

IH PTO Board Meeting Minutes

November 8, 2016, 9:00 am at BOE

Attendees: Melody Hamilton (President), Michele Guttman (Vice President), Linda Pflughaupt (Communications Chair), Suzanne Yingling (Treasurer), Debbie Ericsson (Capital Grants Chair), Cathy Levalley-Norwell (HS Director), Becky Ford (MS Director), Erin Starkey (ES Director), Pam Hoynes (PS Director), Karen Epcke (Communications Secretary), Mark Miles (Superintendent)

I. BOE Briefing with Dr. Mark Miles

- A. BOE meeting agenda summary
- B. High School Principal transition
 1. May send survey to community in December to gather feedback about characteristics considered most important in candidates for permanent principal position
 2. New principal search to be conducted in spring
 3. Interim principal Karen Bare has been very involved in school events and teacher evaluations
- C. Observations about increasing needs
 1. PTO looking for Dr. Miles thoughts on increasing needs due to larger student population
 2. PTO would like to make sure these needs are supported, e.g, providing scholarships for senior trip
 3. Dr. Miles suggests we stay in touch with front office and principals
- D. After Prom
 1. PTO expressed concerns about students leaving early
 2. Suggested beginning and ending earlier i.e, 11:30 pm -3:30 am

II. Approval of Minutes, Emergency Vote

- A. Motion made to approve minutes for 9/6/16 board meeting; motion passed
- B. Emergency votes for non-budgeted item 10/31/16
 1. Author and illustrator Charles Smith visit
 - High school teacher Julie Pfeiffer requested funds to pay for extension of Charles Smith's scheduled PS/ES visit to speak to HS photography and first period English/writing classes
 - Motion made to pay \$500 to extend contract
 - Motion passed

III. President's Report

- A. Position Changes – MS Program Chair and Vice President
 1. MS Program Chair resigned so position is open; Michele Guttman (current VP) is interested in filling position
 2. Kathy LeValley-Norwell (current HS Director) would consider taking VP role
 3. PTO By Laws prohibit changing positions or holding two positions; must go through nominating committee. Consider amending this in future
 4. Board decided maintain current VP and HS Director and leave MS Program Chair position vacant
 5. Plan to have nominating committee nominate Michelle as MS Program Chair and Kathy as President for next year
 6. Need to establish a formal nominating process, include online submissions
- B. Coordination with IH Foundation and Boosters
 1. President met with IH Foundation and Boosters representatives to plan coordinating efforts to make bigger impact
 2. Wish lists from school principals should help identify possibilities
- C. Website updates
 1. Board members should review their areas to verify information is updated; include links
 2. Send corrections to President and Communications Chair
- D. New ES club
 1. ES proposes to add Zumba Fit Club
 2. Motion made and passed to approve
 3. Need to verify whether teacher sponsor is required

IV. PS Director Report

- A. Book Fair was successful
- B. Teamed with ES on Staff Conference Dinner, which was donated by Chuy's. Need thank you note for Chuy's
- C. Rave reviews for International Fair. Volunteers brought potluck for themselves, so PTO did not have to pay to feed volunteers – continue this in future.
- D. Holiday Market preparation ongoing
- E. Open House in January
- F. Looking for new director for Spotlight – Jennifer Howell stepping down
- G. See attached report for more details

V. Treasurer Report

- A. Took in \$42,000, had \$19,000 in expenses leaving \$23,000 (about what we started the quarter with
- B. Waiting for receipts from HS for Sophomore Redo Day and Junior Day before giving budgeted \$5,000
- C. Reminder that all money goes through the Treasurer. Chairs must follow procedure and not make individual decisions regarding budgets
- D. Directors should be prepared at budget meetings in spring to present new or dropped budget items

VI. Capital Grants Report

- A. Auction on the Hill preparations under way
 - 1. Web page information for Auction on the Hill updated
 - 2. Signing contract with EBTH and lease with Livingston Lodge
 - 3. Reaching out for donations, awareness of event
 - 4. Preparing invitations
- B. Meeting with Principals for allocations coming up soon

VII. Membership

- A. Approximately 670 memberships and nearly 100% teacher participation
- B. Increase membership by including flyer in beginning of year packets for HS

VIII. MS Director

- A. New format for spring Party in the Middle
 - 1. Holding 4th quarter assembly to recognize students for collective achievements throughout the year
 - 2. Cancer survivor to speak about overcoming obstacles
 - 3. Students will participate in Color Run
 - 4. Celebratory activities geared toward overcoming obstacles will be held immediately after run (2:30-5:00), will maintain party feel
- B. Service initiatives
 - 1. MS Gives Back clothing drive starting November
 - 2. MS Share the Warmth campaign starting probably January
 - 3. MS would like to grow these into ongoing service opportunities
- C. MS beautification initiative
 - 1. Focused on MP room and entrance
 - 2. Looking for volunteers (maybe HS art students)
- D. See attached report for additional information

