

Horseheads Intermediate School PTO
Meetings Minutes
Tuesday, September 19, 2017

1. Welcome new members and introduction of new officers:

PTO President, Lisa Haflett opened the meeting and made the following introductions:

Michael Bostwick-Principal
Robin Doubrava-Assistant Principal

Lisa Haflett-President
Gretchen Ferraro-Vice-President
Brandon Johnson- Treasurer
Jaime Cunningham-Secretary

2. Old Business

Lisa presented the following topics of discussion:

*The Reading Celebration-(end of 2016-2017 school year) Michael and Robin told the group that the 5th and 6th grade students were challenged to read 25 books. About 325 students met the goal. This achievement was celebrated by watching the movie "Sing" at the Elmira Heights Theater. The students were then bused to Thorne St. Park for lunch and music dance party.

*The 6th Grade Farewell Celebration- students leaving 6th grade were invited to participate in a day of activities including sports, games, dancing and eating their favorite foods. Michael and Robin indicated that the event was successful in organization and execution thanks to the abundant staff and parent participation.

*Blue Letter- The committee learned that in previous school years, letters (printed on blue paper) were sent home to seek parent involvement/input into PTO activities. These letters were not sent home at the beginning of this school year. The committee agreed that it would be a great way to communicate with parents, recruit volunteers and seek out interest in holding after school clubs. The committee unanimously agreed to send the blue letters home.

3. New Business

*Ice cream social- Chairperson Gretchen reported that she currently has 6 volunteers. The committee discussed if tickets should be given to students to ensure that there would be enough ice cream for everyone. After discussion, the committee felt confident that the purchase of 75 gallons of ice cream would be enough to serve everyone and allow some wiggle room. The ice cream social committee will use the number served vs. the ingredients purchased to make future determinations.

*|Book Fair-Chairperson, Jaime Cunningham reported that most volunteer time slots were filled. Set up will not be as labor intensive as originally planned. Jaime will adjust her

volunteer schedule accordingly. Set up will begin Friday at 4:00pm. The book fair will be open at 6:00pm as families arrive for the ice cream social. The fair will then run 8:00am-2:00pm Friday, Monday and Tuesday. We discussed the voucher system to allow all students the opportunity to purchase books. Michael has spoken with the school social worker and students in financial need will receive a voucher up to \$10. The voucher may only be used to purchase books. The committee approved \$150 worth of vouchers. There will also be bargain priced books that cashiers can price adjust.

*Believe Fundraiser- Chairperson Lisa reported that the booklets have been sent home. Orders are due from students by 10/29/17. PTO will hold orders until the following week for any late entries. Lisa will contact the Believe Company for instructions on reporting the orders. Committee members offered assistance in the reconciliation. Lisa will call if assistance is needed.

**Additional follow up-The committee agreed that it would be helpful for event chairs to create a folder of information, contacts, tips, etc. that would be helpful to the next chairperson. Gretchen offered to compile the information into a master reference binder.

4. Treasurer Report

Treasurer, Brandon Johnson, presented the committee a report of the checking account balance/transactions. As of 9/19/17-there is a checking account balance of \$5,347.92. Brandon was unable to access the savings account information. He will follow up with a Five Star Bank representative to gain access. Lisa asked that Brandon also discuss a problem with the credit card. Lisa told the group that the card should have a \$2,000/day spending limit. However, when purchasing ice cream at Sam's Club, the PTO charge card was declined showing an error at \$160. Brandon agreed to discuss this with the representative and report back to the committee.

5. Purchase/Reimbursement requests

Lisa presented the following teacher requests for reimbursement:

- Pam Snyder (AIS)- ream of large paper-\$17.05
- Kim Malone (6th grade)-subscription to Fountas-\$25
- Rebecca Ross-(IS/Library)-20 Lego base plates for maker space-\$132
- Samuel Clark (BOCES)-subscription to spellingcity.com-\$55.95
- Kim Malone (IS)-baskets and bags to organize reading program-\$30.24

After discussion, all items were approved for reimbursement. Brandon will follow up by writing and mailing checks. Michael will submit an invoice for shirts purchased for new staff.

6. Parent council report

Jaime Cunningham will serve as the IS parent representative. The first meeting is scheduled for 10/4/17. The committee agreed that there were no concerns to be presented. She will take notes and bring back information to be shared at the next PTO meeting.

7. Principal Report

Principal Michal Bostwick presented the following report:

- Thanks to everyone who has stepped up to help with PTO as officers as well as at events.
- Off to a great start with the students. We had a Pep Assembly on the first Friday to kick off the school year on a positive note. We brought in DJ Bruce May and had an assembly called 'The Top 10 Things You Need to Know About the Intermediate School.'
- Open House was a big success – great turnout.
- We had a 3 screen character assembly last Thursday along with the MS. The message spoke about being taking perspective and seeing them for who they are on the inside.
- Robin 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 were mailed home. AIS letters will be sent near the end of September. Academic Intervention Services will start soon.
- 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.
- We will be having another T-shirt order launching soon allowing students to order #ISinnovators shirts with their name on the back.
- Parent Portal is available for all parents. If you're not signed up, contact our main office. An app feature will be available soon.
- Some initiatives that help our schools included linking your target account with our school and Tops Education program.
- 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.
- We are hosting the Board of Education on September 28th at 6pm in the IS Cafeteria.
- Capital Project vote is October 17th. Please get out and vote!

8. Capitol Project

Michael provided committee members with an informational fact sheet. He briefly discussed the project goals, places to find additional information as well as noting that the vote will be held on 10/17/17 at 7:00am-9:00pm. Voting will only occur at the Horseheads High School's south gym.

Next meeting is scheduled for: October 10, 2017

Respectfully submitted,

Jaime Cunningham
PTO Secretary