

# HORSEHEADS INTERMEDIATE SCHOOL

## PTO MEETING

### MINUTES OF TUESDAY, OCTOBER 21, 2025

#### **1. WELCOME**

Introductions were made.

**ATTENDANCE:** Kim Malone, Robin Doubrava, Candy Maine, Stephanie Overbeck, Stephanie Thomas, Katrina Ungvarsky, Amy Vence, Autumn Osborne

#### **2. MINUTES**

Interim Principal Kim Malone welcomed those present to the meeting and explained that our PTO operates a little different because we don't have Officers. Kim explained that she and Ms. Doubrava put the Agenda together and ask people to run and assist with events.

Ms. Malone distributed the September Minutes, asked those present to read them and if anyone has something to share please let her know in a couple of days.

#### **3. OLD BUSINESS**

##### **BOOK FAIR (MONDAY, SEPTEMBER 22<sup>ND</sup> – THURSDAY, SEPTEMBER 25<sup>TH</sup>)**

Ms. Malone reported the Book Fair was a huge success! Stephanie Thomas reported the sales were just over \$6,000 and she selected the Cash Profit for the school. Stephanie also reported there is also an invoice that needs to be paid. Stephanie reported Scholastic wanted to know if everyone was happy with the selection, if anyone was disappointed or if they could do better. Kim stated, "She didn't hear any negative feedback." Katrina commented there was one book that a family was not able to find which they are going to order on-line, but other than that everybody was happy.

Stephanie explained the invoice can be paid on-line. Kim will connect with Alicia so she can get this paid. Stephanie explained that she opted to go with the monetary profit because we have between \$4,000-\$5,000 Scholastic Money to spend. Kim explained that we use the Scholastic Money for the kids who reach the 4K Book Goal explaining in the past we gave them a book in addition to the Celebration. Kim stated, "We should start to order the books now before the Scholastic Money expires reporting in the past Kerry Ike and Stephanie Lewis use to order the books." It was agreed that we should use the dollars to order the books.

##### **ICE CREAM SOCIAL (WEDNESDAY, SEPTEMBER 24<sup>TH</sup>)**

Kim reported the Ice Cream Social was a big hit, however, next year we need to reduce the number of Ice Cream Sandwiches that we order commenting that we gave them out for a week to the students and staff. Kim thinks we could cut the order in half. Kim also reported

the Book Fair made over a \$1,000 that night. Kim also reported that Alicia wrote out a check for the Ice Cream for the Ice Cream Social.

### **BELIEVE FUNDRAISER (TUESDAY, SEPTEMBER 30<sup>TH</sup> – TUESDAY, OCTOBER 14<sup>TH</sup>)**

Amy Vence reported we just received the numbers for this year, \$7,601, as compared to last year, \$7,200, about \$400 more this year. Amy reported last year there were a lot more paper sales, whereas this year there were a lot more internet orders. Kim reported the Scooter goes to the Top Seller, who was Lilly Farnham who will receive the Scooter this week. Kim reported the daily distribution of the prizes was a huge success reporting Candy and Whitney passed them out as the kids came in with their orders. Kim reported we have a lot of prizes left over which will be part of our Illuminator BINGO if you are okay with it. Kim explained that we have a BINGO Box of prizes so we were thinking we could use the left-over prizes for it.

Amy reported there was one person who overpaid by \$3.00 so now we just need to repay the check with cash. Amy reported it was pretty smooth with the money matching up with the orders and will also ask Believe if they are going to bill us. Amy explained that we get 40% profit and that we have to deposit all of the money and then pay them reporting it was a very quick turnaround, they wanted the white copy the next day, there were over 50 orders and the money was attached to the orders so we wanted to make sure they matched. Amy reported that next year, we will adjust our dates to get the orders to the Post Office on time because we weren't aware the order was setting at the Post Office which may cause us to be in jeopardy of not getting our orders before Thanksgiving. Amy reported we will know for sure tomorrow if we are. Kim and Robin explained the process for Pick-Up noting items that are not picked up cannot go on the bus explaining that parents must pick them up. Kim explained the orders are organized by teachers and the sorting goes quickly.

