

Horseheads Intermediate School PTO  
Meeting Minutes  
Tuesday, March 13, 2018

1. Old Business

The following topics were discussed:

\*Believe Fundraiser - The remaining orders have been sent home.

\*Frames - Mr. Bostwick reported that his artist's wall of fame is being created on his wall. He has not purchased additional frames yet, but intends to as they are needed.

\*Bulletin Board/Case - Jaime will clean it and make a new display. Suggestions included reaming events of the year, volunteer information as well as PTO members' contact information.

\*STEM night - originally scheduled for Friday, March 2<sup>nd</sup>, had to be rescheduled due to a snow day. The new date will be Friday, 3/16/18. A few booths are not available on the new date, however, there will continue to be 20+ booths with interactive displays. The event will be moved to the library. This will allow the reception for the visiting Japanese students to be held in the cafeteria. The math bee will be held in the LGI.

\*Televisions for cafeteria - Michael updated the committee that the purchase of the TV's will be on hold as he may have an additional funding source.

2. New Business

\*Officers for next year - Projected Officers for the 2018-19 school year.  
President - Gretchen Ferraro  
Vice-President - Jaime Cunningham  
Secretary - Open

Treasurer - Brandon Johnson

The current officers will speak at the upcoming tours for fourth graders going into fifth grade. Information about upcoming events and ways to volunteer will be available.

Gretchen would like to find chair people for the Ice Cream Social and Book fair before the end of the school year.

Book Fair (Scheduled for 5/11-5/16) - Jaime will be the chairperson for the spring book fair. She has signed the agreement papers with the Scholastic Company. This will be a BOGO fair that reduces profit. The committee agreed that they would sell the "extras" including pens, pencils, erasers, posters etc. Next month, she will begin to advertise for the fair and volunteers. The school will be receiving 2 different cash registers. There is online training available. The starter kit will be mailed to Jaime. Michael will notify the office to call Jaime when it arrives.

\*Staff appreciation week is the first week of May. Possible options were discussed. Gretchen and Jaime will be chairing this event. The committee agreed to allow a budget not to exceed \$2,000, for the entire week.

\*Middle School art teachers are asking for volunteers to help sort the Original Works project/fundraiser. More details to come.

### 3. Treasurer Report

Brandon provided a copy of his report. There is a checking account balance of \$19,058.78 and a savings account balance of \$6,121.31.

### 4. Purchase/Reimbursement requests

The following teacher requests for reimbursement:

Ms. Coon-requested to be reimbursed for a future purchase of popcorn supplies for the incentive to boost attendance (Popping towards super attendance) Gretchen also suggested the purchase of a Rubbermaid tote to store the large bag of popcorn kernels that will be purchased.

Kaitlyn Carroll- 6 seat sacks-\$6.00

All requests were approved. Brandon will cut the checks for reimbursement to Kaityln.

Gretchen will contact Ms. Coon to see if she would prefer to be reimbursed or for the PTO to make the purchase for them.

\*Reimbursement for insurance has been paid for every school except for Big Flats Elementary School. Michael will reach out to the principal to ensure the balance is paid.

#### 5. Principal Report

Principal Michal Bostwick presented the following report:

- State Testing will be April 11-12 (ELA) and May 2 and 3 (Math). The test format will be slightly different from last year.
  - ELA – 2 books, 1 each day. Reduced reading passage and less questions. No time limit.
  - Math – 2 books, 1 each day. Reduced test questions. No time limit.
- Placement letters from parents are due on or before April 6<sup>th</sup>.
- MS orientation will be on March 20<sup>th</sup> at 6:00pm in the MS cafeteria.
- Our presentation to 4<sup>th</sup> grade parents will be in the same format as last year with a presentation at 6:00pm on March 26<sup>th</sup> in the **MS cafeteria**, and then a self-guided tour.
- Cornell Raptors joined us on March 1<sup>st</sup> to kick off our STEM night. They brought birds of prey which fascinated our students.
- STEM Night is rescheduled for this Friday, March 16<sup>th</sup>. There will be lots of demonstrations, the math bee, and egg drop contest.
- Student Portal is available to all students through School Tool. Students log-in using their network username and password. It is with the same link as Parent Portal.

<https://schooltool.horseheadsdistrict.com/sthhWeb/default.aspx>

The next PTO meeting is scheduled for April 10, 2018

Respectfully submitted,

Jaime Cunningham  
PTO Secretary