

PJHS PTO Minutes September 13, 2012

The 2012-2013 PJHS PTO met in the IMC at 6:30pm.

Members in attendance:

Kelvin Tarrance
Nickie Davis
Mike Clark (Associate Principal)
Elizabeth Tomera
Katie Klein (Treasurer)
Lisa Albaugh (Vice President)
Stephanie Gilliam (President)
Lisa Nichols (Secretary)

The meeting was called to order by President Stephanie Gilliam at 6:31pm.

Approval of Minutes

The July minutes were presented and discussed. Katie Klein motioned to accept the minutes as written. Stephanie seconded. Motion carried.

President's Report

Stephanie welcomed all and introductions were made.

Treasurer's Report

Katie Klein discussed several financial items.

- Katie presented the budget that was approved in July. At that time, the board made the recommendation to allow the altering of the budget based on our revenue from the No Hassle request. 120 families did donate to the No Hassle request. The donated funds were much less than in previous years and Katie recommended that we reduce the budget line item to \$11605 as a result. She included a Proposed Operating Budget. Lisa Albaugh motioned to accept the amended budget which included reducing the 8th grade activity to \$200 and the Hospitality to \$1100. Nickie Davis seconded the motion.
- Katie suggested that we only give a tshirt to our neediest students in the future. Black shorts are easily obtainable and inexpensive. We did donate 16 items of clothing this season.
- Katie passed out an expense reimbursement form that she would like our members to use for their committees (which is included at the end of the minutes). This form will be stored on the website once it is available.
- Katie also passed out our Tax Exempt Identification Number letter. (As this is a confidential number, it will not be included in the minutes.)

Principal's Report

Mr. Lamboley was unable to attend so Mr. Clark attended. He presented a detailed report in his absence (which is included at the end of the minutes).

Committee Reports

- **Hospitality** – The back to school breakfast was successful. PTO will have snacks and drinks during the Parent Teacher Conferences.
- **Pack the Place** – The first event is October 22. There will be presale tickets that include a slice of pizza, drink, game admittance and entry into a drawing. The Spirit club will be included. Students are allowed to stay after school until game for this event.

- **Popcorn Friday** – Green slips are given to students for good behavior as part of PBIS. The popcorn is served during lunch. PTO volunteers make and service the popcorn.
- **Landscaping** – Due to the drought, not much was needed to maintain the areas that PTO is responsible. Mulch, weeding and a small amount of trash was all that was needed before the start of school. Stephanie will check to see what will be needed during the fall season.

Upcoming Events

- **Book Fair** – PTO will help staff is needed. The IMC does receive all of the profits.
- **Picture Day** – Volunteer requests will be sent out by Erin Estabrook. PTO assists the photography company with organizing the students during the day.

Old Business

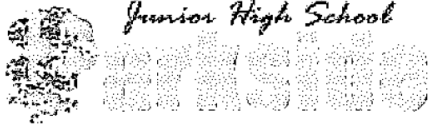
- **Monitors** – PTO purchased several monitors early last year to display announcements or whatever might be needed. They are mounted however they are waiting for the district's technology department to install the networking devices. Technology is currently focused on the new netbooks.
- **Coke** – Lisa A. reported that the Coke contract did not get signed. The district is under no obligation to serve/sell Coke products.

New Business

- **No Hassle** – It was decided that PTO will send another request to parents around the Parent Teacher Conference time frame. Lisa A. will work on a draft for our review.

Our next PTO meeting is October 4th at 6:30 in the IMC. The meeting adjourned.

Respectfully submitted,
 Lisa Nichols
 PJHS PTO Secretary



Parent Teacher Organization
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***** Reimbursement Request *****

Date of Request:

Submitted by / Payee:

Description of Request	Amount	Budget Line Item <small>[Treasurer]</small>
Total of Request:		

[Attach receipts / invoices to request.]**

Check #:	
Date Processed:	

Approvals:

President / Other Officer

Treasurer

The purpose of the PTO is to aid the students of Parkside Junior High by providing support for their educational and recreational needs and to promote open communication between the administration, teachers and parents. The objectives include:

- o Promoting and enhancing the educational opportunities available for all children at PJHS*
- o Providing curriculum and social enrichment activities*
- o Providing support to administration, faculty and staff.*