### **FUNDRAISERS**

#### **TEXAS ROADHOUSE GIFT CARD & FROZEN ROLLS FUNDRAISER (MONDAY, OCTOBER 27<sup>TH</sup> – THURSDAY, NOVEMBER 13<sup>TH</sup>)**

Kim reported the Texas Roadhouse Frozen Rolls Fundraiser starts on Tuesday and that she will follow-up with Emily who is going to send her everything that she needs and that we will have the rolls for Thanksgiving. Kim explained we might not have the Gift Cards because they have the logo on them but they will be here before Christmas.

#### **DANCE - NOVEMBER 7<sup>TH</sup>, 6:00 PM – 8:00 PM**

Kim reported the Student Council came up with the theme, "Starry Night." Katrina reported we have a plan for a Photo Booth Back Drop explaining that when Patti Sotero did this as a Hawaiian theme the kids loved it and had their picture taking as they came in the door with their ticket. Katrina suggested that maybe we could do something similar with "Starry Night" stating it doesn't have to be elaborate. Katrina stated, "We would have to decide how we would want to do this; do we want to use a Polaroid?" Katrina stated, "She may have one and Kim stated, "Gardner Road may also have one." Kim explained that she would rather have the parents take the pictures so that the kids are not on their phones all night because we want them to socialize.

## **BOUNCY HOUSES**

It was suggested we could have two Obstacles Courses and the Ax Throwing. Katrina stated, "One is 60 feet, and the other is 40 feet." Kim stated, "Having an Obstacle Course is great because it is a big hit and it keeps the kids going through faster, whereas the Slide is one kid at a time which makes the line back up." Kim asked Katrina to let her know how many amps we need for the three and she will check with Mike Coghlan to make sure we are okay. Katrina commented the easiest way to book the Inflatables is with the Debit Card.

## **DJ**

Katrina reported the cost of the DJ is only \$200.

## **VOLUNTEERS**

We had a good response for people who signed up to help us, however, there were three people whose emails did bounce back. It was also reported there are some different Hockey Parents on board to help us.

Kim reported the kids are so excited about it stating all we hear throughout the school is talk about the Dance. Kim reported the staff are asking if we are really having a dance because nothing has gone home yet. Katrina explained parents signed up during the Ice Cream Social for the three Bouncy Houses, the Photo Booth and parents will be rotating in the Cafeteria.

## **REFRESHMENTS**

Katrina asked, "How do we want to do the food for the event?" Kim stated, "The Dance will be from 6:00 PM – 8:00 PM, some kids may not want to dance, so they will be able to go to the Field House to enjoy the Inflatables." Kim explained the Divider Wall in the Cafeteria will be open so that the tables and refreshments will be on the Middle School Side where they can hang out and eat and the dancing will be on the Intermediate School Side with the DJ on the Stage. Katrina stated, "She will check to see if she has the lights because she is not sure if they were lights that Patti brought." Kim will check to make sure the electricity will be adequate for the Cafeteria.

## **DANCE TICKETS**

Kim suggested that we can sell the tickets for \$5.00 in advance or at the door or bring a donation of a can of food with all donations going to the Food Bank. Kim commented, "She will check with the teachers to see who has donated food items." Amy volunteered to make the ticket.

It was suggested that there should be at least four people at the door to help people get through and that we will need a Cash Box, allow the student to go through the door and keep the ticket. It was suggested that after 7:00 PM, we could reduce the number of parents at the door to two parents and that the Photo Booth could be in the Lobby, the student could stop there first, get their picture taking then go to the dance.

## **JOB SCHEDULE**

It was suggested to have a list of exact jobs available that night so that the volunteers know what they are doing so that they have clear instructions even if they are rotating every half hour.

