|  |
| --- |
| **Fort Settlement Middle School****PTO Board Minutes****May 17, 2012** |
| President, Jana Hermes called the meeting of the FSMS PTO Board to order at 9:00am. A quorum was established and the following members were present: Jennifer Blaum, Stacy Borgfeldt, Laura Campbell, Monica G. Clancy, Marisol Conlon, Julie Diaz, Anjali Draksharam, Susan Fisch, Jyoti Gangopadhyay, Jana Hermes, Joyce Kamla, Kathy Knight, Patti Long, Kristen Manz, Belinda Melson, Cherie Miller, Jackie Minter, Pert Mosley, Sapana Patel, Barb Pleus, Vyju Ram, Sonia Rowe, Dolores Ruck, Rogena Sauter, Carol Scott, Terri Wang, , and Jennifer West.*Apologies:* Bhavana Bindal, Krishna Chitalia, Jamie Fairchild, Tracy Householder, Shirley Lee, Arpana Maniar, Judi Marchand, Renee Mock, Lily Moussavi, Karen Stanford, Amanda Ward |
| ***Description*** | ***Action*** |
|  |  |
| **Motion to approve April 2012 minutes.****Seconded by****Vote and motion passed.** | * **K. Knight**
* **J. Kamla**
* **PTO Board**
 |
| ***Old/New Business*** * **FSMS credit and payment options** -

 ***IPod Payment Application*** – Jennifer West looked into the possibility of using this application for payments to FSMS PTO. “The Square” can be downloaded to iPad, Smart Phones, etc. at no charge. Her church uses the application with great success. There is a 2.5% fee per charge that can be applied to cost of purchase. Jana Hermes suggested putting a committee together to look at further. Following individuals volunteered; Jana Hermes, Pert Mosely, Dolores Ruck, Jennifer West & Barb Pleus. ***Wireless CC Machine*** – Initial cost $130.00* ***Gift Cards for Teacher Attendance*** – Originally discussed in September 2011 PTO meeting. $25.00 gift cards for perfect attendance by teachers over then school year. Kathy Knight gave $25.00 card to Julie Diaz. Marisol Conlon to drop off card a.s.a.p.
 | * **J. Hermes**
* **J. Blaum**
* **D. Ruck**
* **J. West**
* **P. Mosely**
* **M. Conlon**
 |
| ***Officers Reports*** |  |
|  |  |
| **President – Jana Hermes*** Thanks to our outgoing PTO Board members for their time and support over the years.
* Welcome to new and returning PTO Board Officers for 2012-2013

 **President** – Jana Hermes;  **Vice President** – Renee Mock;  **Treasurer** – Barb Pleus;  **Corresponding Secretary** – Monica Clancy;  ***Description***  **Recording Secretary** – Kathy Knight**;**  **Parliamentarian** – Terri Wang;**Beautification** - Carol Scott & Vyju Ram; **Box Tops** - Belinda Melson; **Career Day** – Joyce Kamla; **Cultural Arts** – Amanda Ward & Sonia Rowe; **Directory** – Kristen Manz & Laura Campbell; **8th Grade Party** – Dolores Ruck; **Gifts** – Cherie Miller; **Hospitality** – Jennifer West, Shirley Lee & Joannie Demeris; **Membership/Fundraising** – Pert Mosley; **Newsletter** – Arpana Maniar; **Publicity:** Sapana Patel**;** **School Board Representative** – Anjali Draksharam; **Shared Dreams** – Jackie Minter & Susan Fisch; **Spirit** – Marisol Conlon & Tracy Householder; **VIPS** – Stacy Borgfeldt. | ***Action*** |
| **Vice-President – Renee Mock*** Jana Hermes reporting for Renee Mock.
* Spirit Nights – April Spirit Night at Skeeter’s $49.21. Total for this year is $1,912.52.
* Outstanding Check – Mission Burrito’s check in the amount of $265.73 was cut and not received. Mission Burrito assures us that the check will be reissued (8 week process) and sent to FSMS despite the receipts being discarded.
* New Restaurants – Will look into new venues for Spirit Night.
 | * **R. Mock**
 |
| **Treasurer – Dolores Ruck*** May 13, 2012 balance sheet, 2011-2012 Profit & Loss Statement and 2011-2012 Budget and 2012-2013 Proposed Budgets were sent via email to all Board members.
* Please turn in all outstanding expenses.
* **Budget Numbers** were called out for verification and/or changes. Changes noted below.
* **INCOME – Fall Fundraiser -** $29,000.00
* **DIRECT FUNDRAISING & ADMIN EXPENSE** – Supplies/Admin Expense increase to allow purchase of new QuickBooks software - $350.00
* **DIRECT FUNDRAISING & ADMIN EXPENSE** - VIPS Expense – $350.00
* **SCHOOL SUPPORT EXPENSES** – Cultural Coexistence - $1,000.00
* **SCHOOL SUPPORT EXPENSES** – Education Gala - $50.00. Jana

