

## **PTO General Meeting Minutes**

### **Boyce Middle School PTO**

**September 14, 2017**

**9:30 AM**

The September 14, 2017 General meeting of the Boyce Middle School PTO was called to order by Stacey Cobb at 9:40 am in the Boyce Middle School LGI. Secretary Penney Miller recorded the proceedings. Fourteen people attended including the following executive committee members: Stacey Cobb, Katy Loomis, Daniel O'Rourke, Jennifer Schnore and Penney Miller.

The meeting opened with the Pledge of Allegiance.

The agenda and minutes from the May 2017 PTO meeting were read (silently) and both approved. Meeting minutes will be posted on the PTO website.

Statement of the Treasurer- President Stacey Cobb, filling in for Treasurer Prema Sridaran, reported that the PTO had a beginning cash balance of \$11,070.65 as of 7/1/17. PTO income from 7/1/2017 to 9/11/2017 totaled \$23,966 and PTO payments for the same period totaled \$1989.88. The ending cash balance as of 9/12/2017 is \$33,046.77. The treasurer's statement is attached.

Stacey Cobb stated that PTO needed to be authorized to pay the upcoming monthly bills. Susan Coyle moved that the PTO be authorized to pay the bills and Jennifer Schnore seconded the motion. The motion was approved by verbal vote.

Penney Miller passed out the audit form and read the auditors statement that records were substantially correct. Mrs. Sridaran was commended for her work getting this done so that Boyce was the first school to submit their audit to council. Penney Miller also passed out the most recent Gift to Boyce lists. Both documents are attached.

Correspondence- Mrs. Husak wrote a note thanking the PTO for its gift of \$500 to the Library.

#### Reports-

- Teacher Representative- Matt Henderson told PTO that the teachers were implementing a new learning management system called CANVAS. He asked parents for their patience while teachers learned this new system.

Mr. Henderson also asked for people to donate paper towel rolls for the 6<sup>th</sup> grade science teachers to use in a science experiments. Many rolls are needed. Please donate!

Mr. Henderson is looking forward to sharing teacher needs and insights at future meetings.

- Executive Committee
  - President- Stacey Cobb. Mrs. Cobb presented the following Council Updates:

- Open Mike Night with Dr. O'Toole will be held in the Boyce Theater on November 8, 2017 at 7pm. Questions must be submitted in advance.
  - The Directory will be coming soon. Although 80% of families have registered, a higher % is needed before the email verification can be sent out.
  - Brian's Story—An Opiate Workshop will be held on October 10, 2017 at the USC Community Rec Center at 7pm.
  - New school buses ordered by the school district will have video and audio monitoring. As of 9/14/2017, monitors have not been turned on but will be soon. Dr. O'Rourke commented that Boyce has also installed 20 new monitoring cameras.
  - Community Foundation is hosting two fundraising events:
    1. Luncheon and Golf at St Clair Country Club on September 25, 2017. Lunch will be at noon with golf to follow at 1pm. See Community Foundation from District's webpage for details.
    2. Octoberfest will be held at St. Thomas More on October 14. Beer and wine will both be served.
  - Odyssey of the Mind—Odyssey of the Mind (OM) is recruiting student participants for the 2017-2018 year. OM challenges student teams to use creativity and teamwork to solve open-ended problems. If interested see OM website: <http://www.uscootm.com> or contact Meridith Markovitz ([meridithmarko@msn.com](mailto:meridithmarko@msn.com)) or Laura Murtough ([lauramurtough@hotmail.com](mailto:lauramurtough@hotmail.com)) for more information.
- 1<sup>st</sup> Vice President- Jennifer Schnore had nothing to report.
  - 2<sup>nd</sup> Vice President- Daniel O'Rourke commented that Boyce had a fantastic start to the new year and all staff did a terrific job to help things go smoothly. Mr. O'Rourke thanked everybody.
    - Mr. O'Rourke then introduced and welcomed Christine Mussomeli to the staff at Boyce. She will serve as the Assistant Principal at Boyce.
    - Mr. O'Rourke shared about new the STEAM hub shop installed in a former computer lab (Room 21) at Boyce. Teachers involved were Christine Finnegan, Christine Mikolaj, and Matt Henderson.
    - Matt Henderson explained the new shop is based on the High School Shop model and was designed to provide extra support to Life Skills and Emotional Support students as well to develop empathy in the general student population. Boyce students will make various products such as buttons, stickers, and magnets. Also, other products, e.g., name tags for the upcoming NASA or Deer Valley trips or musical programs, will also be made. The shop will provide experience to students in conceiving a product idea, developing a business plan and collaborating with others to carry out the plan. Thus, the shop has a natural connection to Expressive Arts. Some products generated

will be available to students for cash purchase. Grants from the Central Office supported the installation of the shop but eventually, the shop will be self-supporting.