## **FLYER**

Kim stated, "A flyer will go home with the kids which will also ask for parent volunteers and a schedule will be created ahead of time." Katrina stated, "She will work on the schedule." When Ridge Road did this they used "Sign Up.com" to schedule their volunteers for certain time periods. Kim asked, "Whoever creates it, please put in half hour slots and send it to her, and she will send it to the parents." Kim also stated, "She will check with Hailea Potter about running it on the IS Facebook Page and will also reach out to see if she has excess to the PTO Page, if not Gretchen might.

Katrina reported you can write a post on the IS Page stating that once the ticket is created it can be shared as a visual and can also be shared on our Personal Facebook. Kim will reach out to Beth Manwaring who is the Administrator of the IS Page.

## **REFRESHMENTS**

It was asked, "Would we want to set tables in the corner or individual food stations or use the Lunch Line?" Katrina explained one year at Center Street a Lunch Lady ran it, kids came through and kids had to pay for their food which was really cheap but is not sure if we want to charge. Katrina stated, "The menu was Nacho & Cheese (\$1.00), Hot Dogs (50 cents) and Pizza. Katrina also reported there were Kid Helpers helping the Lunch Lady and that using the Facilities made it easier.

Stephanie Thomas reported that Gardner Road never did that, we never charged stating everything was free.

Katrina stated, "She is worried about how many people are here and how many people will work, and how many pre-sales we will have."

Kim suggested we have a variety of snacks which are limited so that they are not wasted. Kim suggested there could be something on the ticket, a hole punch, or something to rip off at the bottom for the food or a stamp on the hand as they come through.

After a very thorough discussion it was agreed that there will be Pizza, Snacks (Chips & Cookies) and Water. Kim stated, we can use the warmer for the pizza and bring it out as we need it. A variety of chips and cookies could be purchased from SAMS Club. It was suggested to call different places to see where we can get the best price for the pizza and was also suggested we could borrow the water jugs from our Gym Teachers and have ice water. Robin stated, "We have many cups and paper products in the PTO Closet."

## **DECORATIONS**

PTO will order decorations from Amazon, the Backdrop is approximately 8x10 so that kids can take their pictures together, we will purchase tablecloths, Student Council can make

posters and Autumn will bring the stand for the backdrop. Adult Volunteers will arrive at 4:30 PM to decorate and set up, Student Council will arrive at 5:15 PM to help, the pizza will be delivered around 5:50 PM. It was suggested the Dollar Tree has stars; we can purchase Glow Sticks for fun. Autumn offered to bring lights in to hang around the stage.

## **PICTURES**

It was agreed upon that Polaroid Film is expensive, about \$20.00/pack, so we will use a Laptop. Katrina explained at the 4<sup>th</sup> Grade Dance, there was a QR Code and parents could scan and take pictures. Stephanie Thomas explained we could set up a Google, Scan the QR Code to view it, add pictures, it's free and then email them to the parents. It was asked, "How do you get it to the right person?" Stephanie explained the entire album is shared with all the families; we need to make it a point to take pictures of everybody even if the chaperones have to do it. It was suggested the QR Code could be put on the ticket. Stephanie suggested somebody should be designated at the Photo Booth to take pictures with an iPad and then the pictures will be uploaded. Stephanie volunteered to set up the process, make the QR Code and link and put it on the flyer to send it home. Kim stated, "We need to look at our "Do Not Photo List" and that we also need to send home a Permission Slip which could be incorporated on the flyer as follows: "I understand that my child will be photographed, and the Google Photo Album will be shared with all the families." Kim stated, "If somebody has a problem with it, send the name to her and she will talk to them."

The deadline to purchase the Ticket in advance is October 31<sup>st</sup>, however, tickets will still be sold at the door the night of the dance.

Katrina reported the \$5.00 will help to cover the expense of the Bouncy House so that we are not relying totally on Fund Raising.

## **EXPENSES**

### Overview of Expenses:

\*DJ - \$200

\*Decorations - \$200-\$300

\*Bouncy House (Inflatables) - \$1300 (Another \$400 if we were to fund staff.)

\*Food – To Be Determined based on Ticket Sales

Approximately - \$2000 to sponsor the Dance.

