

IH PTO Board Meeting Minutes

September 6, 2016, 9:15 am at BOE

Attendees: Melody Hamilton (President), Linda Pflughaupt (Communications Chair), Marybeth Hamburger (Membership 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), Tracy Quattrone (IHEVSD Director of Pupil Services)

I. Guest Speaker Tracy Quattrone, IHEVSD Director of Pupil Services – Food Allergy Management Plan

- A. Food Allergy Informational Material
 - 1. Presented Life Threatening Food Allergy Plan last year to PTO, available as PowerPoint
 - 2. Food Allergy Management Plan document included in PTO binders
 - Gives 7 guidelines for parents, volunteers
 - 3. Points to be stressed at PTO events
 - Try to use non-edible prizes/rewards
 - Keep food in designated food areas e.g., MP Room, Cafeteria
- B. Enjoy Life snacks – allergen friendly foods
 - Make available at PTO events as option in addition to other foods
 - Alert Pupil Services of event, they which provide snacks at no charge
 - Sell snacks at regular prices, give Pupil Services money collected
- C. Event coordinators should follow normal chain of command; school principal is first contact

II. Approval of Minutes, Emergency Vote

- A. Motion made to approve minutes for 8/9/16 board meeting; motion passed
- B. Emergency votes for non budgeted items 8/23/16
 - 1. High School Shakespeare Play
 - PTO helped pay last year, miscommunication over payment this year
 - Motion made to sponsor this year (\$750 from Rainy Day Fund) and include in budget next year
 - Motion passed
 - 2. Middle School microwaves
 - Microwaves no longer working, purchase would not fall under Boosters or Capital Grants
 - Motion made to purchase 3 microwaves (\$270 from Rainy Day Fund)
 - Motion passed

III. President's Report

- A. Insurance
 - 1. Renewed insurance for 3 years
 - 2. Currently have fraud coverage for payments through PayPal, but we may need extra coverage in future if we move to our own cart payment system
- B. President plans to meet with Boosters and Foundation representatives quarterly to coordinate efforts
- C. New calendars were distributed; please review and send changes to Communications Secretary

IV. Treasurer

- A. Checks from Kroger (\$2,000+) and Amazon Smiles (\$87+) were received, as well as \$3,000 transfer from PayPal
- B. Over \$45,000 paid for school supply kit materials
- C. All outstanding requests for reimbursement have been paid

V. Membership

- A. Approximately 558 memberships and 126 teacher memberships to date
- B. Membership cards to be mailed to families and distributed at the schools for teachers at end of this week.
- C. Suggest we consider subscribing to a PTO administration software service such as MySchoolAnywhere to manage membership records, volunteer recruitment, event reminders, etc. for 2017-2018.

VI. Communications

- A. WooCommerce Cart system
 - 1. Cart system has been added to website
 - 2. Working on adding a separate page for it
 - 3. Works like other online shopping; shoppers register an account
 - 4. Accepts only PayPal payments
- B. Communications Chair would welcome feedback on eblast

VII. Capital Grants

- A. Auction on the Hill
 - 1. Auction dates are set and are correct on calendar
 - 2. Goal is to have a committee to work on the auction
- B. Need new quote from Capital Grants Chair to update website testimonial

VIII. School Directors' Reports

- A. HS Director
 - 1. Met with Dr. Shelton regarding departure
 - 2. Random Act of Kindness Day being considered
 - 3. APUSH students taking trip to Washington, D.C.
 - 4. Discussing bringing back bake sales
 - 5. Community Service Day proposed by administration
 - Students would go out by bus to volunteer in groups around the city at location of their choice
 - Cost of \$3,500 for buses and other?
 - Parents opinions for and against
- B. MS Director
 - 1. MS Administration streamlining communication/dialogue with parents
 - SignUpGenius will be used to address all opportunities for parent involvement
 - Working on "The Arrow", a monthly newsletter for parents, to include articles by Principal and teachers and address MS happenings and relevant topics
 - Initiating Coffee and Conversation, an opportunity for parents to engage with administrators/teachers. Beginning with a book study and discussion.
 - 2. See attached report
- C. ES Director
 - 1. ES supports use of SignUpGenius for volunteers; completed paper forms have not been disseminated in the past
 - 2. Global Parent Dinner coming up 9/23
 - 3. No date set for health screenings because RN must be present; cannot take school nurse away from normal duties during school hours
 - 4. ES bookstore closed for remainder of year; could staff for special events
 - 5. Working with PS on International Fair (11/4)
 - 6. Staff Conference Dinner coming up 10/27

7. Spring Fling Chairs have not been identified yet; please let ES Director know of any possibilities from any school since it is the PTO's biggest fundraiser
8. See attached report

D. PS Director

1. Meet the Teacher nights went well
2. PS Administration working on ways to boost PTO membership
3. International Fair coming up 11/4; country sign ups full
4. PS agrees SignUpGenius will streamline volunteering
5. Book Fair being planned (10/24-28)
6. See attached report

