

## **PJHS PTO Minutes September 11th, 2014**

The 2014-2015 PJHS PTO met in the IMC at 6:30 p.m.

### **Members in attendance:**

Lisa Albaugh (President)  
Jen Barlow (Vice President)  
Chris Nichols (Treasurer)  
Mr. Lambole (Principal)  
Ann Marie Hawthorne (Landscaping)  
Wendy Roach (Hospitality)  
Becky Thompson (Hospitality)  
Kaleigh Williams (**Jason's Deli**)  
Lisa Nichols (Secretary)

The meeting was called to order by President Lisa Albaugh at 6:32 p.m. Introductions were made.

### **Guest Presenter:**

Kaleigh Williams, local Sales Manager from **Jason's Deli**, presented the fantastic Community Partner Program that **Jason's Deli** supports. Thorough information regarding this program is on their website. This program is for local churches and schools. They have student reward cards for two age groups (12 and under, 13-15). They offer free delivery to the schools when catering and participate in Dine to Donate nights (15% of total sales to group with no flyers required). All donation requests can be made online and can even include items such as water bottles. She also reminded us of the wonderful free ice cream!

### **Approval of Minutes:**

The minutes were discussed and approved. Chris Nichols made a motion to accept the minutes with the inclusion of Jen Barlow as attending the meeting. Jen seconded.

### **President's Report:**

Lisa A. had nothing to report. Our new superintendent, Dr. Daniel, has discontinued the PTO Presidents luncheons.

### **Treasurer's Report:**

- Chris discussed an additional correction to the budget. He has included a new line item of Bank Fees. This line will include fees such as bounced checks.
- We are under our No Hassle Fundraiser budget. Mr. Lambole will send out a reminder to our families to participate.
- The PTO's PE clothes have almost completed. A few forms are straggling in and the final orders will be sent to Lenora and our clothing contact, Al.
- We discussed the 'student welfare' PE clothing donation. PTO has agreed to only provide the shirts as the shirt is personalized. The shorts are merely black. Some

shorts were given out free. Mr. Lamboley will nail down the procedure and make sure that Guidance is on the same page as the PTO.

- Our 2014-2015 Budget was presented and approved. Ann Marie Hawthorne made the motion to approve the Budget as presented. Wendy Roach seconded.

#### **Principal's Report:**

- Mr. Lamboley updated the PTO on the upcoming school events.
  - 10/17 - Picture Day retakes
  - 10/24 - Parent Teacher Conferences
  - 11/6 - Dr. Daniel's town meeting
- Yearbooks are going to be an online purchase thru Josten's this year. He has encouraged the price of previous year's price of \$22 to continue this year.
- Dr. Daniel will be hosting a type of town meeting at PJHS on November 6<sup>th</sup>. Mr. Lamboley requested some cookies/drinks from Hospitality. The meeting will cover the topics of 'What makes PJHS exceptional?' and 'What might make it better?' Due to this meeting, our November PTO meeting will be cancelled.
- The IMC is slowly coming together with the new shelves and carpeting. Mr. Lamboley would like to now have the computer lab to this same standard.
- Two retirements to report at the conclusion of the school year: Mrs. Eckdahl and Mr. Eaton.

#### **Committee Reports:**

- **Pack the Place** – We still do not have dates set for these events.
- **Popcorn** – First event was successful.
- **Hospitality** – Wendy presented a thorough plan and schedule for the committee for the year. The handout is included at the end of the minutes. They will be utilizing our PTO sign up genius so there is a history for future committees. They are currently using one of the cabinets in the Teacher's Lounge for our paper products. The committee would like to purchase some plastic storage containers to store items.
- **Landscaping** – Ann Marie will be cutting back and trimming the roses. She thanked the Boy Scouts for their wonderful help as well as Mr. Lamboley.
- **Volunteer Coordinator** – Elizabeth Tomera is working on the final volunteer list.