***Description**** Hermes & Pert Mosely to confirm 501(c) status and donations to other charitable organizations at August 2012 PTO district meeting.
* **SCHOOL SUPPORT EXPENSES** – School Gifts - $11,525.00

***Description**** **SCHOOL SUPPORT EXPENSES –**Teacher Awards – The names of

teachers/aides with perfect attendance are put into a drawing each month and two (2) $25.00 gift cards are given to the winners. Sapana Patel suggested the Board increase from 2 gift cards to 4 gift cards each month. Pert Mosely enquired whether the awards showed a history of increased teacher productivity. Julie Diaz stated that it is more of an incentive and reward to teachers and shared examples with the board. Kathy Knight enquired if the custodial staff could be added to the process. Julie explained that custodial staff attendance is reported to their supervisor but assured that there should be a way to keep track.* **Sapana Patel motioned for a vote of approval to increase gift cards from two (2) $25.00 per month to 4 and include full-time custodial staff.**

 **Seconded by Kathy Knight** **Members in favor – All** **Members opposed – None** **Vote and Motion passed.** | ***Action**** **J. Hermes**
* **P. Mosely**
* **S.Patel**
* **K. Knight**
* **PTO Board**

**Members** |
|  |
| **Corresponding Secretary** **– Rogena Sauter*** Nothing to report.
 |
|  |  |
| **Recording Secretary – Kathy Knight*** Please sign in.
 |  |
| **Parliamentarian – Terri Wang*** Nothing to report.
 |  |
|  |  |
| ***Committee Reports*** |  |
|  |  |
| **Publicity – Patti Long*** Nothing to report.
 |  |
|  |  |
| **Gifts – Carol Scott*** Nothing to report.
 |  |
|  |  |
| ***Description*** | ***Action*** |
| **8th Grade Party –Jennifer Blaum*** Party tomorrow! 4:00pm – 8:00pm. 375 students attending.
* Beck’s Prime catering.
* Indoor/Outdoor games.
* Dance/DJ last hour. Game room set-up for those not wanting to attend the dance. No slide show this year.
* Judi Marchand, nurse on duty.
 |  |
|  |  |
| **Box Tops – Joyce Kamla*** Please submit box tops before May 31st and continue collecting over the summer.
 |  |
| **School Board Representative – Karen Stanford**No report. |  |
|  |  |
| **Shared Dreams – Jackie Minter*** Nothing to report.
 |  |
| **Career Day – Judi Marchand*** Nothing to report.
 |  |
| **VIPS – Susan Fisch and Marisol Conlon*** **FBISD District VIPS Meeting** - Susan attended district meeting. Tracy Hoke spoke regarding FBISD budget issues. The minutes are available on-line. Shared Dreams is in need of volunteers. 39% students in FBISD are at/below poverty line.
* **Teacher Appreciation** - Susan and Marisol delivered baskets for Teacher Appreciation to alternative schools in FBISD. Progressive and Ferndell Henry.
* **Volunteer Form –** Susan passed around a form for board members to note any changes, suggestions for next year.
* **FSMS Volunteer sign-up for 2012-2013** – Susan suggested keeping the VIPS volunteer sign-up with the student orientation. Incoming VIPS Committee Chair, Stacey Borgfeldt agreed. Jana Hermes suggested keeping food off the stage and watching so that students do not deplete the food.
* **VIPS of the Month –** C.J. Torrey **–** Countless hours volunteering despite not having a student at FSMS anymore! Kathy Knight – Recording Secretary.
* **Student Health Advisory Committee** – will meet July 1st. Susan to keep Board informed of any changes to candle sales policy.
 | * **S. Fisch**
 |
|  |  |
| ***Description*****Membership/Fundraising – Vyju Ram*** Additional funds received in May brings total to $32,810.00.
 | ***Action*** |
| **Hospitality – Jennifer West*** **Sign Up Genie** working well and to be used next year.
* Emails sent out to individuals thanking them for supporting

