

HORSEHEADS INTERMEDIATE SCHOOL

PTO MEETING

MINUTES OF TUESDAY, NOVEMBER 18, 2025

1. WELCOME

Introductions were made.

ATTENDANCE: Kim Malone, Robin Doubrava, Candy Maine, Stephanie Thomas, Katrina Ungvarsky

2. MINUTES

Interim Principal Kim Malone welcomed those present to the meeting, distributed the October Minutes, asked those present to read them and if anyone has something to share, please let her know.

3. TITLE 1 POLICIES FEEDBACK AND DISCUSSION

Interim Principal Kim Malone and those present held a brief discussion regarding the following:

- 1. Barriers—What prevents families from participating in School Events?**
 - Transportation
 - Life Demands such as Work/Sports
 - Costs
 - Child Care

- 2. What do families need to support Student Learning?**
 - Knowledge on the Curriculum
 - Access to Technology because a lot of teachers put stuff on Canva
 - Easy accessibility to different Technology
 - In Elementary Schools, iPads/Technology is not sent home so some families are not able to complete the extra work on-line.

- 3. Explanation of the Different Levels of Interventions so that we can understand**
 - What it all means such as AIS/Resource Room
 - It would be nice to have a list we can provide to families.

- 4. What sells strong School Partnerships?**
 - Having Community Events
 - Advertising what is going on (PTO Meetings, Self-Guided Tours)
 - The District Calendar:
 - Simplify it because there are so many things happening on the same day.

- People miss the “Old Calendar” that was sent home.
- Go back to Mailing out the Calendar.
- A lot of grandparents are raising kids and don’t have a computer.
- Could there be enough Calendars printed to send home the first day of school and have available at Open House?
- Put the kids Artwork back in the Calendar.

5. Ideas for Title 1 Parent and Family Engagement Activities:

- In the past the Intermediate School has held STEM Night
 - Ms. Malone explained that STEM Night requires a lot of community engagement and contacts.
- At Gardner Road—Book BINGO was held; books were purchased for families.
- We could have a Spring Carnival with a table of books.
- It was suggested that Varsity H might be able to assist us as they have in the past at the High School when they have sponsored Kids Night.
- We could have another Dance with Crafts and Activities in the Gym

STEM NIGHT:

Ms. Malone provided a brief history of STEM Night which is usually scheduled in March, people love it, and it is a great event, but the turnout hasn’t been very good the past couple of years. In the past we had many, many community members attend such as Joe Veres, Corning Museum of Glass, Tanglewood, Trinity, Elmira College, BOCES, Drive the Robot, Science Center, the Egg Drop and a total of 30 to 40 others who would come and set up. Ms. Malone reported two years ago we had between 100 to 175 attended who came for 1 to 1-1/2 hours stating that we can change the event however we want to. We have a list of the Vendors who came, we can send letters out to see who is available to attend and could combine it with another event such as a Dance or Spring Carnival.

SPRING CARNIVAL:

Ms. Ungvasky suggested that we put on a Spring Carnival explaining that kids can earn bracelets to turn in for a prize.

Ms. Ungvasky suggested the following events that could occurred:

Carnival Games:

Cake Walk

Her Mom has Carnival Games that we may be able to use.

Invite the Popular Vendors from STEM Night to attend such as Joe Veres, Brandon Walton, etc.

Hot Air Balloon:

Would have to be able to pivot due to the weather.

Would need to have lights outside.

Tye Dye Shirts:

It is really fun. Ms. Ungvarsky recently did this and would assist it.

Another Dance

Suggested: A lot of 5th and 6th Gr. Students could volunteer to help for Community Service.

We have about \$1600 available.

SPRING CARNIVAL/STEM NIGHT:

Family events are great! A lot of schools have Spring Carnivals, combine it with STEM Night and maybe do this in March. We also need to remember we don't want to take from the 6th Grade Celebration.

Suggstions:

Food Truck come.

Texas Road House (They did attend at Ridge Road)

Ms. Ungvarsky commented that her husband could do Hot Dogs for \$1.00 and Cheeseburgers for \$2.00.

Pizza

Last Stand Ice Cream Truck—Was a Huge Hit

POSSIBLE DATES: March 11th (STEM, Dance, Spring Carnival)

Ms. Malone will look at the Calendar and find a Friday for the Carnival, possibility March 27th. There would also be a lull of Sports so there will be more families available, noting the Spring is always challenging because of Sports.

