



PTO Meeting
21 May 2014
7:00 PM

Frank H. Hammond Elementary School
1301 Fran Lin Parkway
Munster, Indiana 46321

PTO MEETING MINUTES

(Draft version, pending review/approval at the next PTO meeting in August 2014.)

I. Welcome

A. Call to Order

After a brief celebration in honor of all PTO volunteers, the meeting was called to order by President Becky McKeever at 7:35 PM.

B. Sign-in Sheet

In addition to the PTO Board and Mrs. Ellis, meeting attendees included: Patty Oganovich, Nicole Chism, Jolene Gelarden, Carrie Lauritzen, Suzanne Regan, Tracy Collins, Nina Arzumanian, Angie Weis, Sophie Zaromitidis, Patty Queroz, Amy MacDonald, Nicole Nita, Sara Brunetti, Julie Landmesser, Tammy Vesolowski, Karyn Condes, Tracey Van Buskirk, Julie Gideon and Becky Stephan.

C. Student Recognition

President Becky McKeever announced that the PTO is partnering with Culver's to recognize the achievement of various student groups. Each recognized student will receive a free scoop of custard, compliments of the Schererville Culver's. This month, preschool students were recognized.

II. Approval of Previous Meeting Minutes

Sophie Zaromitidis motioned to approve the April 16, 2014 draft meeting minutes as presented; Julie Landmesser seconded the motion. The April 16, 2014 draft meeting minutes were approved as presented by a majority of the vote.

III. Treasurer's Report

A. Year-to-date Monthly Budget Report

The beginning balance on August 1st was \$18,821.23. Year-to-date funds raised were \$40,211.48. Program expenses were \$24,152.24, arriving at an ending balance of \$34,880.47.

Although all amounts have not been finalized, the amount of funds raised is estimated to exceed the budgeted amount by approximately \$12,000. It should be noted that an increase in the planned library investment was approved during the school year. The net amount of funds raised at the spring Book Fair was approximately \$3,000, and the Box Tops spring collection drive brought in approximately \$1,200. The Spring Catalog

Sale fundraiser was new this school year and will have netted approximately \$1,700 after related expenses are paid. The Teacher Appreciation committee in conjunction with the Tasty Tuesday committee incurred expenditures for Teacher Appreciation Week for the teacher raffle baskets and Subway luncheon on Tuesday of that week.

A detailed report of Scholastic Dollars and SCRIP on hand has been added to the monthly Treasurer's Report. The current Scholastic Dollar Balance is \$6,852.25. This month, expiring Scholastic Dollars were used to purchase library books during the spring Book Fair. It should be noted that an accurate reconciliation of Scholastic Dollars cannot be made because Scholastic does not provide accurate information in regard to Scholastic Dollars earned through on-line sales. A list of SCRIP gift cards available for purchase was also included. The total value of SCRIP on hand is \$270.

IV. Secretary's Report

A. Thank You/Correspondence Updates

The PTO received thank you notes for classroom supply reimbursements awarded at the end of this school year from: Lynette Ashby, Mary Rosenbaum and Julie Stolarz.

The PTO received thank you notes for all the teacher appreciation efforts during this school year's Teacher Appreciation Week from: Carolyn Blocher, Deb Gronkiewicz, Tammy Katalinic, Ellie Marinier, Alice Murphy, Jennifer Perez, Mary Rosenbaum, Carol Schaap, Sharon Sellberg, Patti Stofko, Julie Stolarz, Judy Vega, Susan Watterson, Jim Watt, and Betty Lukoshus, who also thanked the PTO for classroom supply reimbursement awarded at the end of this school year.

Ellie Marinier also thanked the PTO for all its efforts during the school year.

The fourth grade students and teachers thanked the PTO for funding assistance for the Indianapolis field trip with a student-signed poster on the PTO closet door.

V. Vice President's Report

Frankly Speaking is planned to be distributed on the school day *before* the last school day of year (i.e., May 30th).

VI. President's Report

A. School Board Meeting

President Becky McKeever provided a synopsis of the report received from Ingrid Schwarz Wolf, the FHH PTO School Board liaison, in regard to the most recent School Town of Munster Board meeting:

- State law changed this school year in regard to the acceptance of tuition-transfer students. In prior years, the School Town of Munster had accepted tuition transfer students, but those students had to have and maintain a "B" average and not have any disciplinary problems on their records. This policy was in effect until last year when the state law changed and provided that the School Town either had to accept all tuition transfer students up to capacity (which would be different for every school and could change yearly depending on enrollment) or not accept them any more. The law included a "grandfather clause" that allowed students (and their siblings) already enrolled as tuition-transfer students to finish out their education until high school graduation. The School Board voted last spring to no longer accept tuition students except

for students who were currently enrolled or applied before June 30, 2013. State law again changed this past year with the addition of a new and vague provision concerning school town district students (including those who attend private/parochial schools within district borders during the 2012-2013 school year) and members of those student's households. The School Board voted to continue to accept the tuition-transfer students who were accepted in the past and changed the wording of School Town policy to reflect that of the new state law. This change would not significantly increase the number of tuition students, and it is estimated that all affected students/household members would have matriculated within the next fifteen to twenty years.