Mr. Henderson and Mr. O'Rourke took PTO meeting attendees on a tour of the room. The room is almost complete and projects are underway (car magnets and Boyce stickers). The room is brightly colored and contains multiple workspaces including work tables with buoy stools, counter spaces with storage cabinets, and equipment tables, many supplied by Steel Case. Equipment included a sticker machine, a button machine, and laminators. Plans call for a computer, printer, and copier for computer-designed projects.

To incorporate the whole building in the Shop kick-off, Boyce is having a Sticker Design Contest. Students will design stickers for their respective teams. Winners of the design contest will make their stickers at the shop.

After returning the LGI, Mr. O'Rourke then thanked the PTO. He said Boyce was fortunate to work with PTO and that many things couldn't be done without the volunteer hours and support of the PTO. He thanked the PTO and parent volunteers.

- Boyce Open House- Mr. O'Rourke informed the PTO that team specific schedules of activities and speakers will be sent home with students.
- Mr. O'Rourke reported iPad distributions went extremely well. There was very little wait for parents. He gave his kudos to tech department and to parents, who helped by filling out paperwork in advance.
- Mr. O'Rourke also stated that PSSA scores from last year will be coming out soon. He was pleased to share that both 5<sup>th</sup> and 6<sup>th</sup> ELA and Math PSSA scores increased by a few points for Boyce. He thanked everyone for their hard work.
- Mr. O'Rourke announced that Niche.com (Nation's largest resource to research the nation's private and public schools) ranked Boyce Middle as #12 of middle schools in the state of Pennsylvania. Boyce received a certificate. Congratulations to all.
  - Finally, Mr. O'Rourke reminded attendees that Boyce picture day is tomorrow
  - Board Advisor- Katy Loomis had nothing to report as board advisor.

### Special Guests

- Assistant Principal Christine Mussomeli—Mrs. Mussomeli thanked all for welcoming her. She provided a background of her career. More recently, she worked in curriculum development at Central Office and at the high school and felt both experiences would be useful at Boyce. She is excited to get know the kids and appreciated how everyone worked together at Boyce.

- Hurricane Relief Efforts for Boyce-- Amy Antonio signed Boyce up for a program called, “Adopt a School”. Boyce “adopted” a whole school in Liberty, Texas to provide supplies that were lost due to Hurricane Harvey. Mrs. Antonio is asking for hygiene products and school supplies. Each Boyce team will be assigned particular items to bring. Boyce will ship collected items at the school’s expense. To pay for shipping, Mrs. Antonio suggested a “Jeans Day” for teachers— teachers “pay” to wear jeans and proceeds used to contribute to shipping costs. Needed items are socks, sweatshirts, and belts. Mrs. Antonio suggest parents interested in helping, donate a target gift card which Mrs. Antonio will use to purchase items. A question was asked if Mrs. Antonio could get Target to provide free shipping and that will be investigated. Information about the outreach will be available next Thursday on “Good News” on the website. Mrs. Antonio is planning to have things shipped by Oct 6<sup>th</sup>.
- Deer Valley- Kevin Clark & Matt Dudley
  - Deer Valley is a 6<sup>th</sup> grade multidisciplinary field trip for students. It is a 2 ½ day program that runs MTW and WTF. Students attend with their team, and parents may come (not a requirement). Mom or Dad can go with any child. Lodging and food are provided. Activities include Math, science, social studies, arts, performing, hiking, fishing, exploration. People take charter buses from Boyce to the camp. Costs includes transportation, food, lodging and is \$265 per student and \$60 for adult, and increase from \$250 and \$50, respectively. The total cost is \$325.
  - The program has changed dramatically over the years to accommodate feedback, especially from parents. For example, this year will incorporate a discovery time—in which child and parent have 2 hours of free time to explore the camp grounds together.
  - Camp staff is wonderful to work and helpful in dealing with dietary needs, lodging needs. Girls stay in cabins and boys stay in a lodge.
  - Information about the trip is on the Boyce website: Deer Valley. Other information is communicated by teachers, emails, homepages, etc. The dates for the trip this year will be verified by Open House and will fall mid-May between May 8-May 18.
  - The program relies on Parent support (95% parent attendance—not a requirement). Staff will work with parents to accommodate schedules (if parents need to flip/flop being with kid). **To go to Deer Valley, Parents must have clearances. Get clearances early and have a back-up plan.**
- **School Board** (Buffy Hasco). Mrs. Hasco commented that it was great Mrs. Mussomeli has high school perspective to share and prepare Boyce kids.
  - She thanked the Executive committee for serving and commented that PTO and parent volunteers are an important part of making this all work.
  - Good start to school year, especially with new hires at the District level. New personnel included a new food service director, a new athletic director and others.

