

Hammond Middle School PTA

Meeting Minutes for November 12, 2013

Attendees:

- Joanne Ashton, President
- Karin Bruce, 1st Vice President
- Daphne Stanley, 2nd Vice President
- Tricia Miller, Treasurer
- Pat Johnson, Secretary
- John Woodson, PTACHC Representative #1
- Deveonne Hamilton-Stokes, PTACHC Representative #2
- Heather Witt, Membership & Adopt-a-Staff
- Kerri Dufresne, HMS Principal
- Sam Davis, HMS Assistant Principal
- Brigid Reale, PTA Affiliate – School of Rock

Minutes

- The meeting was called to order in the HMS Media Center by PTA President, Joanne Ashton.
- **Treasurer's Report (Tricia Miller)**
 - Current balance (as of October 31, 2013) is \$9,978.00
 - Income: Membership Dues, Viking Club, Spirit Wear, and Stale Checks.
 - Expenses: Dues, Photocopying, Spirit Wear, Fall Fling, Staff Appreciation.
 - The 2-year audit of the PTA books is complete. Both years were given a passing grade! Areas for improvement:
 - Membership: amount forwarded to MD PTA council does not equal the total number of memberships (Tricia will coordinate with Heather on this.)
 - Check request forms are not authorized by president. (Tricia will coordinate with Joanne on this.)
 - Cash verification forms should be used with two people counting the money. (Should be added to the PTA procedures document.)
 - Bank reconciliations should be reviewed by someone not authorized to sign checks. (Tricia will coordinate with Pat on this.)
 - Ending Check Register Balance as of 11/11/13 is \$9,226.60
- **Secretary's Report (Pat Johnson)**
 - The October meeting minutes were reviewed. Joanne Ashton made a motion to approve the minutes; John Woodson seconded; the motion passed.
 - Gift Card Fundraiser: Order forms went home on Friday, November 8 and are due Friday, November 22. Gift Cards will be delivered the week of 9 December. Parents will need to pick them up from the school. Suggestions were made to send out the order from earlier in November next year, as well as consider having gift cards ready for pickup during parent teacher conferences.

- **Presidents Report (Joanne Ashton)**
 - There are currently two different proposals under review for Middle School redistricting. No decisions have been made (as of the November 12 meeting).
- **Principal's Report (Kerri Dufresne, Sam Davis)**
 - Thank you for the Staff Appreciation.
 - November 18-22 is American Education Week.
 - Common Core: Bill Barnes will hold two information sessions for parents to address inquiries on the Math Common Core. Both sessions will be held on Monday, November 25. The first session begins at 6pm; the second session begins at 7pm.
 - The Council of Elders MSA Celebration will be held on November 19.
 - Please remember that Parent Teacher conferences can be scheduled at any time. Parents are not limited to the week of November 25 to talk to teachers.
 - HMS is looking for substitute teachers.
 - At an upcoming Pride Celebration (held at the end of each quarter), a police officer will be presenting information on Cyber Bullying and the technologies behind it.
 - School buses are being equipped with cameras for safety. All buses should have the cameras by the end of the school year.
 - PARK Exams for 6th and 7th grades will be piloted in all middle schools this year. The ELA test will last 7 hours; the Math test will last 4 hours.
- **1st VP Report (Karin Bruce)**
 - Adopt-a-Staff: everything is setup.
 - Spirit Wear: did well (\$960). We will need a new lead for Spirit Wear next year, as both volunteers are 8th grade parents.
 - We need to start working on 8th grade T-shirts.
 - Staff Appreciation: Mexico is the theme for the November luncheon during Parent teacher conferences.
- **2nd VP Report (Daphne Stanley)**
 - Rogers is ready for the Spelling Bee. The date will be January 8, with January 13 as the backup date. Flyers will be sent home soon.
 - Preps for the 8th grade dance are under way.
- **PTACHC Delegate's Report (Deveonne Hamilton-Stokes and John Woodson)**
 - The last PTACHC meeting focused on the Horizon Foundation grant. Student height and weight are collected during PE and sent to the Horizon Foundation. Parents were concerned that student names were sent – but names are never sent to the Horizon Foundation. Parents can opt out of the program by using the form on page 45 of the parent handbook.
 - PTA Student directory is ready to go. PDF versions will be sent out to the parents this year, to reduce printing costs and support our “green” school. Only 50 copies will be printed, and will be available in the office.
 - There will be a Common Core Forum at Reservoir High School on December 8 from 5-8pm.
- **Upcoming Activities**
 - Book Fair will be held in November and open during Parent Teacher conferences. They are still in need of volunteers.
 - Ice Skating will be held at the Ice Gardens on Friday, February 28th from 7:30pm to 9:30pm.
 - Talent Show will be held on a Friday in March. More details coming soon.
- **Roundtable**

- Boxtops submission in October totaled \$493.10. We should be getting a check in December for \$611.76.
 - Membership total is 220. Viking Fund brought in \$1700. Heather would like help writing thank you notes.
 - After school programs:
 - Homework club after school with Ms. Dau. (Tuesday, Thursday)
 - Math Help for 6th graders with Mrs. Barbusca (Monday, Wednesday)
 - Brigid Reale spoke for a few minutes about the School of Rock, a music program for kids from 2-18.
 - Daphne Stanley made a motion to adjourn the meeting; Deveonne seconded; motion passed.
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Minutes respectfully submitted by Pat Johnson, HMS PTA Secretary.