IX. ES Director

- A. Book Fair was successful, had plenty of volunteers, especially HS students through Vicky Mendoza, HS volunteer coordinator
- B. Conference dinner donated by Chuy's, coordinated with PS
- C. International Fair successful, good idea to have volunteers provide their own food
- D. Kids Vote Too – students registered to vote, identified desirable characteristics of a candidate, voted
- E. Fifth grade spiritwear – returning to shirts signed by students, Boosters will purchase for each student
- F. Spotlight auditions starting
- G. Health screenings being conducted today
- H. Author visit will reach students in 3 schools, including small workshop for HS photography students
- I. Pioneer Days and Spring Fling have chairs
- J. Zumba club formation approved
- K. Getting volunteers for events has not been a problem thus far
- L. See attached report for additional information

X. HS Director

- A. President raised idea of AP fundraiser – resell signature t-shirts from fifth grade
- B. Looking into once a month SignUpGenius of HS parents can select to be more involved in a way that works for their schedules
- C. HS considering once a quarter question and answer meeting with Principal. Some feedback that there are too many meetings, should send letter instead
- D. HS inducting more National Honor Society students. Suggested PTO help fund the induction desserts
- E. Thinking about having 2 class representatives and define role of representatives to include more responsibilities
- F. Committee will be meeting to discuss format of community service day
- G. Need AP chair – preferably junior or senior parent
- H. Powder Puff feedback
 - 1. Negative feedback about sexist aspect of event, clique oriented nature of event, and from younger performers parents having to pay to watch their child
 - 2. May change format or phase out
 - 3. Send survey monkey to gauge interest
- I. Shade for patio and courtyard
 - 1. Received bids for shade sails or awning for patio - too expensive
 - 2. Suggested ideas - ask volunteers (e.g., Boy Scouts) to build structure, ask Frontgate to donate giant umbrella, plant fast growing trees

XI. New Business

- A. President looking into shared calendar for PTO, possibly on Google Docs, to include reminders, events

XII. Attachments

- A. MS PTO Board Update
- B. ES PTO Board Update
- C. PS PTO Board Update

MS DIRECTOR'S REPORT - November, 2016

1. Party in the Middle – 300+ students attended the fall edition of PIM. Reviews were very positive and the students enjoyed the variety of activities. Possible restructure of PIM for the spring? See notes below about 4th quarter assembly and related Color Run.

2. MS Conference Meals

-MS provided two catered dinners AND a conference breakfast during conferences. The catered meal from Chef's Choice catering was well-received and served all teachers and staff members. Chef's Choice will "possibly consider" donating a portion of food for future events if contacted well in advance and afforded the opportunity to "advertise" through school communications.

-Mama Mimi's catered the other conference dinner (pre-prepared pastas, including a vegetarian option) and graciously donated one of the three pasta selections. The other two (2) pasta selections were provided for only \$40/each. With parent-volunteers who provided salads and dessert through SUG, we were able to provide a full meal for 40+ teachers and staff for \$100! Encourage chairs to contact Mama Mimi's for future events!

3. MS Book Fair Book Fair was a success! **ACTION ITEM: Idea for next year: Bridgette to work with teachers to afford students an opportunity to “preview” the Fair before their designated shopping day.**

4. MS Veteran’s Day and PRIDE recognition assembly – 11/11/2016

-The MS will host a Veteran’s Day Assembly on 11/11/2016, which will also coincide with the 1st Quarter PRIDE recognition assembly for MS students. Students and teachers may invite a veteran(s) to attend the assembly to be recognized and honored for their service and sacrifice. Details to be communicated via E-blast and also via “MS Happenings” from Bridgette.

-PTO to supply coffee/water and light refreshments for veterans to enjoy before the assembly. Also, at Bridgette’s request, ELF purchased a few decorative patriotic items to adorn the MP room and the gym (balloons, a banner, garland, etc.) for the assembly. **ACTION ITEM: Possibly add a line-item to the MS budget to supply items for the assembly, as this will be an on-going event? Estimated expense - \$100-\$150/year.**

5. MS Gives Back – clothing drive campaign starting 11/4/16 to benefit Madhatter’s and Lion’s Threads closet (free clothing closets in Oyler Elementary and Rees E. Price Elementary in Price Hill).

