

FRIENDSWOOD HIGH SCHOOL PTO MINUTES

September 6, 2018

Executive Board: Dawn Barta: President; Jolyn Brand: V.P.; Liz Fischer: Treasurer; Shelia Askeland: Parliamentarian; Aimee Reyes: Secretary; Liz King: PTO Faculty Liaison

Call to Order: 11:45 AM

The meeting was called to order at 11:45 am. A sign-in sheet was distributed.

Attending were Dawn Barta, Aimee Reyes, Liz Fischer, Liz King, Mark Griffon, Tammie LaBiche, Terry Janney, Jackie Gibson, Kristi Carpenter, Ivan Boots, Lisa Knape, Tammy Lewis, Paige Neumeyer, Maria Karg, Hillary Rosenthal, Jolyn Brand, Lori Pizzitola

PTO Board Introductions:

Dawn Barta, PTO President, introduced herself and 2 other board members, Liz Fischer, treasurer, and Liz King, faculty/staff liaison and Mustang Cares Committee Chair.

Approval of Minutes: The meeting minutes from the May meeting were introduced. A motion was made by Liz Fischer to approve the minutes, and Liz King seconded the motion. Minutes were unanimously passed.

Dawn noted there were many people missing at the beginning of the meeting due to the severe weather.

Campus Reports:

- Mr. Griffon:
 - Thank you to all parents in attendance. The high school is very successful because of the support of the parents.
 - Safety has been an important issue all summer and many security changes have been made. These include but are not limited to:
 - Addition of one new school resource officer and one rover officer who moves between the other schools as well as being at the high school.
 - Addition of two security monitors who add additional eyes and ears to help cover the doors. They also help cover the parking lot.
 - A golf cart has been added to help cover the campus parking lots.
 - Student access is more restricted since last spring. Once the students enter the building they cannot leave. They are no longer allowed to take shortcuts outside the building. Students must stay within the building.
 - We are working on fencing; there is one area where the fencing is not complete: near the portables.
 - All staff and faculty are required to wear picture IDs and students must have their lanyards (white this year) visible.
 - Lock down drills have been performed which includes barricading the doors. Each drill will incorporate something else involved in safety drills.
 - Last drill is to fight which teachers practiced during the most recent drill. Teachers discussed with the students every item they can use to fight back. Also discussed the team work with 25 kids over one person.
 - Fire drill is new from last spring; now when a fire drill occurs, teachers and students will not evacuate until the "all clear" is given over the PA. The only time student and teachers would evacuate before the "all clear" is if they see smoke or fire. This procedure has been introduced after incidents that fire alarms were pulled that gave intruders another access point.
 - A check in and check out station has been implemented at the front and back of school. A clerical person is set up at these spots with means guests can get checked in with a badge, etc; but it is still encouraged to still check in at front office. A security monitor is also at the back of the school. The back entrance is the band hall and the clerical and security people will be there 8-4pm.
 - There are some changes to football games and larger events - depending upon the event, all larger events after school will be covered with a police officer as well as administrator.
 - Chaperones: anybody that is chaperoning or part of the PTO has to go through a background check. Each organization will be going over this. The background check only needs to be performed once and it goes through all school organizations. Current substitute teachers have already gone through this procedure. Mr. Roher will cover this in a few weeks.

- Campus wide dates:
 - Community prayer breakfast - September 10
 - Open house - Sept 17, 6pm
 - Balfour - class rings - Sept 17 5-6:30, Sept 18 during lunches
 - Student holiday - Sept 24
 - Culinary program pink out - Sept 28 for cancer awareness game
 - Band, color guard, wranglerettes are all gearing up seasons
 - Fall tennis in full swing, home tennis match 3:30 this Friday
 - Volleyball, tennis and football all this Friday at home
 - Cross country starting up and this Saturday in Huntsville
 - Lifetouch pics and retakes Oct 9 for under class behind the auditorium
- First home game is this weekend - open area for younger kids (3rd to 6th grade) will not be allowed to hang out in the area near the student area. If you are involved please help get these kids to go into the stands.
- Liz King: PTO staff/faculty liaison and librarian, also the Mustang Cares committee head. Coordinates donations.
 - First wave of donations is tissue and hand sanitizer that will go to nurses office and then to teachers. Next will be school supplies. Have reached out to teachers on what they are low on. Christmastime will be for families in need for gift cards such as grocery; gas and also stockings for students in need distributed through counseling office. Please email any questions.
 - Trying to figure out veterans day event (Ms. Hanegan retired) have a great program for them with breakfast and student participation.
 - Mr. Griffon - hoping Ms. Hanegan will continue with someone else helping.
 - 100 faculty members of PTO whichever department has 100% enrollment in PTO gets a breakfast from PTO. Currently the Math department was 100% membership!

Secretary Report- Approved minutes from May.

Treasurer report:

- No budget yet.
- Not normal report but fiscal year to date as income and expenses. Ahead in net income from prior years. Scholarships were budget last year and we pay this year. Trying to put in quickbooks so that it's easier to read.
- Happily surprised with starting year with \$2100, bank balance is \$34K most scholarships paid out and other expenses.
- Membership is down; family membership is \$20 and faculty get a 5% discount. All monies are funneled back to school and students.
- Please feel free to look over our books and count money. We take out jobs very seriously and want the PTO to be very transparent.
- Forms and processes this year - go to website for all forms or email Liz through the website. Everything needs a form with it and will build a relationship with bookkeeper.
- Hillary - is PTO professionally audited? Yes, we are the only one in the district who is audited. This is through a staff member at the HS.
- Update: Dianne Hanegan will help with the veterans luncheon.

