

Heather Hills Elementary PTO
September 7, 2016 Meeting Minutes
7:00pm

Meeting called to order by PTO Vice President, Adrienne Hawkins (proxy for President Nicole Peters-Humes) at 7:00pm

PTO Attendance – refer to attendance log

Approval of Agenda

Review of Minutes (copies of June 2016 minutes were distributed, read , and accepted)

- Parents expressed concerns about monies raised from previous PTO events: \$23k for the 2014 – 2015 school year; as well as, \$20,370 from 2015 – 2016 school year.
- Parents’ inquired regarding funds allocation. *Ms. Manuel responded to parents concerns: Part of the money was spent on Chromebook carts, Chromebooks, and iPADS.
Carts: \$10,500 for Chromebook carts and \$4,000 for other costs associated with Chromebook (i.e., licenses, images, covers, etc.)
Additionally, \$7,000 was distributed between grade level teams. Currently, Heather Hills has 7 carts. Each cart holds 25 Chromebook.
- Computer labs – several parents offered to assist with computer lab networks and making labs operational / functional.
- Additional concerns from the June 2016 meeting were expressed. Parents remained concerned about the lack of security, teacher to student and student to student bullying, inadequate honor roll assemblies, lack of assemblies and field trips, etc. Parents want student achievement acknowledged and would like to see constructive feedback on student work.

Subcommittee report - PTO is seeking volunteers to lead and/or assist on various committees.

Bylaws committee

Presented by Adrienne Hawkins

Bylaws need reviewing and amending

Audit Committee

Presented by Adrienne Hawkins

The function of the Audit Committee is to ensure that books are audited at the end of year.

Programs Committee:

- Presented by Adrienne Hawkins
- The purpose of the programs committee is to coordinate with teachers and members to execute events/activities (i.e., science fair, book fair, field trips, etc.).

Parent Liaisons / Room Parent:

- Presented by Adrienne Hawkins
- The purpose of parent liaisons/ room parents is to assist teachers as needed and serve as a liaison between teacher, parents, and PTO.
- The PTO is looking to recruit two parents per classroom.

Fund Raising Report

- PTO is currently in negotiation with Boosterthon. Tentative Fun Run date is May 17, 2017.
- Skate Zone Party: Heather Hills raised \$360. Ms. Hawkins thanked Kim Rushing for organizing the event.
- Future events: dine outs, book fair, and two box tops collections

Program Services

- Next Skate Zone night is Tuesday, November 22, 2016 from 6:30 pm – 8:30 pm. There will be an attendance battle between Heather Hills Elementary School and Pointer Ridge Elementary School.
- Winter School Dance – December 9th
- Movie Night – TBA
- Grandparents' Day - TBA
- New Grading Policy- please see PGCPs or Heather Hills PTO website for information.

Treasurer's Report presented by David Greene

- Budget and Treasurer's report was read. The general body rejected the proposed budget and treasurer's reports.
- Parents would like additional money allocated toward field trips and programs/assemblies; as well as, materials for student use (i.e., books, on-line programs, and materials).
- Parents expressed concerns regarding bank fees and proposed / actual budgeted expenses.
- Questions were brought up pertaining to comments in the notes section.
- Questions were presented regarding the governing rules of a non-profit.
- A question was raised around the \$1,588.77 ending cash balance. The treasurer indicated that the balance was over \$1,500 due to outstanding checks.