-MS Share the Warmth campaign (focusing on winter jackets and winter clothing items) – starting in January?

-Bridgette and ELF are working to make “MS Gives Back” an on-going initiative geared towards various service projects and other student-lead campaigns throughout the year.

6. MS beautification initiative – for the MP room and the entrance to the school **ACTION ITEM: identify volunteers who are willing/available to assist with beautification efforts for the MP room and also for the**

MS entrance. Possible mural for the MP room? Talk to Cecily Harness? Recruit volunteers / possible collaboration with HS art students? Target completion date: spring 2017

7. MS 4TH quarter recognition assembly / spring edition of PIM – May 19, 2017 The MS 4th Quarter recognition assembly will celebrate the summative accomplishments of all students with a BRAVE Color Run on Friday, May 19th.

-Speaker Sean Swarner- Cancer Survivor; “Achieving Success is about Persistence, Determination and the related common thread of overcoming obstacles.” Possible need for CAP Grants for funding for speaker?

-Following the speaker and the Color Run, the students will then enjoy activities at the school (2:30 to 5:00 p.m.? – TBD) geared towards “overcoming obstacles.” Notably, this will supplant the spring edition of PIM this year. **ACTION ITEM: TBD – can PIM funds be used towards the speaker and the Color Run activities (t-shirts, hats, banners, etc.) since this assembly and the activities that follow will take the place of PIM?**

8. On-going communication / dialogue with MS parents

-“The Arrow” newsletter: the first edition will hopefully be released in December, 2016

-*Coffee and Conversation*: the first *Coffee and Conversation* topics will be announced/disseminated by Bridgette

in December. The first session with parents will run during the 3rd quarter.

Upcoming MS events:

November 9th at 6:00 p.m. November 11th and 12th at 7p.m. November 14th at 7 p.m. November 16th November 23rd – 25th ****DATES TBD****

MS Family STEM Night MS Fall Play – *Mill Girls and And a Child Shall Lead* MS Orchestra concert MS cabinet meeting with administration / CAP Grants Thanksgiving break MS *Coffee and Conversation* with teachers/administration (Starting 3RD quarter. Details TBA!!)

ES Report / November Board Meeting
Submitted by Erin Starkey
November 8, 2016

Events successfully completed in September, October, November:

Bookfair – 10/ 24-31
Staff Conference Dinner - 10/ 27
Kids Vote Too – 10/31 – 11/4 **** new**
International Fair – 11/4 at PS

In progress:

5th grade Spiritwear
Spotlight
Health Screenings – 11/7-8

Planning/meetings occurred for upcoming events:

Author visit – 12/8-9
Pioneer days - March
Spring Fling –March, have new chairs, chairs held organizational meeting

Issues for board: Vote on proposed club:

New ES Club - proposed

CLUB NAME Zumba Fit Club
DATES: 6 Thursdays beginning around mid-January
TIME: drop off at 7:50 am; Dance Fitness from 7:55-8:40
LOCATION: ES Gym
PARTICIPANTS: 4th and 5th graders
INSTRUCTOR: parent / certified Zumba teacher Vonetta McColgan
COST: \$33 per student for 6 session (based on \$5 per class plus covering background check)
OTHER: instructor will bring music on boombox or phone with speaker
PTO: the club will be sponsored by PTO which enables the club to take place on

school property; all normal school rules and policies apply during the club

Indian Hill Primary School – PTO Board Update 7, 2016

November

Book Fair

Librarian, Jennifer Anders and the chairs completed a successful fair during the week of conferences.

Staff Conference Dinner

Thanks to Jaime Goldstein and Jeff Heineken for coordinating Chuy's Mexican feast for another conference dinner. Chuy's donated the meal. In the future, let us look to get more of these donations. We will still keep the estimated costs with these in-kind donations.

International Fair

Mohamed Motawi and his team from the Global Parent Network did a fabulous fair for the Primary School. Around 12 countries were represented. The children and adults had a fun day – it was very well received by the school and staff!

UPCOMING EVENTS:

Holiday Market 12/3

Lanelle Vance is off to a great start with the market for this year. The SUG for volunteers and Elves has already went live! We really want to get the word out to our MS and HS students in order for our elf slots to fill up and their service hours be filled! We will be using the same vender and also including another vendor, Alyson Dempsey, a past 2003 IH graduate suffering from a debilitating neurological disease who will be selling her artwork at the fair as well.

PS Open House 1/5

PTO will be in attendance to answer questions and take prospective families tours around the school.

Spotlight 1/8

The Variety Show of the year!!!