

Hammond Middle School PTA

Meeting Minutes for January 13, 2015

Attendees:

- Pat Johnson, President
- Liz Boateng, 1st Vice President
- Shari Obler, 2nd Vice President
- Jen Larsson, Treasurer
- Tricia Miller, Secretary
- John Woodson, PTACHC Rep
- Amy Shugar, 8th Grade Dance, Ice Skating, Restaurant Nights
- Mary Altaner, PTA member
- Tim Altaner, PTA member
- Lynne Dorsey, PTA member
- Zereana Jess-Huff, PTA member
- Ravinder Sandhoo, PTA member
- Cathy Stohlman, PTA member
- Subramanian Thangaiah, PTA member

Minutes

- **Opening:** The meeting was called to order by PTA President, Pat Johnson.
- **Secretary's Report (Cathy Stohlman for Tricia Miller):** The December 2014 meeting minutes were presented. No revisions were proposed. John Woodson made a motion to approve the minutes; Shari Obler seconded; the motion passed.
- **Treasurer's Report (Jen Larsson):** Jen provided a summary of the month's activity. We have one new member. Deposits were made for Spirit Wear sales. We made payments for copying, the annual audit, and the 8th grade dance. The current cash position for the PTA is \$6,439.52.
- **Membership (Heather Witt):** not present / no update
- **PTACHC Report (John Woodson):** Two issues addressed at last meeting held last week. Members voted to petition the Board of Education to open up discussions on revising the Health and Wellness Policy with regards to the number of holiday celebrations schools can hold during the calendar year and what food can be served. There is ongoing debate as to whether the food NEEDS TO BE store bought or can be made by a third party. Second, some parents are concerned that teachers are setting the expectation for students to come to school prepared to complete class work using PDA'S. Concerns were expressed

about undue hardship on families who cannot provide one for their child(ren). Members discussed the option of sending out a survey to parents.

- **1st Vice President's Report (Liz Boateng):**

- **Staff Appreciation:** The Staff Appreciation Chair is in discussions with the Principal about moving the start time of the staff meal during parent-teacher conferences in February from 3pm to 5pm. Volunteers are hard to find during the middle of the afternoon. Still need volunteers to help set-up and cleanup for the February 12 meal.
- **Spelling Bee:** Scheduled for Thursday, January 12 at 7pm. We currently have about 12 students registered.
- **Restaurant Night:** The next restaurant night will Tuesday, February 24 at Chick-Fil-A on Gorman Road.

- **2nd Vice President's Report (Shari Obler):**

- **Adopt-a-Staff:** Well underway and doing fine.
- **Ice Skating:** Scheduled for Friday, February 27 from 7:30pm to 9:30pm at the Gardens Ice House (inside rink). Flyers will be forthcoming.
- **8th Grade Dance:** Dance committee planning is underway. The theme for the dance is down to 3 ideas, all of which will be up for a vote by the 8th grade class. The committee is looking for volunteers to help with fundraising, planning, selling tickets, decorating and chaperoning the event. Please contact Amy Shugar to volunteer.

- **Principal's Report (Kerry Dufresne):** not present / no update

- **President's Report (Pat Johnson):**

- **Geography Bee:** Scheduled for Thursday, January 29 at 6pm. 15 students have registered.
- **BoxTops for Education:** Just received a check for \$869.22. Students who bring their BoxTops should drop them off to the Front Office. There is a designated box by the window.
- **Rainbow Run:** We will be forming a committee to plan a new activity at HMS, the Rainbow Run (similar to a Color Run). The event is in need of a Coordinator to lead/co-lead the committee to plan the student, family and Hammond community run/walk. Contact Pat Johnson if you would like to volunteer for the committee.

- **Old Business:**

- **By-Laws Vote:** The proposed ByLaws were drafted by the ByLaws committee in November 2014. The PTA Board approved the ByLaws at the December meeting. The ByLaws were posted to the PTA Website for the general membership to review. The membership voted on the ByLaws, which passed unanimously.

- **New Business:**
 - **Accepting Credit Cards:** Shari Obler researched the feasibility of accepting credit card payments for various PTA expenses. She researched several options and companies offering various rates and fees. Shari made a motion for the PTA to start accepting credit cards for payment. John Woodson seconded the motion. Motion passed. Pat asked Jen to make the final decision on which company to use, as she will need to setup our PTA account.
 - **New Outer Office Copying Policy:** New policy for ordering and paying for copies made at Outer Office was discussed. From now on, only the PTA President or Vice Presidents are allowed to submit copy requests to the Outer Office. This will ensure invoices are matched to bill and payment is made in timely fashion. If there are any outstanding balances over 6 weeks the billing department at Outer Office will contact the Treasurer.
 1. Coordinator for designated event forwards flyer to VP (or PTA President) for approval.
 2. Once approved the VP sends the flyer to the Outer Office and cc's the Treasurer and the event Coordinator.
 3. The Event Coordinator will pick-up the completed fliers from Outer Office and bring to school for distribution.
 4. The Event Coordinator will put the invoice in the PTA mailbox in the Front Office for the Treasurer.
 - **New Item for the February Agenda:** One member would like to discuss the protocol for signing up for parent-teacher conferences. Discussion will take place at next month's meeting.

- **Roundtable:** no additional topics raised.

- **Closing:** Liz Boateng made a motion to adjourn the meeting; John Woodson seconded; the motion passed.

Minutes respectfully submitted by Tricia Miller, HMS PTA Secretary.