VARIETY SHOW:

This event will need a Chair or Co-Chairs and a Technology Person to do it. Last year we had between 10-12 acts, and we would need a minimum of 20 people to sign up. We could keep it simple, 2 Rehearsals, 1 Final Dress Rehearsal and provide snacks for those in attendance. Ms. Malone commented February is a short month, we only have two weekends to prepare, the Middle School has its play, the Winter Break and at the end of January is the SCRIPPS Spelling Bee.

READING CELEBRATION:

This event will be held at the end of the year in June.

6TH GRADE CELEBRATION:

This event will be held at the end of the year in June.

4. OLD BUSINESS

A. BELIEVE FUNDRAISER

Ms. Ungvarsky explained you can print the check, deposit it explaining all the cash we collect we deposit we are keeping which totals \$7,800. Ms. Ungvarsky explained the difference with the on-line balance and what they owed is and what the money is we made. Ms. Malone explained the shipment was delayed because of a railroad malfunction so only part of it is here and once the rest of it comes, she will email the families of the pick-up date.”

B. TEXAS ROADHOUSE FUNDRIASER

Ms. Malone shared that we raised \$411.00.

C. STARRY NIGHT EVENT

It was huge success of chaos and fun.

Future Suggestions:

- Volunteers need to be stationed to monitor the when kids leave an area so that they are not huddle in various spots throughout the building.
- Have a rotation schedule of volunteers—there wasn’t any structure, there wasn’t a schedule.
- More Written Instructions to pass to the next person.
- Need Chaperons in the Hallways
- If everything were in the Field House, it would have been too stimulating.
- Not sure what the comfort level of the Volunteers was to tell the kids not to run.
- The Blow Ups could be set up in the Main Gym. (Not able to this time due to a Practice.)
- Station Volunteers near the Bathrooms and the Exits
- Have Floaters travel around to give breaks to Volunteers.
- Make signs so we know who is working at which Station.
- Derrick the DJ appreciates all the referrals.
- Kids left food and drinks on tables instead of throwing it away.
- Have 3 Separate Sections: 1 for Blowups, 1 for Games and 1 for Food
- Need to have enough time to set up games, 2 hours is really tight depending on the number of games.
- It was too chaotic to do dancing in the Cafeteria with the food.

*Robin and Kim will look at a List of Vendors to invite to STEM Night.

5. NEW BUSINESS

A. VARIETY SHOW

- We could have it, but we need a Parent Volunteer to run it.
- The following will need to be done:
 - Permission Slip
 - Auditions – Make sure Acts are appropriate.

- Create a Play List

It is hard to find a Parent Volunteer who can handle all the responsibilities that are required.

It was suggested that Bruce owns Hard Hat Production and may be willing to assist.

Ms. Thomas commented if you are getting a real low turnout, it does not seem like it is a good use of resources. We need to make stipulations and say, “Maybe next year we are not going to do it.”

Ms. Malone explained:

- There will need to be 2 Auditions.
- There will need to be 2 Dress Rehearsals

6. TREASURER’S REPORT

Ms. Ungvasky reported the Dance brought in \$1,253 including tickets at the door and also reported that people brought in Food Donations at the door reporting basically the Dance paid for itself.

Ms. Ungvasky explained that Alicia is going to do a summary of the Accounts.

5. PRINCIPAL’S REPORT

Interim Principal Ms. Malone reported:

- The Starry Night event was well attended! The students had a blast and talked about it for days! Thank you to everyone for your help to make it a successful event!
- Marking Period 2 started on Monday, November 3rd.
- Parent/Teacher Conferences have wrapped up. Thank you for taking the time to meet with your child’s teacher.
- The IS staff would like to thank the PTO for the luncheon on November 14th. The food was delicious!
- There is no school on Thursday, November 27th and Friday, November 28th for Thanksgiving Recess
- The IS Bands Concert will be held on Tuesday, December 9th at 7:00pm in the IS Café.
- The IS Orchestra Concert will be held on Monday, December 15th at 7:00pm in the IS Café.
- Holiday Break is Monday, December 22nd – Friday, January 2nd. Students return on Monday, January 5, 2026
- Staff Appreciation—We would like to reserve the same Caterer PTO had for the Luncheon on November 14th for May 8th.

6. GOOD OF THE ORDER

There was no Good of the Order.

The meeting adjourned at 7:23 PM.

Submitted By,

Candy Maine

Intermediate School Secretary