

PJHS PTO Minutes July 9, 2013

The 2013-2014 PJHS PTO met in the IMC at 6:30 p.m.

Members in attendance:

Lisa Albaugh (President)
Katie Klein (Treasurer)
Elizabeth Tomera
Mr. Lambole (Principal)
Chris Nichols
Lisa Miller-Rich
Lisa Nichols (Secretary)

The meeting was called to order by President Lisa Albaugh at 6:37 p.m.

Approval of Minutes:

The minutes were discussed and approved. Chris Nichols made a motion to accept the minutes as written. Elizabeth Tomera seconded.

President's Report:

- Jen Barlow attended the District President's Luncheon in May. Her report follows. "The only new information was that Unit 5 launched a Pinterest page & an official Facebook page. There is a new way to request funds (mostly technology related items) through unit 5 via a committee. It's meant to help create more equal learning environments between schools. There were no other details other than that and we would get more information in the fall."

Treasurer's Report:

- Katie Klein presented the proposed budget.

Principal's Report:

- Mr. Lambole updated the PTO on the upcoming school events.
- Mike Clark will be returning as the Associate Principal.

Committee Reports:

- **Pack the Place** – The budget will be set using the same amounts as last year. Mr. Clark will actually set the dates of the events which are 2 basketball games (boys/girls) and one volleyball game.
- **Popcorn** – It was agreed to reduce the frequency to at least once a month.
- **Hospitality** – Hospitality will use the same budget and events as last year. Lisa Miller-Rich (chairperson) will check with Mr. Lambole with dates. **Restaurant Fundraising** – this new committee will be added to our budget income.
- **Landscaping** – Wood chips are needed. Volunteers will be needed to finish the area before school starts. Lisa A will check with the Boys Scouts as a service project. Herbicide purchases were approved up to \$150 (budgeted amount). Still a question regarding the storage of our chemicals and the disposal of the weeds.

- **Volunteer Coordinator** – Volunteers are needed for walk-in registration and Back to School nights.

Upcoming Events:

- **Walk in registration** - August 6th. Volunteers need to arrive by 2:30 for instructions from Lenora. Lisa N will decorate the PTO area. It is estimated the Elizabeth will need 2 people per station and there are four stations.
- **Back to School Nights** – August 15th & 28th. Lisa A will speak for a few minutes at each event to advertise our PTO. Cookies will be provided for both back to school events.
- **First Day of School Breakfast** – August 16th. PTO will also provide breakfast (donuts and juice) for the teacher's first day.

Old Business:

- **Insurance** – Katie has paid for our policy. She recommends that PTO checks pricing options with various providers every few years.

New Business:

- **Budget** – Katie presented her proposed budget. She based this year's budget on last years and made very little adjustment. There was a reduction for the Awards Night (based on the new format of the event) and Popcorn purchasing (based on the reduced events). Elizabeth made a motion to approve the budget as presented. Lisa MR seconded.
- **By-Laws** - Katie proposed a checks and balances for accountability. It was agreed that someone from Administration would also count the monies from Pack the Place and other such events. This will protect our Treasurer and agreed upon by Mr. Lamboley. This will need to be added to our By-Laws. Elizabeth made a motion to add the administration signoff to our By-laws. Chris seconded.
- **PTO Fund Request Form** – Lisa A will work on the request form.

Our next PTO meeting will be held September 5th. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,
Lisa Nichols
PJHS PTO Secretary