- Gov. Wolf proposed an amendment to the bill for volunteer clearances which eliminates all fees for background checks. Updated clearances will be required every 60 months instead of 36 months.
- New Family Welcome on 9/15. People invited to dinner and the USC football game if new to district.
- Construction projects: Capital facilities projects are on course and currently at the Planning and Permitting stage. The office hopes to receive bids in early 2018 and to break ground this spring.
- Look for information about Open houses at all schools.
- Tomorrow night is Youth Night at Football game. It is a white out—all kids that play sports and wear their team shirts get in free. Youth football team forms bridge for football team.

### Standing & Reporting Committees/Reporting Organizations

- **Apples for Students.** Katy Loomis reported on this program. Giant Eagle donates a certain % of your grocery bill to the PTO. You must designate the PTO as a recipient and have it linked to your advantage card. Registration needs to be updated yearly. The PTO typically raises \$1300 per year from this program.  
Note: people can sign up for similar program on Target's website.
- **Authors Day.** Ponny Jahn (Chair) thinks she has an Author. The date will fall in April and working out the schedule with PSSAs in April—looking to reward kids with author day on a Friday of the PSSA math week (April 15-20).
- **Band Parents.** No report
- **Book Fair.** Chairs, Catherine Deep and Deonna Dreher presented information about the upcoming book fair to be held September 27-29. **Please volunteer to help!** See the "Boyce Bulletin Board" posting to a link to a sign-up sheet that can be accessed from Boyce's homepage. PTO will also send out paper flyer.

Teams will shop on Wednesday or Thursday where students can purchase books with cash or check, only. A wish list will be available where children can pull and bundle books they want for purchase at Open House. Parents may shop with their children at Open House and also use a credit card for purchases. Teachers' may also create a wish list: stacks of books will be pulled aside for purchase by parents for the classroom.

Online shopping runs September 20<sup>th</sup> through October 3<sup>rd</sup>.

Other activities taking place during the Scholastic Book Fair are: 1. All for Books. Boyce collects money which is then sent to Scholastic. Scholastic takes that dollar amount, matches it and donates it to another needy school. Scholastic then gives Boyce an equivalent amount for your school as Scholastic Dollars but it has to be spent before the end of your book fair. Mrs Deep and Mrs. Dreher said they would run a Coin War

between 5<sup>th</sup> and 6<sup>th</sup> grade to raise money for All for Books. The winning grade will get extra recess time.

Mrs Deep and Mrs. Dreher need volunteers. They are looking for 2 volunteers to run cash registers on Open House night. They asked if it was OK for them to reach out to High School IB students for volunteers? Mrs. Cobb's responded it would be ok as long as adults runs the register and monitor High School volunteers.

Jennifer Schnore pointed out that Scholastic will send collapsible bins that could be used to hold books for teachers' wish lists.

