

Hunters Bend Elementary School

PTO Board Meeting Minutes

December 9, 2015

DRAFT

<i>President - Kristen Melichar</i>	<i>Present</i>
<i>President Elect - Heather Adams</i>	<i>Present</i>
<i>VP Fundraising - Samantha Ozan</i>	<i>Present</i>
<i>VP Marketing - Emily DeVree</i>	<i>Absent</i>
<i>Secretary - Kara Krinks</i>	<i>Present</i>
<i>Treasurer - Amber Wilson</i>	<i>Present</i>
<i>Volunteer Coordinator - Stephanie Lee</i>	<i>Present</i>
<i>Room Parent Coordinator - Mindy Morrison</i>	<i>Present</i>
<i>Member at Large - Ann Howell</i>	<i>Present</i>
<i>Member at Large - Rhonda Holder</i>	<i>Present</i>
<i>Ex-Officio - Amy Bowman</i>	<i>Absent</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 - Shelley Ward</i>	<i>Absent</i>

Kristen called the meeting to order at 9:36 am

MINUTES

- Kristen asked for a motion to approve November PTO Board Meeting Minutes. Heather made motion. Mindy seconded motion. Motion passed.

TREASURER'S REPORT

- Amber gave the report (Please see HBES PTO website).
- Kristen asked for a motion to pass the December Treasurer's Report. Rhonda made motion. Samantha seconded motion. Motion passed.
- Canopies: Amber presented quotes for various canopies. Board discussed personalized vs. non-personalized, recreational grade vs. commercial grade. Will report with more details at January meeting.

SPECIAL GUESTS

- None

PRINCIPAL'S REPORT—Mr. Walker

- Gym mats: end mats installed. Stage mats were measured wrong and are being recut. HBES will get a credit with the company to make up for the mistakes and delay.
- Safety Drills: fire drill once per month. Lock down drill yesterday. Administration will look into equipping each room with first aid kit/flashlight for use in emergencies.
- 5th grade recognition ceremony is set for May 17. Time is TBA.

- Field Day is May 18.
- Assessment dates: Benchmarks for 2nd-5th social studies and science are next week (not tied to student grades). January—practice test. February—social studies, math, ELA; March—practice test; April/May—final test (computer-based). April 29—science. All tests except science are on computer.

STAFF REPORTS

K - 5 Teacher Rep—Shelley Ward

- Absent

Specials/Special Ed. Teacher Rep. - Lee Boone

- No report

OFFICER'S REPORTS

President—Kristen Melichar

- Part-time positions: Currently funded positions are David (tech support) and Michelle (receptionist). For WCS budgeting purposes, Mr. Walker asked if HBES PTO plans to continue to fund these positions next year. Kristen asked for a motion to continue to support these positions for the 2016-17 school year. Stephanie made a motion. Samantha seconded motion. Motion passed.
- Picnic table purchase: proposed to purchase **four** 10-foot tables plus **one** 6-foot table. Kristen will get a quote that includes freight charges and will send out an E-vote. *(addendum to minutes: Kristen presented a quote for the above items via email to the board on 12/10/15. Total balance for the five tables, including shipping, is \$5138. Kristen asked for a motion to purchase these tables via email. Kara made the motion. Heather seconded the motion. All other board members e-voted Aye. Motion passed.)*
- Spirit wear during parties: Kristen will set up a table during winter parties.
- Kindergarten purchase request: Charging base that holds 6 iPads (\$150 per base; 1 base for each of the 4 kindergarten classes). Kristen called for a motion to make this purchase. Amber made motion. Heather seconded motion. Motion passed.
- Teacher of the Year: Liz Brabson. Classified Employee of the Year: Wendy Carnes.

President-Elect—Heather Adams

- No report

VP Fundraising—Samantha Ozan

- Book fair: Having book fair before Thanksgiving break worked well this year.
- Gifts for specials teachers and teacher aides: Samantha plans to revisit this issue early next fall so that the board and room parents have enough time to work out a plan.

VP Marketing and Communication—Emily DeVree

- Absent

Secretary—Kara Krinks

- No report

Volunteer Coordinator—Stephanie Lee

- Nancy Rose is gauging interest for Girls on the Run, a 12-week running club open to girls in 2nd - 5th grades. Cost is \$200 per student, which includes curriculum and fees for a 5K. This club needs 10 - 15 participants and would meet after school. The board agreed that there would probably be sufficient interest in this type of activity.

Room Parent Coordinator—Mindy Morrison

- No report

Member at Large—Ann Howell

- No report

Member at Large—Rhonda Holder

- No report

Ex-Officio—Amy Bowman

- Absent

COMMITTEE REPORTS

- No Report

NEW BUSINESS

- No Report

ANNOUNCEMENTS

- Next PTO meeting will be on January 20 at 9:30 am in office conference room.

MEETING ADJOURNMENT

- Kristen asked for a motion to adjourn the meeting. Mindy made said motion. Heather seconded motion. Motion passed. Meeting adjourned at 11:02 am.