Fundraising Report

- Met this summer and sent out a letter hitting up business in the city. Took list from chamber of commerce and purchased pre-labels of all businesses belonging to the chamber. A form that indicated what we are trying to do with a letter approved by Mr. Griffon was sent to all businesses. We asked these businesses to become a members of the PTO. We did get enough responses to average out the money spent. If anyone knows businesses or own businesses please ask them. If you want a copy of the letter please contact Dawn. We did get responses from businesses we weren't expecting. If we can raise 10K we got a business will match.
- T-shirts have been sold at about 180, most through paypal which loses 2.9%. Easy money to sell out at registrations. Would like to do another shirt with long sleeves. Hillary: Teachers at Westwood wearing it were saying to get it out to the mustang marketplace they don't really care which school they are supporting, just supporting the ISD. Will do porch pickup for new orders as we did last time.
- Ink designs donated items and we sold items and made \$600.

Committee Reports

- Hospitality (Hillary Rosenthal) - first hospitality is Oct 4 before PTO meeting. 745-8am; will get a sign up genius out for what we need. Sept birthdays were taken care of last week. Veterans day and holiday luncheons coming up.
 - Custodial dinner has been supported by the HS. Other schools gave items but have not helped. We need someone to coordinate and work with other PTOs and maybe have a rotating schedule between schools to help with these district events.
 - Please let Hillary know what the budget is for these events (luncheons, etc). Liz and Dawn will start working on the budget and would like to get to a point where we aren't totally dependent on food donations only and make it a budget line item. Hillary - would like to have businesses involved with donations. Liz: like sponsoring event items or breakfasts, etc. Dawn - open to putting out cards at businesses.
- Webmaster (Jackie Gibson) - Only sponsor is Inked Designs. Will get the updated files or image from businesses to get to Jackie to post on the website. Would prefer the businesses to provide the image so we have exactly what the business wants.
 - Website - any request please let Jackie know if something isn't easy to find, etc. Please email with any suggestions and designate the HS website. Hillary - looking to streamline the academic donations and people to pay online that it would go to HS instead of the PTO but need to sit with district to get that accomplished.
- Membership (Kristi Carpenter) - Have all forms on a spreadsheet and separated out into the committees. Liz King has faculty members that will be added. Maybe 5 that said would pay online but haven't yet; will reach out to them.
- Volunteers (Paige Neumeyer) - Keep track of hours for students, scholarship hours need to be verified. Can get off sign up genius. Committee chairs remember to have a sign up sheet so that she can go back and verify hours of student volunteers. Honor society is online and verify their hours.
- Mustang Cares/Student Success (Liz King) - see above.
- Academic Banquet (Hillary Rosenthal) -
 - Survey results: Overall very satisfied at the last banquet. The food was biggest issue dragging down the numbers. Will examine the food situation. Location was a little far away but there is no place for 600 people in Friendswood. Jr./Sr parents realized that it was streamlined and appreciated that. Ticket prices was \$30 and needs to go up for this year. 5% thought it was still too high. Invited students is paid for by PTO fundraising. If we went up to \$35 the likelihood to come will go down. 10% will not attend if go up to \$40.
 - Extra tickets was a big issue; 70% said to limit to 4. If we raise the price this may affect the amount of people in each party.
 - Number of attendees stayed about the same at 600 which is max.
 - Start time: 80% want to start between 6-6:30. No earlier, no later. Maybe communicate that check in at 6 and starts at 6:30 because there is no reserved seating.
 - Suggestions - showcase the art from the award winners. Keep local, start later, no food. Reserved seating for seniors. Changing the lighting in the room; the stage was a little dark. Increased size of sponsorship on tables. Putting water on tables, not tea.
 - This year is the 50th anniversary and looking to raise \$15K. Getting each previously graduated class to sponsor a table in the last 50 years to get to this amount. Black and gold affair. Fundraising will be started a little early with some online options. Looking to reach out to community in Oct.
 - Alumni foundation should have contacts.
 - Liz Fischer - make a facebook page for the banquet to refer to?
- Scholarships (Annie Clary) - no report
- Registration (Stephanie Renaldis) - Went smoothly.

Old Business

- Sent out Business Sponsorship Letters in July with good results. Sold 2 VIP parking spots and 1 athletic spot. NO PTO spot this year. Doubled our money on the parking! Close to \$2300 made on parking spots!
- Scholarship matching for the year with Higginbotham Insurance - match \$10K which gives us the opportunity to have \$20K in scholarships. Just yesterday sent press release to Dana Owen that has pics of last year's scholarship winners. Basically doubling our money which gives us the chance to change a student's life. Can go to kids who volunteer with PTO! This company wants to continue this relationship throughout the year. Please read the press release. Would love to have someone from the media come out to do a feel good story about what the PTO does for students. Can donate online and will be looking at sending a tax receipt.
- Volunteers have been busy with: collating grad programs in June, New-to-District Registrations. Managed student lines for schedule changes, PTO table and merchandise sales during registration week. A lot of student volunteers who helped and was very impressed.

New Business

- We are all ***Stewards*** of the community's trust and money. Please make sure we represent that well, in light of recent events.
- After discussion/posts on Facebook, it was proposed a PTO meeting be held in the evening because day meetings are difficult for some parents who expressed interest in becoming involved. Hillary - maybe we should put something on our website that we discussed different timed meetings; or we could do a Facebook live meeting so that people can be involved.
- College Night - Tuesday Nov 13 @ FHS - need 6-10 volunteers from 4:30-8:30 PM (add to calendar). Will probably send out a sign up genius and we need to provide waters.

Adjourned at 1:08.

Next meeting is Oct 4, 11:45am

End of Meeting Minutes