#### **Old Business:**

- **Conference room** - is now painted. Mrs. Basting has art to add to the room.
- **Mural** - Mr. Lamboley will be continuing to research the painting of our mural in the gym.
- **Sign** - Mr. Lamboley presented a quote for the new sign by the bus lane of \$1380. A brief discussion followed. Lisa N. made the motion to donate the funds for the sign. Wendy seconded.

#### **New Business:**

- **Monitors** – are still not turned on. Bobbie Dobill will be keeping the information on the cafeteria monitors current. She is waiting on Unit 5's tech department to add the software to her PC.
- **Reimbursement Procedure** – the form is online. We are going to utilize interoffice mail to get the requests to the treasurer. Lisa A. will work on updating our form.

Our next PTO meeting will be held October 2<sup>nd</sup>. The meeting was adjourned at 7:23 p.m.

Respectfully submitted,  
Lisa Nichols  
PJHS PTO Secretary

Attached: Hospitality handout

## Events Supported by PTO:

2013 Staff Count= 110

### August

Teacher Back to School Breakfast

Back to School Nights

- 6<sup>th</sup> grade
- 7<sup>th</sup> & 8<sup>th</sup> grade

### October

<sup>CAC</sup>  
~~CEA~~ Meeting @ PJHS

- Snacks & Drinks (need head count)

### December

Holiday Lunch

### April

Spring Snack Day

### May

Staff App. Week (set up for night staff as well)

- Monday-
- Tuesday-
- Wednesday-
- Thursday-
- Friday-

Visit the idea of doing something that is long term benefit for staff.

- Room Remodel/Makeover
- Drawings for Staff

**May/June**

Awards Night - Popcorn? / Date?

8<sup>th</sup> Grade Picnic- Meal? / Date?

For all you do, we want to regularly thank you in **COLORFUL** ways throughout the year on the second Wednesday of the month!!  
Look for the color themes in the staff lounge!

**Full run of school year**

- Popcorn Fridays - Buddy Burge
- Birthday recognition - (partner with wellness committee and change out bulletin board in lounge)

**Bring before the PTO Board**

- Have a snack day for staff every 2<sup>nd</sup> Wednesday of each month w/color theme snacks
- Can we have brought in for staff home baked items?
- Change from Teacher to Staff
- Do we want to recognize nurse day, secretary day, etc. ?
- Talk to Mr. Lamboley and ask if during Staff Appreciation Week if we could use School Reach and have a link to an outside web address where families could see what's going on for the week.
- Created our own PJHS PTO Hospitality Jooners and posted our Sept donation sign-up sheet.

January 8  
Blue & White

February 12  
Red

March 12  
Green

April 9  
Purple & Pink

May  
Staff Appreciation Week

# PTO Hospitality 2013-2014

For all you do, we want to regularly thank you in **COLORFUL** ways throughout the year on the second Wednesday of the month!!  
Look for snacks in the color themes in the staff lounge!

*..just an idea, but it might be fun for the staff to dress in these colors on these days :)*

**September 11**  
**Black & Orange**

**October 9**  
**Orange & Yellow**

**November 13**  
**Brown & Orange**

**December 11**  
**Christmas Lunch**

**January 8**  
**Black & White**

**February 12**  
**Red**

**March 12**  
**Green**

**April 9**  
**Purple & Pink**

**May**  
**Staff Appreciation Week**

## Parkside Hospitality Web Support/Tracking

- Google Docs – Spread Sheet with expenses and project notes:
  - <https://accounts.google.com>
  - Sign in: pjhshospitality
  - Password: unit5pjhs
- Jooners Online Sign Up Sheets
  - Populated with email addresses of those who would donate
  - [www.jooners.com](http://www.jooners.com)
  - Login – Member Log In email: [pjhshospitality@gmail.com](mailto:pjhshospitality@gmail.com)
  - Password: unit5pjhs

April

Spring Snack Day

May

Shift Aug. Week (set up for night staff as well)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Visit the idea of doing something that is long term benefit for staff

- Room Cabaret/Mechanical
- Drawings for Staff