

## Huntington School Parent-Teacher Organization

Meeting Summary

January 9, 2020

**Board members in attendance:** Ann Yarka, President; Maureen McCarthy, Vice President; Meghan Vitale, Treasurer; Ramie Miller, Secretary

**Administrators:** Joanne Harlow, Principal

**Office of Family Engagement:** - Melissa Hidek

**Others:** 2 parents, 2 staff members

### I. Welcome

Anne welcomed everyone to the meeting.

### II. Approval of previous minutes

Motion to approve, seconded, and passed.

### III. Board member reports

Recognized our new board members – Maureen and Ramie.

Treasurer's report – Meghan presented the treasurer's report from December. Hard copies of the report were distributed. Overall account balance as of Dec 31 was \$16,169. The board had previously reviewed the financial report at the board meeting, and verified the numbers against the bank statement. Items highlighted: 2<sup>nd</sup> grade has a lot of money sitting in account – pending payment of bus bill. Middle school went to Wonderworks in December. \$200 for lunch had been requested from the PTO general fund and was approved. However, the kids brought in more money than expected. Only ~\$15 is left to cover from the general fund. There were no other questions.

Karate program status update: Classes are going well. New dinner program introduces some problems – tables need to be set up / broken down. Also, there is concern about possibility of cancelling class to make space for practice of the musical Annie. (includes 2 Mondays prior to the opening). Mrs. Harlow clarified that we will NOT cancel the karate class, but will need to identify a way to do both.

Upcoming events: Family Dance. March 27<sup>th</sup>.

Gertrude Hawk – Meghan mentioned that sale materials will be distributed sometime during the week of February 3<sup>rd</sup>.

Year Book – Mr. Curinga will be heading that up again this year.

### IV. Old Business

Fund request for \$200 for Wonderworks was approved by board in December, but will not be used.

### V. New Business

Fund requests from the Board: \$100 for DJ for the spring family dance. Motion to approve, seconded, and passed unanimously.

## VI. Administrative Report

Parent Engagement Plan was presented by Melissa. There was a question as to whether there has been parent involvement on the parent engagement team. At this point there has not been, due to a 3:00pm meeting time. There was a survey put out to parents at an earlier event, that the Parent Engagement Team will be working with at their next meeting (within the next 2 weeks).

Mrs. Harlow reported that the Superintendent called a meeting of principals (first day back from break) to consider what we can do to be empathetic and cognizant of what ENL students may be feeling / experiencing due to developments in the Middle East. Meghan asked what resources might be made available to parents or kids. Mrs. Harlow indicated that she would make resources available for posting / or take home.

Movie Nights – do we want to consider re-launching? The issue is that we would have to find funds to pay for it. Per Meghan: You can charge admission, and we are not allowed to make a profit. Decided to prepare details for discussion at next month's meeting.

Mrs. Harlow reported that The Parent Engagement Plan has been approved, including a \$1000 budget. The parent conference room at the front of the building is nearly complete. It includes many nice features, including a large conference room table. We would like to begin furnishing with other items. Coffee machine, shelves, area rug, etc. One need is for a space for parents to sit to wait before meetings that take place in the conference room. The guidance counseling office is a possibility.

Ann asked about cabinet space. Mrs. Harlow is working on that. Also closet space off of / near the stage has been provided.

Mrs. Harlow reported that building security has been a concern this year due to construction and new traffic patterns. Beginning Monday Jan 13, we are transferring single point of entry from pool door to the main entrance. Hall monitor will be moving up front (turn left after entering). The pool entrance will be only available when Elementary and Pre-K students are arriving in the morning. Signage will indicate such. Pre-K letters went out today. Mid-day Pre-K traffic will use front entrance. Pre-K parents already have a tag, and will be the only ones who don't have to go through the Raptor system. Ann asked if the PTO board can receive a badge for school entry. Cameras are not yet in service, but will be coming online soon. This is particularly necessary downstairs during middle school music or art.

Meghan asked what parents accompanying elementary students should do for entry. Preliminary answer from Joanne was to enter by pool, then go up front for badge. Meghan was concerned that nothing prevents the parent from roaming the halls without a badge. Joanne agreed. (*The implication, though not clearly stated, is that the policy for parents accompanying elementary students is to enter through the main entrance, and that the ONLY persons entering at the pool entrance will be unaccompanied elementary students.*)

## VII. Discussion

Melissa reported that there is a request from a neighborhood Pre-K family for a tour of the kindergarten program. Joanne stated that the Parent Engagement team will need to prepare for

and publicize a Kindergarten info session in either February or March. This will involve interaction with the district. Ed Smith last year sent out colorful postcards, etc. to promote. We were told that we can avail ourselves of those resources as well. The question was asked if we need a PTO presence at the info session. Meghan made the case that it is important for parents of current students to be present to answer questions during the info session.

Box Tops Update was provided by Vanessa Miller: In October we collected a total of \$40, and the winning class was Ms. Chastity's. In November we collected \$15 and the winning class was Mr. Gover's. In December we collected \$9 and the winning class was Ms. Chastity's. The winning class receives a pack of pencils. October's submission was in time for the biannual funds distribution. Subsequent ones will be distributed in the April / May timeframe. Ann had question about how to scan receipts to get credit. We should promote this more – on the Facebook page (in addition to flyers which were sent out in the fall). – Meghan clarified that the money from box tops goes into the PTO general fund, distributed twice a year. Vanessa indicated that we should have received the check already for the fall distribution. Meghan confirms that the last check we received was in April 2019. Between Vanessa and Meghan, we will track down the fall check.