PJHS_PTO_ReimbursementForm_v1.0

McLean County Unit District No. 5
Parkside Junior High School

101 N. Parkside Road
Normal, Illinois 61761
(309) 557-4408

Daniel Lambole
Principal

Michael A. Clark
Associate Principal

P.T.O. Principal's Report
September 13, 2012

- Parkside Junior High School has a new web page....again! Though PJHS created and launched a new web page last school year, all schools in the district had to create a new school web page due to the departure of the District's Web Master. The District contracted with the company School Wires to help develop each school's and the district's new web page. Much of what was created last school year was able to be transferred over to the new web site over the summer. Visit the new PJHS web page at <http://www.unit5.org/Domain/27>
- Thank you to Mrs. Gillam for saying a few words about all P.T.O. does for the students and staff at PJHS during our 7th and 8th grade Back To School Night on August 28th. Thank you also to P.T.O. for providing cookies and lemonade on Back To School Night
- Students completed MAP testing in Reading and Math this week. The results of MAP testing will help teams determine which students are in need of extra help or intervention in Reading or Math. MAP results can also be used by teachers to identify the strengths and weaknesses of each of their classes in various areas of Reading and Math.
- The PJHS Treasure Literacy Activity will officially kick-off next week on Tuesday, September 18th. Students will each attend the kick-off activity by team in the IMC throughout the day. The kick-off activity will be recorded and posted to the PJHS web page next week.
- Next week on Friday, September 21st is Picture Day! Picture forms were sent to teams this week and given to students to bring home. Please bring picture forms completed along with payment to school on September 21st. This year's school photographer is Life Touch.
- NCWHS Homecoming is Friday this week. We will dismiss early on Friday at 1:15. Go Cats!
- Enrollment at PJHS is currently at 738 students. This is about 25 more students than where we were at to end the school year in May.

Parkside Junior High PTO
2012 - 2013 PROPOSED OPERATING BUDGET
 July 2012 through June 2013

Calendar Year		Jul '12 - Jun '13				2011-2012			
Income/Expense	Category	Sub/Category	Budget	Amended Budget	Actual	Budget	Comments	Comments	
Income	Interest		\$5.00	\$5.00	\$5.37	\$5.00		Same as prior year budget / actual	
	No-Hassle Fundraiser		\$4,700.00	\$3,800.00	\$5,510.00	\$5,250.00	> Reduced by \$900	> Reduced by ~10% plus 4% for RevTrak	
	Pack the House Events, net		\$950.00	\$950.00	\$928.49	\$600.00		Increased to prior years experience	
	PE Clothes, net		\$1,600.00	\$1,600.00	\$1,976.90	\$1,900.00		> Reduced by ~10% plus 4% for RevTrak	
	YE Carry Over Approved Projects		\$5,250.00	\$5,250.00	\$5,103.18	\$4,500.00		> Carryover projects	
Income Total			\$12,505.00	\$11,605.00	\$13,523.94	\$13,255.00		> Yr over Yr reduction of 20%, less carryover projects	
Expense	8th Grade Activity		\$500.00	\$200.00	\$204.70	\$500.00	> Reduced by \$300	Same as prior year budget	
	Administrative								
		Filing Fees & Taxes	\$30.00	\$30.00	\$10.00	\$30.00		Same as prior year budget / actual (fixed)	
		Insurance	\$375.00	\$375.00	\$375.00	\$375.00		Same as prior year budget / actual (fixed)	
		Supplies / Postage	\$10.00	\$10.00	\$10.30	\$10.00		Same as prior year budget / actual (fixed)	
		RevTrak	\$240.00	\$240.00	\$33.56	\$0.00		Not used prior year	
	Awards Night - Awards		\$600.00	\$600.00	\$599.70	\$600.00		Same as prior year budget / actual	
	Faculty/Staff Christmas Gifts		\$1,200.00	\$1,200.00	\$1,077.54	\$1,200.00		Same as prior year budget	
	Gifts to School								
		[Budget]	\$250.00	\$260.00	\$4,687.96	\$1,990.00		> Fill to balance budget	
		[Budget Carryover]	\$5,250.00	\$5,250.00		\$4,500.00			
	Hospitality		\$2,150.00	\$1,550.00	\$2,032.51	\$2,150.00	> Reduced by \$600	Same as prior year budget / actual	
	Landscaping Maintenance		\$150.00	\$150.00	\$68.94	\$150.00		Same as prior year budget	
	Memorials / Gifts		\$200.00	\$200.00	\$25.00	\$200.00		Same as prior year budget	
	PE Clothes, net							Same as prior year budget / actual	
	Snacks for ISAT		\$800.00	\$800.00	\$795.94	\$800.00		Same as prior year budget / actual	
	Student Awards & Popcorn		\$450.00	\$450.00	\$450.00	\$450.00		Same as prior year budget / actual	
	Student Welfare		\$300.00	\$300.00	\$244.06	\$300.00			
Expense Total			\$12,505.00	\$11,605.00	\$10,615.21	\$13,255.00			
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(blank) Total									