

PJHS PTO Minutes
September 3, 2015

The PJHS PTO met in the PJHS IMC at 6:00 pm.

Members in Attendance

Jen Barlow (President)
Dan Lambolely (Principal)
Melissa Beaver (Vice President)
Andy Traum (Treasurer)
Erin Estabrook (Secretary)
Becky Thompson (Hospitality)
DiAnn Naden (Popcorn Fridays)
Angie Brown (Landscaping)
Leona Smedley

Approval of Minutes

Minutes of the July 15, 2015 meeting were provided for review. Angie moved to approve the minutes. Leona seconded. Minutes approved as distributed.

President's Report

- August was very busy.
- Picture Day was successful.
- Our insurance policy had lapsed so the PTO activities were somewhat restricted in late August. Andy worked diligently and obtained a new policy, so PTO officers are again covered.

Principal's Report

- Thank you to the PTO for refreshments at Back to School nights, breakfast staff
- Parent Academy September 24 6:00pm-7:30 pm
 - Advertisement of the evening will happen after team meeting to set up more particulars
 - PTO is providing food and volunteers to serve food; Jen is coordinating the PTO side of this
- The year is off to a great start.
- Technology is doing well. Distribution of computers was smooth.
- Communication with families:
 - Asked to be sure to put daily announcements on website, too, for students who might miss them
 - Twitter, websites – good sources for information and communication

Treasurer's Report

- Reviewed Budget as proposed
 - No Hassle reminder to be shared in October to help boost donations

- Pack the Place: using the committees budget numbers
- Coordinating with Dan with regard to predicting trends
- PBIS & Parent Academy line items were discussed
- Becky moved to approve budget as presented. Melissa 2nd. Motion passed.
- PE requested funds for heart rate monitors
 - \$3499
 - Tabled till October – Jen will contact Mrs. Bishop for additional information as this is a large request
- Reminder that since the PTO is tax exempt sales tax cannot be reimbursed – the tax exempt letter will be put on the PTO website
- Taxes are almost done
- Updated Reimbursement Form was presented and discussed. Changes were recommended. DiAnn moved that the reimbursement form be approved with the revisions discussed. Andy seconded. Motion passed.

Committee Reports

- Miscellaneous committee information
 - Volunteer Forms: will communicate a reminder to families to possibly fill out another form as some may have been misplaced
 - Facebook page for additional source for getting volunteers for specific events
 - Jen Barlow will set it up
 - Angie Brown & officers will have administrator rights
 - Email Jen to update and add to the page
 - Concessions (drinks to be SOLD) must be Pepsi products
- Pack the Place
 - Three dates: to be determined
 - Nicki should contact Mr. Clark to select dates; Jen will email Nicki to remind her of that
- Hospitality
 - Breakfast – done, successful
 - Open Houses – 6th, 7th, & 8th
 - Unable to have a PTO table at Open Houses because of the lack of insurance, but it will be back next year
 - Parent Academy
 - Confusion about donations; Jen will get it cleared up
 - Becky Thompson will set up a SignUp Genius & get info to Dan (to email with School Reach), Erin (for website), and Jen (for Facebook)
- Popcorn Fridays
 - DiAnn is looking for the rest of the volunteer forms
 - 1st Popcorn Friday, September 4
 - Twice a month this year; may affect budget

Old Business

- **None**

New Business

- Website has been updated
 - Officers and other information updated
 - Forms and other information are being updated to pdf format
 - Adding more information to the home page to highlight immediate activities
- Angie Brown has taken over landscaping responsibilities; has a crew of Boy Scouts ready to come do additional cleaning

Our next PTO meeting will be held on Thursday, October 1, 2015, at 6:00pm in the IMC.

DiAnn moved to adjourn. Andy seconded. Meeting adjourned at 7:29pm.

Respectfully submitted,
Erin Estabrook
PJHS PTO Secretary