- **Box Tops.** Amy Siniawski (Chair) The Box Tops first submission date is 11/1 so Mrs. Siniawski will distribute the collection bags the last week of September or first week of October and will pick-up the boxtops on October 20. Last year the PTO received nearly \$1,500 from our box tops submissions and would love to cap that this year
- **Chorus Parents.** No report
- **Chess club** will begin in October.
- **Membership.** Mrs Cobb stated that as of 9/14/2017, there were 399 registered for PTO membership. No staff has registered but that is because staff did not receive forms. These will be provided in the next week.
- **Memory Book.** No report
- **Orchestra** (Mondeep Puri, Chair). Orchestra parents don't have much involvement until the winter concerts when the committee starts reaching out for volunteers. Mrs. Shoemaker was taking auditions for the Panther Orchestra last week as well as assessing students to determine which orchestra they should be placed in. Currently, she has three orchestras at Boyce: Bravo (beginner-intermediate), Encore (intermediate), and Panther (advanced). She has also sent out pull out lesson and morning orchestra schedules to the students and their parents at Boyce.
- **Student Activity Fee/Binder Reminder.** Mrs. Cobb said we had a great response this year. She is emailing the last couple of students to finish up.
- **Family Welcome Day.** Mrs. Cobb expressed how well Family Welcome Day went. Tours were given to students to help them find their way around building, the PTO collected money for activity fee and binder reminder, and provided an opportunity for parents to take care of their volunteer clearances. She said it was a nice event for incoming 5<sup>th</sup> graders to see the school. All lines moved nicely. Suggested changes for next year would be to shorten the time to 4p -6pm and have registration forms available for parents that day.
- **Deer Valley Fundraiser.** Katy Loomis and Brenda Tomshek , chairs
  - Katy Loomis said students will be selling 100% recycled plastic garbage bags again this year. All bags cost \$13 earn \$6 for each box sold. Bags come in 3 different sizes. The sale runs from September 27 through October 11. All orders and payment need to be turned in by October 11. There will be a table at Open House for parents to purchase bags.

Product pick-up will be on Monday, November 6 at Boyce. Bags must be picked up on that day (early evening and day pick up times will be available). Mrs. Dreher inquired about how well do garbage sales do? Mrs. Loomis responded that it depends on the child's effort to sell the bags and that there has been good success with the sale.

Students can fund raise in both 5<sup>th</sup> and 6<sup>th</sup> grade to cover cost of trip (\$325) Discussion about adding on a 2<sup>nd</sup> fundraiser. Several people are meeting on Friday to discuss.

- **Boyce Pride Awards** (Michele Mandler, Chair). Boyce Pride Awards will begin next month. Students are rewarded for displaying exemplary citizenship behavior. Any teacher or staff member can nominate a student. The ceremonies are once a month in the morning. Students will receive a certificate and a backpack tag.

#### Unfinished Business

Portable STEAM carts are being assembled and will be presented in November 1, 2017 PTO General meeting.

#### New Business

- Hurricane Relief Efforts. More coming on this topic.
- Susan Coyle asked the PTO if they could get space to display samples of Spirit Wear for people to see the products. Mr. O'Rourke stated that yes, there are plenty of opportunities to display spirit wear products. Mrs. Coyle stated that no bling would be available this year. The Tally Day for spirit wear sale will be Nov 10. Therefore, order forms will go out 2-3 weeks before then, around mid-October.

#### Next PTO Meeting- November 8, 2017 in Boyce LGI

- Mrs. Cobb let Committee Chairs know there will be a meeting in October. A 2<sup>nd</sup> Committee Chair meeting will occur in February.
- General Meetings will be every other month.

#### Adjournment at 11:10 AM

Respectfully submitted by Penney Miller

Date Approved: May 23, 2018

**Boyce PTO General Meeting –September 2017**

**Treasurer's Report**

**PTO Checking Account**

**Beginning checking cash balance as of 07/01/17: \$11,070.65**

**PTO Income from 07/01/17 to 09/12/17**

07/17/17 - Apples for Students	\$ 1334.00
08/02/17 - Miscellaneous Income – Sale of 2015-2016 year book	\$ 32.00
08/29/17 - Activity Fee/PTO membership	\$ 10330.00
09/01/17 - Activity Fee/ PTO membership	\$ 11480.00
09/08/17 - Activity Fee/PTO membership	\$ 670.00
09/11/17 - Activity Fee/PTO membership	\$ 120.00

**PTO Payments from 07/01/17 to 09/12/17**

1152	Ink Head Inc	Welcome Day-purchase of Stylus	\$ 307.26
1153	School Datebooks Inc	Purchase of 704 binders/planners for students and teachers for current school year (2017-2018)	\$ 1682.62

**Total PTO Checking Balance as of 09/12/17: \$33,046.77**

**Deer Valley Account**

**Beginning Money Market cash balance as of 07/101/17: \$8,238.26**

**Dear Valley Income from 07/01/17 to 09/12/17**

07/31/17 Interest	\$0.35
08/31/17 Interese	\$0.35

**Total Deer Valley Money Market Balance as of 09/12/17: \$8,238.96**



**Boyce Middle School PTO  
Audit Report  
July 1, 2016 - June 30, 2017**

PNC Bank Checking (10-5567-3063)  
PNC Bank Money Market (10-4923-0821)