Hospitality Committee.* **Teacher Appreciation Week** – went very well. A catered lunch will be served to teachers on the last day of school.
* **Bus Driver appreciation** - Julie Diaz mentioned that student council provides items treats. Hospitality would like to help. Julie to pass on information.
 | * **J. Diaz**
 |
| **Directory – Laura Campbell, Kristen Manz*** No report.
 |  |
|  |  |
| **Spirit – Belinda Melson*** Nothing to report.
 |  |
| **Newsletter – Amanda Ward*** Amanda could not attend the meeting today and sent an email. Jana Hermes reported
* **May Newsletter** – Finishing up editing for approval and upload to Weebly. Call out coming directing parents to newsletter. Thank you to all for sending information in promptly.
* **Back To School Newsletter** – Please start thinking about what you would like to submit and send in a.s.a.p. The newsletter will be printed and mailed out.
* Jana Hermes added that Board members please be aware of Newsletter date deadlines rather than having to be chased for information. Back to School issue is an opportunity to say Thank You to volunteers and encourage sign ups.
 |  |
| **Cultural Co-Existence – Monica Clancy*** Last article in Newsletter. Check out the display board.
 |  |
|  |  |
| **Beautification – Jyoti Gangopadhyay*** Jyoti thanked board members for their continued support.
 |  |
| ***Description*** | ***Action*** |
| **Principal’s Report – Julie Diaz*** FSMS busy finishing up for the school year.
* **STAAR Testing –** Went smoothly despitechallenges this year – no parent volunteers for hall & bathroom monitoring and EOC exams last week (Algebra and Geometry).
* **Exam Exemptions –** Effective 2012-2013 there will be no exemptions for Middle School. Julie feels this is best for middle school student population as it allows more instruction and encourages student’s stay on track.
* **No Go List -** Implemented (Austin schools) to encourage students to stay on track. Students that have had ISS or disciplinary issues 30 days prior to any after school event are not allowed to attend. It has been very successful particularly for the 8th grade party and the typical end of year student attitudes from some students.
* **FSMS 2012-2013**

 **Staff** - Projected student population 1,088 (1,116 this year).  Several teachers will be retiring but new staff are already in place.  **Campus** does not know open/closed status yet.  **Weebly** to be improved upon. One subject, one site will  encourage more team teaching.* **University Road –** Date of opening unclear. Concerns include safety of students, traffic flow, and criminal access. Julie has looked into fencing and camera surveillance ($8,000.00). The issues are safety related; therefore FBISD should provide solutions but will keep the board informed on new developments and potential costs.
 |  |
|  |  |
|  |  |
| Meeting adjourned 10:40am. **Next meeting will be in August 2012.** Jana to provide date to board members. | * **J. Hermes**
 |
| Respectfully submitted by K. Knight, FSMS PTO Recording Secretary./051712 FSMS PTO Minutes-final .docx |  |