Principal's Report presented by Ms. Manuel

- Mrs. Manuel requested for parents to sign up for the weekly Principal's Post. At the time of the meeting only 78 parents had signed up for the weekly posting.
- Parents were reminded about upcoming back to school dates and times. MAP R and MAP M dates will be posted soon.
- The school purchased new Junior Great Books for each grade level.
- and the school received dictionary donations for 3rd graders.
- Mrs. Manuel stated that the school has allotted \$1,500 in the school's budget to cover expenses for Destination Imagination.
- Donuts with Dads date – TBA; considering a 'Muffins with Mom event'.
- Parents expressed concerns regarding PTO technology funding and usage during the opening minutes of the meeting. Manuel Mrs. Manuel expressed that the computer lab is outdated. The principal stated that she would research PGCPs computer lab requirements as Mrs. Manuel is interested in terminating the computer lab and having tablets or laptops in the classroom. 2014-2015 Boosterthon funds were expended on iPads for HHES students. iPads are being used by Mr. Tanner in Music class. Mr. Tanner is currently using iPads with 5th graders. The usage of iPads is expected to be rolled out to all grades. Parents expressed an interest in forming an IT sub-committee to assist the school in upgrading the computer lab.
- Parents asked about changing the current honor roll assembly format. Parents are willing to assist the school in developing a format for a new honor roll assembly. Additionally, parents expressed a need to celebrate students beyond honor roll via recognition and/or incentives (i.e., attendance awards, photos, honor roll scroll, etc.). Parents would like to see some type of proper acknowledgement.
- Parents asked how they could become more involved at Heather Hills. Currently, many parents feel shutout. Mrs. Manuel stated she would speak to her staff and inquire about their needs and provide findings to the PTO members at the October 5, 2016 meeting.
- According to Mrs. Manuel, teachers are working on grade level websites.
- Questions were asked about Heather Hills participation in the Science Bowl. Mrs. Manuel will look into it.
- Parents inquired about the new PGCPs grading policy. According to Mrs. Manuel, students would be able to retake one assessment per quarter. Parents were encouraged to read the grading policy addendum. A copy of the grading policy is on the PGCPs website, as well as the Heather Hills PTO website. Mrs. Manuel stated that the county is in the process of devising a one-pager on the new document. The one-pager will be sent home with students once it is received by the school
- Parents expressed a lack of security at Heather Hills. Parents indicated that the back door is often unlocked and that people are able to walk into the school at any time. Mrs. Manuel stated that she would look into it.

- Parents expressed their continued dissatisfaction with the Front Office staff. Parents inquired about what steps are taken when there are repetitive issues with the same staff member(s). Mrs. Manuel informed parents that if there are repetitive issues with a particular staff member she would: 1. Discuss expectations; 2. Place a letter the staff member(s) personnel file; and/ or 3. Undergo other disciplinary actions. Parents continued to express the overall lack of professionalism which has been a consistent infraction for over a year with the same staffer member(s).

PTO membership – 49 members as of September 6, 2016

Business / Votes

1. Vote on Auditor

Issue: Revenue and expenses have not been audited the past 3 years. By-laws require annual audit review. Request made to have revenue and expenses audited by a CPA or an accounting professional for \$250.

Request reviewed and accepted, motion, first and second from the floor.

2. Vote on Bylaw Committee

Issue: Bylaws need to be reviewed and amended by bylaws committee.

Request reviewed and accepted motion, first and second from the floor.

3. Vote to have Auditing Committee

Issue: To ensure pertinent documents are audited at the end of the school year

Request reviewed and accepted, motion, first and second from the floor

Other business

- Ms. Hawkins asked attendees to visit the Heather Hills PTO website to view the Climate Assessment. Parents were informed that there was a low parent response on the Climate Assessment. A new Climate Assessment survey is expected in 2017.
- Ms. Hawkins thanked parents for participating in the 2016 End of the Year Survey. Parents were advised that information gathered from the survey will help inform activities and events for the 2016-2017 school year. Ms. Hawkins also shared that high areas of concern were: lack of communication and professionalism.
- PTO still in need of a corresponding secretary.

- Parents requested for the PTO to consider PTO reminder stickers to be placed on students the Tuesday before the PTO meeting.
- Parents requested PTO reminders via text messages.
- Parents expressed concerns with substitutes cursing around students. This issue arose during the 2015-2016 school year. It resurfaced the week of the PTO meeting with two substitutes using inappropriate language around students.

Questions / Suggestions

Meeting Adjourned

Next meeting: **Wednesday, October 5, 2016 at 7:00pm**

Minutes compiled by Teresa Settles, Recording Secretary