Balance on hand per bank stmts dated 7/1/2016		\$ 16,711.59
Receipts since last audit		71,725.59
Interest earned		<u>5.61</u>
	TOTAL	\$ 88,442.79
Disbursements since last audit		(69,097.88)
Bank Service Charges - NSF checks		<u>(36.00)</u>
<b>Balance on hand 6/30/2015</b>		<u><u>\$ 19,308.91</u></u>

**BANK RECONCILIATION**

Bank statement balances 6/30/2017		\$ 19,308.91
Outstanding checks		-
Balance in checking accounts 6/30/2017		<u>\$ 19,308.91</u>
<b>Reconciled balance on hand 6/30/2017</b>		<u><u>\$ 19,308.91</u></u>

*The following is all that needs to be read when the auditor's report is given:*

**I have examined the financial records of the treasurer of Boyce Middle School PTO and find them to be substantially correct.**

Date audit completed

August 21, 2017

Auditor's signature

  
Denise M. Henning

# GIFT TO SCHOOL- 2016-2017

## CONTRIBUTION FORM

Date	Donor	Recipient	Donated Item or Contribution	Value
07/26/16	Boyce PTO	Boyce Middle School	Family Welcome Day	\$ 324.29
08/23/16	Boyce PTO	Boyce Middle School	PT Council-Arts in Education	\$ 60.00
08/23/16	Boyce PTO	Boyce Middle School	PT Council- District New Family Welcome Event	\$ 90.00
08/23/16	Boyce PTO	Boyce Middle School	PT Council- Directory	\$275.00
08/23/16	Boyce PTO	Boyce Middle School	PT Council- Spelling Bee	\$70.00
09/12/16	Boyce PTO	Boyce Middle School	Additional Binders	\$134.50
09/12/16	Boyce PTO	USC PT Council	Dr. O'Toole's Scholarship Fund on his mother	\$14.29
11/07/16	Boyce PTO	Boyce Middle School	Green Team-Recycling Bins	\$900.00
11/08/16	Boyce PTO	Boyce Middle School	Sixth Grade T-shirts	\$1586.50
11/18/16	Boyce PTO	Boyce Middle School	Library- Scholastic Books through book fair	\$216.95
11/18/16	Boyce PTO	Boyce Middle School	Assembly Fund-Alicia's Project	\$1000.00
01/03/17	Boyce PTO	Boyce Middle School	Display Cases	\$59.66
1/23/17	Boyce PTO	Boyce Middle School	Student Council-Boyce Bash for prizes	\$250.00
02/17/17	Boyce PTO	Boyce Middle School	Author's Day	\$1000.00
02/05/17	Boyce PTO	Boyce Middle School	Student Council- Boyce Bash for games	\$201.72
02/14/17	Boyce PTO	Boyce Middle School	Boyce Pride	\$738.28
02/22/17	Boyce PTO	Boyce Middle School	Memory Book	\$162.00
02/24/17	Boyce PTO	Boyce Middle School	Student Council-Boyce Bash for bracelets	\$ 511.88
02/24/17	Boyce PTO	Boyce Middle School	Guidance-Random Act of Kindness Assembly	\$297.00
03/16/17	Boyce PTO	Boyce Middle School	Chess sets and extra pieces	\$98.13
03/22/17	Boyce PTO	Boyce Middle School	Student Council- Read for A Reason-Indoor/outdoor recess equipment	\$1000.00
03/29/17	Boyce PTO	Boyce Middle School	Library - gift cards for future book purchases	\$375.00
04/05/17	Boyce PTO	Boyce Middle School	Library – Breakout EDU organizer kit	\$125.00
04/19/17	Boyce PTO	Boyce Middle School	NASA field Trip	\$6300.00
04/19/17	Boyce PTO	Boyce Middle School	5th grade field trip	\$1700.00
05/15/17	Boyce PTO	Boyce Middle School	Student Council-Read For A Reason-Robotics Kits	\$2000.00
05/15/17	Boyce PTO	Boyce Middle School	Guidance Class	\$200.00
			Total	\$19,690.20