at the end of the school year.
- We continue to collect aluminum can pull tabs for the Ronald McDonald House and box tops as well.
- Please continue to encourage your child to read toward the 25 book goal. Reading at least 20 minutes per night is recommended.
- Don't forget to visit the Parent Resources link on the Intermediate School Website. There are many great resources to help support your child.

- Encourage your child to study for the class spelling bee coming up soon. The top qualifiers for each grade level will compete on January 31st for the school spelling bee.
- Students were dismissed at 11am on Thursday for Parent-Teacher Conferences. No school on Friday for Veteran's Day. No school all day on the 17th for P/T conferences, and 22nd -24th for Thanksgiving Break.
- Mrs. Doubrava and I will participate in our 6th annual Principal Read Your Heart Out Challenge. The challenge is to read all day long from start to finish. We will take suggestions for our reading from students, and hopefully this will be motivation for students to read their heart out over December Break.
- The entire 5th grade class will be going to the movie, *Wonder*, on Tuesday, November 21st in the morning at Crystal Cinemas.

Next meeting is scheduled for: January 6, 2018

Respectfully submitted,

Jaime Cunningham
PTO Secretary