- Jeff Hendrix was announced as the new School Town superintendent. Previously, he had been an assistant-principal in Highland, and his children attended elementary school in Munster at that time. More recently, he has served as superintendent in a school district downstate.
- Director of Instruction and Assessment Dr. Gilworth was able to secure a grant for high ability ("HA") training. All HA teachers throughout the district will now attend special classes to get HA-endorsed.
- Next school year, school lunch prices will be increased by 25 cents each. In order to be compliant with state regulations in regard to the formula for meal costs, the district is required to raise its prices.

B. Presidents' Meeting

Becky McKeever explained that the PTO presidents are given the opportunity to attend a district-wide monthly meeting with other PTO presidents and members of the School Town administration, such as Richard Sopko, Superintendent. The following items were highlighted at the most recent meeting:

- **Munster High School ("MHS") Dance-a-thon:** Approximately \$4,500 was raised for charity by MHS students at a recent dance-a-thon.
- **Elliott Elementary School Playground Resurfacing:** The playground at Elliott Elementary School is to be resurfaced with a solid-surface material.
- **Wilbur Wright Middle School ("WWMS") Banner:** The WWMS PTO is having a school banner professionally made. This banner will be used to represent the school at team competitions - both athletic and academic.
- **Reduction in Force ("RIF") Letters:** School Town enrollment has decreased by approximately 170 students over the past year (it is estimated that 100 of those students are at the kindergarten level). This decrease has led to a corresponding decrease in state funding by approximately \$1 million. Accordingly, a reduction in faculty will affect approximately ten (10) members across the district. After accounting for planned retirements, it is estimated that perhaps only two (2) teachers at the elementary level and three (3) teachers at the secondary level will be affected.
- **K-2 High Ability ("HA") Identification:** Rather than serving the needs of high ability K-2 students with separate resources, instruction for those students will be incorporated into the classroom beginning next school year.

C. Early Bird Registration

Application forms for PTO membership for the 2014-2015 school year have been sent home with students of all FHH families. A \$2 "early bird" discount on the membership fee is being offered to those who submit their membership dues before the end of the school year.

D. Volunteer Recognition

Becky McKeever gave thanks, on behalf of the PTO, to the following:

- Karyn Condes for organizing the Spring Catalog Sale,
- Members of the Teacher Appreciation and Tasty Tuesday committees for their efforts during Teacher Appreciation Week,
- Members of the DARE Graduation committee for their efforts in regard to tomorrow's ceremony and celebration,
- Members of the Variety Show committee for their efforts in regard to this year's Variety Show (please be aware that all DVDs will have been sent home in the near future),
- Members of the Field Day committee for their efforts in regard to next week's Field Day,
- Committee Chairs whose youngest children are graduating from FHH, including, but not limited to, the following: Susie Marcus, Nicole Nita, Luanne Klawitter, Kim Balac, Nina Arzumanian, and Sophie Zaromitidis, and
- Board members stepping down from their current positions, Natalie Raffin and Barb Heritage, for their efforts over the past three and two school years, respectively. Each will have a book of her choice donated to the FHH library in her honor.

VII. Principal's Report

A. Beach Day at Lunch Tomorrow, Thursday, May 22nd

Students are reminded to bring a beach towel on which to sit at lunch tomorrow, Thursday, May 22nd.

B. ISTEP+ Parent Letters

ISTEP+ parent letters are scheduled to be sent home on Wednesday, May 28th, but it is anticipated that the results of this year's testing will not be released and accessible until Friday, May 30th.

C. On-line Registration

Updates are currently being made to the School Town's new on-line registration function. It should be noted that despite the fact that an on-line registration option will be available this summer, the school will host a "Registration Day" for those who wish to do so in person.

D. Computer Back-Packs

Beginning next school year, the School Town will no longer supply back packs to those students who are issued a laptop computer by the district. Instead, those students will be required to supply their own bags to transport their laptop computers. Those bags must be constructed specifically for computer usage.

E. Other

On Monday, June 2nd, FHH will have its school-specific "make-up" day in regard to the power outage FHH experienced this school year.

Parents and students should be aware that faculty and staff members will participate in a "Jeans for Troops" Day this Friday, May 23rd.

