

## PTO General Meeting

Thursday, September 28<sup>th</sup>, 2017

(1) Meeting called to session by President, Michele Buford

(2) Introductions of PTO Board:

- Michele Buford – President
- Tracy Backus – Vice President
- Reema Troiana – Treasurer
- Julie Frisch – Treasurer
- Mandy Custer – Event Coordinator
- Heather Killmeyer – Secretary
- Mrs. Landry – Teacher Liaison
- Not in attendance:
  - Veronica Tirpak – Event Coordinator

(3) Treasurer Report:

- Reviewed expenses/income to date & handed out report
  - KidsStuff Book Fundraiser → A lot of families participated in the fundraiser. Brought in approximately \$1,300 from sales, but still need to pay KidsStuff vendor for ½ of the books. Books were \$27.50 – Half of this amount goes back to the vendor, and we keep the other half.
  - Membership → The PTO received \$1575 in membership donations
  - Book Fair → Total on form is from last year, still waiting to update the amount
  - Expenses:
    - ❖ Assignment Books – distributed to 3<sup>rd</sup> grade and up
    - ❖ Green Folders – distributed to 2<sup>nd</sup> grade
    - ❖ Back to School Bash - \$100 for the DJ
    - ❖ Teacher Gift Cards – Gave out a total of 29 gift cards in the amount of \$50 to each teacher to use for supplies for their classroom, or to use however they see fit
    - ❖ Misc. – Odyssey of the Mind Fee
  - As of 9/25/2017 remaining balance = \$15272.00

(4) Secretary Report

- Co-Secretary position still open, no nominations were received. If interested, please fill out the nomination form
- Directory – Directories are electronic this year, and were emailed out the week of September 18<sup>th</sup>. If you did not receive a directory, and would like an electronic copy, please send an email to [secretary.poffpto@mail.com](mailto:secretary.poffpto@mail.com)
- Spirit Wear – Blue Dog Custom T-Shirts was at the Back to School Bash, and very well received!! If still interested in ordering Hampton Spirit Wear, Dave at Blue Dog can be reached via email or phone (see below). Please mention Poff school so we can receive a percentage back to the PTO
  - [Bluedogshirts@yahoo.com](mailto:Bluedogshirts@yahoo.com)
  - 412-491-7300

#### (5) Key Communicator's Report

- Two representatives from each school in the district attend the Key Communicator meeting to discuss concerns, or anything going on in the district. If anyone has anything that they would like Poff Key Communicator to address at the meeting, please email to either Tracy or Jason at:
  - Key\_communicator.poffpto@mail.com
- The following items were discussed during the first Key Communicator meeting:
  - Goals for this year:
    - ❖ Education/Remake Learning
    - ❖ Promote wellness within the district (specifically stress and drugs)
    - ❖ Student device distribution
      - a. A parent meeting will be held for second and fourth grade parents for their distribution – Meeting date/time is available on the website
      - b. Web filtering will be on all devices
    - ❖ Talbot Tailgate
      - a. Scheduled Friday, October 13<sup>th</sup>, 2017 @ Hampton Middle School
    - ❖ Annual HAEE Run/Walk
      - a. Scheduled Saturday, October 14<sup>th</sup> @ Hartwood Acres
    - ❖ Over the summer a vestibule was created in the high school for tighter security

#### (6) Event Coordinator Report

- We are still in need of several chair positions for PTO sponsored events. If interested, please email Veronica/Mandy at eventcoordinator.poffpto@mail.com
  - Please note = Chairs do not have to plan on their own! The PTO can provide any assistance needed with help planning, or you can co-chair with a friend!!
- Past Events:
  - Teacher Breakfast → Catered by Panera this year at the beginning of the school year
    - ❖ Mrs. Landry stated that the event is very much appreciated by the teachers and staff
  - Back to School Bash
    - ❖ Received close to 200 RSVP's (our biggest yet!!)
    - ❖ Great response with sign up's for donations and volunteers
    - ❖ Concern:
      - a. Suggested if we can either have the event earlier next year, or have it end a half hour earlier, due to it being pitch black at 8:00 and no lights on the playground.
  - Assignment of Homeroom Coordinators
    - ❖ If more than one person was interested, an individual was randomly chosen
    - ❖ Packets were distributed during the meeting, or sent home
    - ❖ Homeroom Coordinators are responsible for assigning party parents for various parties, and communicating any messages from the PTO (additional information is in the Homeroom Coordinator Packet)
    - ❖ Please note – The Valentine's Day Party is incorrect on the form. The Valentine's Day party at Poff will be held Thursday, February 15<sup>th</sup>
  - "Note to Poff" notepad distributed
    - ❖ 1 per family
    - ❖ If a family has more than 1 student at Poff, the notepad was sent home with the oldest sibling

