

Hunters Bend Elementary School

PTO Board Meeting Minutes

August 17, 2016

<i>President - Heather Adams</i>	<i>Present</i>
<i>President Elect - Stephanie Lee</i>	<i>Present</i>
<i>VP Fundraising - Mindy Morrison</i>	<i>Present</i>
<i>VP Marketing - Emily DeVree</i>	<i>Present</i>
<i>Secretary - Jen Moore</i>	<i>Present</i>
<i>Treasurer - Amber Wilson</i>	<i>Present</i>
<i>Volunteer Coordinator - Morgan Parker</i>	<i>Present</i>
<i>Room Parent Coordinator - Missy Bezuidenhout</i>	<i>Present</i>
<i>Member at Large - Ann Howell</i>	<i>Present</i>
<i>Member at Large - Jodi Ebert</i>	<i>Present</i>
<i>Ex-Officio - Kristen Melichar</i>	<i>Present</i>
<i>Principal - Mr. Walker</i>	<i>Present</i>
<i>Specials/Special Ed. Teacher Rep. - Lee Boone</i>	<i>Present</i>
<i>K-5 Teacher Rep - Marissa Clifton</i>	<i>Present</i>
<i>Guest - Kimberly Osborn</i>	<i>Present</i>
<i>Guest - Aurora Pearson</i>	<i>Present</i>

Heather called the meeting to order at 9:31 am

MINUTES

- Kristen moved to approve July's minutes. Ann seconded motion. Motion passed.

TREASURER'S REPORT

- Amber gave the report (Please see HBES PTO website).
- Heather asked for a motion to pass the July Treasurer's Report. Stephanie made motion. Jen seconded motion. Motion passed.

PRINCIPAL'S REPORT—Mr. Walker

- Thank you for a great beginning of the school year!
- **Bus Transportation** is the biggest concern from parents. 1 double route and 1 route with no driver. District is working hard to recruit drivers.
- **Enrollment Challenge** - Currently 2nd and 5th grades are coming to a max in students. We don't anticipate adding a teacher unless we go over the state ratio.
- **Start Time Video** - All are encouraged to go to the community meetings in September.
- Mr. Walker is planning on making a call out for sign-ups for the new PRO newsletter.
- **Teacher laminator** is dying. One quote for a new one - \$2622.94
- **PBIS** - positive behavior intervention support - trying to ramp this up to encourage behavior we want to see. One idea is to have monthly PBIS parties (based on number of tickets received). There may be future requests for financial support from the PTO.

STAFF REPORTS

K - 5 Teacher Rep—Marissa Clifton

- Ms. Lovelace is looking for parent volunteers to help with organizing the bookroom. Morgan has the list of parent volunteers and will communicate that to Ms. Lovelace.

Specials/Special Ed. Teacher Rep. - Lee Boone

- Career day will be Oct. 14th in the morning. This is for all 3rd-5th grade students during specials time. Needing parents to come share careers with the students.
- Huge thanks for water filling station.
- Putting together an advisory group for future school counseling programs. Will meet twice, fall and spring. This is for parents to come together with topics of interest to offer to the school parents as a whole. Some options are book studies, speakers, etc.

OFFICER'S REPORTS

President—Heather Adams

- Read thank you notes.
- **Spirit Wear** - Missy Bean is working on hoodies and socks. The t-shirt is a 7-10 day turn around. Desire is to have shirts by spirit week so kids can wear it that Friday. Can order t-shirt online or with form. Form can lead them to myschoolanywhere. We need the form to go home THIS Friday or at the latest Monday. Orders must be in by Sept. 12th.
- **Spirit Week**
 - Mon- red, white and blue
 - Tu - Sports Team
 - Wed - Wacky Wednesday
 - Thurs - Throwback Thurs.
 - Fri- School spirit

Some ideas to promote this are - using intercom and have teachers send home info regarding each day's dress-up, car-rider line and pawprint for examples of outfits, Friday morning meetings (Aug. 26th and Sept. 30).

- Teachers desire benches by the playground. Maybe something covered? Umbrella? PTO will be beginning looking into this for possible purchases. Must use vendors recommended by the district.
- Mr. Walker brought up the fact that the asphalt at K-1 playground will be resurfaced this Fall. Do we want to do something different with the basketball goals? Thinking on this.
- Missy made a motion to purchase laminator for teachers. Mindy seconded motion. Motion passed with one condition - that it cost under \$3,000. Money will come out of "unexpected school needs" fund.

President-Elect—Stephanie Lee

- *No report*

VP Marketing and Communication—Emily DeVree

- **MySchoolAnywhere** - We have had positive feedback so far. One issue is that we have 250 families, but only 330 students registered. We are missing approx.. 170 students. This could pose a problem for the directory. How else can we get the word out? One way is to pass out flyers at the car-line.
- **Paper Directory** - distribution - Oct. 1st. Deadline for information is Sept. 15th.
- If you want anything in the Pawprint turn in by Thurs. at 9pm.
- Be sure to download myschoolanywhere app.

Secretary—Jen Moore

- Agenda items need to be sent by Monday at 10pm. Will send out reminder the week prior.
- Minutes and treasure reports will be accessible on weebly site.
- **Book Fair/grandparent breakfast** - book fair is Oct. 28th - Nov. 4th. Was talking to Natalie Gottwalls and she was interested in combining a grandparent breakfast one morning of the book fair. No decisions made. Will invite book fair committee/rep to Sept PTO meeting with more information.

Grassland does grandparent breakfast during INVEST campaign.

- PTO info and contact info needs to be put on School Website.

Volunteer Coordinator—Morgan Parker

- Lists are completed and ready to go to chairpeople.

Room Parent Coordinator—Missy Bezuidenhout

- There are 2 K classes with no BoxTop parent.
- All classes have room parents.

Member at Large—Ann Howell

- **GMS** - something was sent to students and parents at Grassland Middle inviting anyone with needed community service hours to volunteer for Family Fun Night.
- **Lights** - found light towers - \$95 if you pick up and return or \$215 for delivery PER LIGHT.

Member at Large—Jodi Ebert

- **Teacher Appreciation** - dates - April 10th-13th.
- A mother emailed concerns regarding new parents/families to HBES. Some ideas for assistance - direct them to school website. Adding a FAQ page directing parents where to find useful info. Kristen is working on something to put out to people. Reach out to the mom who emailed for help with what to include regarding FAQ. Possibility for school tours available through PTO parents.

Ex-Officio—Kristen Melichar

- Teachers are asking if specials teachers get to fill out the “favorites” form? Possible solution - keep this filled out form in the office so we don’t have to

distribute. Could they be part of the monthly treats? Use sign-up genius for a gift for specials teachers?

VP Fundraising—Mindy Morrison

- **T-shirt** - 4 sponsors \$1,200.
- **Directory** - 10 ads \$2,850
- **INVEST** - \$6,300
- Artist making something for car-rider line to show INVEST goal and to track what has been received. \$30,000 goal. If this is reached we need to come up with something for Mr. Walker to do/do to him (ha) if we reach our goal. 75% participation - class party. Highest class participation - \$50 gift certificate for the teacher. Ms. Smallwood is in charge of the video.
- **More ways to earn money for the school - Amazon Smile** - getting this set up so that the school can earn money from Amazon purchases, **Publix Cards, Boxtops.**
- Griders's class won last Papa John's pizza night.

MEETING ADJOURNMENT

- Heather asked for a motion to adjourn the meeting. Amber made motion. Mr. Walker seconded motion. Motion passed. Meeting adjourned at 11:25 am.