IX. Old Business Concerns

A. New Family Social

1. Not as well attended as in past years
2. Need to think of ways to boost attendance

X. New Business

A. Calendar

1. Please review and send corrections to Communications Secretary

B. Upcoming Meetings

1. General PTO Meeting 10/11 at 6:30 pm at HS
 - New HS Principal will speak
 - Hope to see more parents at meeting; new Principal may be a draw
 - May need to control question and answer session with new principal; possibly request written questions to be read by moderator
 - Look into including speaker to review HS clubs
2. PTO Executive Board will NOT have scheduled October meeting
3. November PTO Executive Board meeting 11/8; IH EPO representative will speak
4. New PTO Executive Board monthly meeting time is 9:00 am
5. Informed Dr. Miles that there is no need to have a BOE Review Meeting if no big news that month

XI. Attachments

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

MS DIRECTOR'S REPORT - September, 2016

Cabinet update from meeting with administration (8/25/16)

1. **MS Orientation** – MS may be changing the procedure for fall orientation. Schedule pick-up may be adjusted to take place in May and then only 6th grade students will report for “orientation” with Navigators in August.
 - Bridgette and Michael are working with teachers and guidance counselors to determine whether this can be implemented for 2017-2018
 - If pre-summer schedule distribution cannot be accomplished for next year, then the schedule distribution process may be adjusted to allow parents to come at a designated time just to pick up schedules (broken down by alphabet) AND to allow for an evening pick-up time. Also, time may be scheduled for parents who wish to pick up the schedules of multiple children at the same time (in different MS grades).
2. **Back to School Luncheon**
 - The luncheon was well-received and included all teachers *and* staff members. It needs to be clearly communicated (for planning *and* budgeting reasons) that the luncheon should include all teachers, staff and administration. The luncheon is not just for teachers only.
 - Chuy’s graciously provided more than \$600 worth of food for \$250. Encourage chairs to contact Chuy’s for other events!
3. **The PTO “Push” at the MS**
 - Bridgette will initiate a “push” to get all teachers/staff to sign up – goal is 100%. Everyone will earn a “Jeans Day” if the school hits 100% -- or for the first grade to hit 100%.
 - Bridgette will also send out a blurb to all MS parents about how the PTO supports all MS students to encourage parents to join.
4. **Changing the face of communication / dialogue with MS parents**
 - **MS Sign-Up Genius:** Bridgette will be distributing the SUG for all MS events to allow parents to sign up to be involved. ELF to distribute the SUG to the PS and ES directors.
 - **“The Arrow”:** We are working on a monthly newsletter that will contain targeted information designed specifically for MS parents. Target goal for the first edition is the end of September. Bridgette will include a column in each newsletter and one or two teachers will also contribute a story or update or topic of interest. Important dates for all MS events will be communicated and the *In the Know* section will pointedly address relevant topics that are circulating at any given time. There will also be a *Braves Highlights* section that will address exciting happenings within the MS, highlighting noteworthy accomplishments for the school itself, significant student achievements, etc.
 - **Coffee and Conversation:** This is a new initiative that Bridgette and Michael are spearheading with the goal of changing the communication dynamic between the MS (teachers and administrators) and the MS parents. Parents want an *opportunity* to engage with teachers and administrators and teachers and administrators want to be able to engage *freely* with parents – the goal of *Coffee and Conversation* is two-fold: #1) to provide a forum for conversation to take place; and #2) to specifically identify the topics or areas of concern that are ripe for conversation and/or that “need” to be discussed. Bridgette would like to jump start this idea by doing a book study – inviting all MS parents to read a particular book and then inviting them to show up for “coffee and conversation” to discuss the book. The first book she has chosen is “Worried Child” (written by Dr. Foxman, who will be visiting us next week). Thereafter, she will elicit suggestions for the next book/next topic. The goal is to start these meetings 2nd quarter and to have the meetings at least one or twice per quarter from 7:30 to 8:30 a.m. and also from 6:00 to 7:00 p.m. We’re still tweaking things a bit, so I will keep everyone apprised as the plans develop!

Upcoming MS events:

- October 7th – 7p.m. to 9 p.m. Party in the Middle
- October 14th and 17th No School / Staff Development Day
- October 24th through 28th MS Book Fair
- October 27th PM MS Conferences
- ****DATES TBD**** MS *Coffee and Conversation* with teachers/administration
(Starting 2nd quarter - held once or twice per quarter. Details TBA soon!)

ES Report / September Board Meeting

Submitted by Erin Starkey

Sept. 5, 2016

Events successfully completed in August:

New Family and Ambassador Project

Welcome Back Staff Luncheon

ES Bookstore (now closed)

Picture Day

Upcoming in September / October / November

Global parent dinner - 9/23

Health Screenings – dates TBA

Bookfair – 10/ 24-31

Staff Conference Dinner - 10/ 27

International Fair – 11/4 at PS

Issues for board: We are still in need of Spring Fling chairs or co-chairs

IHPTO PS Report/ September Board Meeting

Submitted by: Pam Hoynes

September 7, 2016

Events successfully completed in August:

PTO Leadership Training and CRP Training

Meet the Teacher Nights and Membership

Welcome Back Luncheon - Garnish Catering

Upcoming Events in September/October/November:

New Family Social PS
International Fair 11/4
Picture Day 9/15
Health Screening 9/28
Conference Dinner 10/27
Book Fair 10/24-28