- Upcoming Events:
  - Book Fair
    - ❖ Kids can browse the book fair and shop during the first week of October (2<sup>nd</sup> – 6<sup>th</sup>) during school
    - ❖ There is also an opportunity to shop during Open House, Thursday, October 5<sup>th</sup>. All families (whether you are attending open house or not) are welcome to shop the book fair at open house on the 5<sup>th</sup>. Please note that the book fair will not be available at Open House on Thursday, October 12<sup>th</sup>.
  - Ice Cream Social
    - ❖ Will take place at Open House – Thursday, October 5<sup>th</sup>, and Thursday, October 12<sup>th</sup>
    - ❖ If interested in volunteering, please email Veronica/Mandy @ eventcoordinator.poffpto@mail.com
  - Talbot Dog Voting
    - ❖ Will happen the week of homecoming during recess, with the Poff winner announced Friday, October 13<sup>th</sup>
  - Talbot Tailgate
    - ❖ Poff will have a striker game booth at the tailgate
    - ❖ Any interested volunteers willing to work a shift at the tailgate, can email Veronica/Mandy @ eventcoordinator.poffpto@mail.com
    - ❖ The PTO still needs to order/purchase prize items because the PTO closet is depleted
  - Halloween Party
    - ❖ Note that the party and parade will not be held on Halloween, instead Poff will have their Halloween party & parade on Friday, October 27<sup>th</sup>
  - Teacher Conference Snacks
    - ❖ An email will be sent out asking for snack donations during parent/teacher conferences for the teachers
  - Square 1 Art
    - ❖ This is a popular fundraiser for the PTO
    - ❖ Students will work on their art project in October, and order forms will be due mid-November. More to come as the date gets closer

(7) Principal's Report from Mrs. Hannagan

- Please note the Valentine's Day party date was incorrect on the volunteer forms. The date of the Poff Valentine's Day parties will be on Thursday, February 15<sup>th</sup>
- At the beginning of the school year, the teachers worked together to create a Poff's Vision for student learning. This will help drive what we are doing every day; have students think critically, etc. You will see The Vision posted in classrooms, and around the school
- Technology device distribution
  - 4<sup>th</sup> Grade → Will receive their electronic devices on October 23<sup>rd</sup>
  - 2<sup>nd</sup> Grade → Will receive their electronic devices on November 1<sup>st</sup>, but will not be permitted to take them home until January.
  - Web/Network filters will have the same settings at home as they do in the school
- Security
  - Additional security was put on the door leading to the main school building from the front office. Teachers now have to swipe their badge to get from the front office to the main school

building. Approved visitors will have to have someone swipe them into the main school building

- Door lock times have changed for additional security. The front door will not unlock until 7:30 AM, and the inside front door will open at 8:00 AM
- An adult will always be in the vestibule for more security

- Studio

- Students are very excited about the studio – Students have a designated day. It's exciting to see the kids so excited about the new space. The Studio space allows the students to think differently and creatively
- The PTO agreed to buy additional seating for the Studio, however after observing the kids in the Studio, we realized that they don't sit while they are there. Instead they are moving around; therefore extra setting (at this time) is a waste of money. We are thinking about other ways we can use the money – For example, materials and/or reusable materials
- Parents who attended the meeting were welcomed to explore the new Studio space!

(8) Closing Remarks

- Michele thanked everyone for attending, and stated if anyone has any suggestions, or comments, we would love to hear them!

(9) Meeting adjourned