There was an approximate 95% pass rate across the district on this school year's IREAD assessment for third graders. This rate is similar to that of the previous school year.

Students who did not pass will have the opportunity to retake the examination this summer.

VIII. Committee Reports

A. TerraCycle - Suzanne Regan

TerraCycle is collecting used small electronics devices for one week only, May 16th-23rd, during which time the committee will accept the following items only: laptops, tablets, e-readers, calculators, GPS, MP3, and digital cameras/camcorders. **The committee will accept cell phones all year round.** It is asked that no random electronic devices be left -- only what is on the list! Items should be brought to the TerraCycle bins at school. The committee will empty the bins daily.

B. Beautification - Suzanne Regan

The Beautification committee is seeking any volunteer who believes in school pride and enjoys the outdoors. The landscaping and sidewalks need care over the summer months -- or it tends to look like a jungle when the students return in the fall. Two truckloads of mulch are earmarked for the school this summer; the committee is particularly looking for dads to assist with shoveling. Interested parents should sign on to the committee's email list if able to donate even one or two hours of time this summer: drmsvoss@hotmail.com. Chairperson Suzanne Regan will contact committee members with dates and times as soon as they are available.

C. Fun Fair - Tammy Vesolowski

The Fun Fair committee is in search of a "sub-chairperson" to organize and supervise Bingo at the event. Also, in order to cut-down on the cost of game rentals, the committee is in search of parents interested in building carnival-style games for the event. Interested parties should contact Tammy Vesolowski.

D. Dining for Dollars – Tracy Collins for Jolene Gelarden and Aleka Dovellos

Approximately \$2,300 was brought-in from sales to customers using previously-distributed flyers at the recent McTeacher's Night event at the Munster McDonald's. An additional \$2,000 was brought-in using flyers distributed at the event. The FHH PTO is projected to net approximately \$658 from this event. Miss Bielak's class won a free lunch for bringing-in the most sales that evening.

E. DARE Graduation - Becky McKeever for Nicole Nita

5th grade DARE graduation is scheduled to take place tomorrow, Thursday, May 22nd, at 1:30 pm.

F. Market Day - Sara Brunetti

The last Market Day sale of the school year, a "truck sale," is scheduled for June 17th.

IX. Unfinished Business

A. Fundraising for 2014-2015 School Year

Becky McKeever outlined the list of fundraising opportunities offered this school year which will remain the same for the upcoming school year with the following exceptions: 1) the sale of *Entertainment* coupon books will replace the sale of *Golden*

Opportunities coupon books, 2) there will be an additional catalog sale in the fall, 3) the Kidz Clozet Sale will be discontinued and 4) the Dining for Dollars program will be expanded to include more family fellowship events. The Board will meet this summer to determine budgets for each fundraising activity.

B. Committee Chair Openings for 2014-2015 School Year

There will be several committee chairperson vacancies for the 2014-2015 school year due to various reasons including: work schedule conflicts, chairperson commitment to chair another committee and the matriculation of chairpersons' children from Frank H. Hammond into middle school. The following known committee chairperson vacancies for the 2014-2015 school year were announced at the meeting:

- *Digitally Speaking* Editor
- Corporate Sponsorship (co-chairperson needed to solicit donations from local businesses)
- Junior Achievement
- Veterans Day Assembly
- Yearbook (co-chairperson needed to work with current Co-chairperson Angie Weis)

C. Library Investment

Becky McKeever reported that the planned library investment is on track and will move forward after the district finalizes its decision in regard to its investment in Google Chromebooks for the fourth grade classrooms.

X. New Business

A. Request for Volunteers to Audit Treasurer's Records

The PTO is in need of two (2) individuals (they do NOT need to be accountants) to "audit" the PTO financial records over the summer months. Please contact Becky McKeever if you are interested in this opportunity. It should be noted that after this announcement, Carrie Lauritzen, who has served in this capacity in the past, volunteered to do so again, so one of these volunteer opportunities remains available.

B. Faculty/Staff Retirement Gift

Traditionally, the PTO has provided retiring FHH teachers and staff with a retirement gift of \$10 for each year of service to FHH. Mrs. Elizabeth Sullivan is scheduled to retire at the end of the current school year after 28 years of service in the district. Accordingly, Karyn Condes motioned to approve \$280 for her retirement gift. The motion was seconded by Sara Brunetti, and the motion was approved by a majority vote.

C. Variety Show

It was announced that "the show must go on!" After some discussion by the administration about potentially discontinuing the elementary school variety shows, it was announced that the MHS Auditorium will host variety shows for each of the elementary schools over three consecutive days next January. The 2014-2015 FHH Variety Show has been scheduled for January 15, 2015.

XI. Adjourn

The meeting was adjourned at 8:38 PM.