Amy and Stephanie will make a list of decorations and send it to Katrina.

Kim reported we are revisiting some of the events to do throughout the year such as the Variety Show and if we should replace it with another Dance or Spring Carnival.

## **INNOVATOR DAY – NOVEMBER 26<sup>TH</sup>, 7:30 AM – 10:00 AM**

Kim explained traditional learning is going to be cancelled on Tuesday, November 26<sup>th</sup>, because we are going to have a Fun Day. Kim explained it will be Innovator Day with Staff Members doing BINGO, there will also be the option of Gym Activities, watching a Movie or

Quiet Time in the Classroom. Kim reported this is being discussed with the Site Based Team and asked if the PTO would sponsor it asking specifically for snacks for a Concession Stand. Kim explained we would have about two hours to get the kids through this, they would grab a snack and take it back to the classroom. Kim explained this is a surprise for the kids stating they will not know about this until that day when it will be announced over the PA. Autumn volunteered to come in and help. Katrina asked, “Do we want to do a Breakfast Bar, have snacks such as chips?”

### **INTERMEDIATE SCHOOL GMAIL**

It was asked if the Intermediate School has Gmail. Kim stated, “Yes and she will talk to Beth Manwaring about it because the phone number is linked to her. Stephanie Thomas stated, “She can create a new email and will probably use Kim’s phone number.”

### **VARIETY SHOW**

Kim asked, “How would you feel about replacing the Variety Show with a Spring Carnival or another Dance in the Spring?”

### **4. TREASURERS REPORT**

Kim reported a breakdown of the current Budget and Expenses:

Beginning Balance: We started with \$9,000

Profit from the Believe Fundraiser: \$7,000 (We made \$16,000, so \$7,000 is profit)

### **FUTURE EXPENSES:**

6<sup>th</sup> Grade Celebration: \$3,000 to \$4,000

Reading Celebration: \$1,000 to \$2,000

Kim reported it is hard to get names on the Account because it is only for two years, so we need to think about who can go on the account for next year. Katrina volunteered to put her name on the Account and that she and Alicia are going to go to the bank on Monday between 10:00 AM and 10:30 AM to put her name on the Account. Katrina explained that whoever is put on the account, must also be there in person to be taking off the account. Kim asked Katrina to stop at the school before she goes to the bank to pick up the Book Fair and Believe money so that she can deposit it and then we can get the invoice paid. Kim reported the checkbook that Tara had is in the school safe and that Alicia has the Debit Card.

### **5. PRINCIPAL’S REPORT**

Kim reported on following Events/Activities:

- Ice Cream Social was a success! Thank you to all families for coming to the event.
- On October 7<sup>th</sup>, Chris Poulus, BMX World Champion, visited the IS. Chris talked about how hard work and treating others better than he wanted to be treated helped him to get where he is today. He also sprinkled in some of his bike tricks while presenting to the students.
- IS Innovator Spirit Wear Sale is currently open. The store closes on Oct. 26<sup>th</sup>.

- Halloween Celebrations will take place in the afternoon on Friday, October 31<sup>st</sup>.
- Parent/Teacher Conferences will take place on Nov. 14<sup>th</sup> (all day) and Nov. 17<sup>th</sup> (in the afternoon)

### **PARENT/TEACHER CONFERENCES**

Kim reported Parent/Teacher Conferences are scheduled for Friday, November 14<sup>th</sup> (Full Day), with PTO sponsoring a Luncheon for the staff, on Monday, November 17<sup>th</sup>, Parent/Teachers Conference will be held in the PM only and My Eva Truck will be there for lunches. Katrina reported she has to work on November 14<sup>th</sup>, but will make arrangements for the food to be delivered, it will cost about \$500.00 and the menu will consist of: Chicken Bow Tie, Bake Ziti, Salad, Garlic Bread and Dessert.

### **6. GOOD OF THE ORDER**

There was no Good of the Order.

The meeting adjourned at 7:30 PM.

Submitted By,

Candy Maine

Intermediate School Secretary