



# Highland Drive PSO Meeting Minutes

May 11, 2016

Highland PSO Meeting is a meeting for sharing information and learning about our schools and our district. We encourage you to engage in responsible conversation and healthy discussion on issues to promote better education for children. Please respect each person's time on the agenda.

PSO Presidents, Jill Gerber & Rachelle Reusser, called the meeting to order at 9:40am. The meeting was adjourned at 10:45 am

<b>Welcome</b>	Good Morning!
<b>OFFICERS</b>	
<b>President- Jill Gerber &amp; Rachelle Reusser</b>	<ul style="list-style-type: none"> <li>• Call to Order/Pledge of Allegiance</li> <li>• Volunteer brunch</li> <li>• Friend of the PSO- Morgan Kolis</li> <li>• Present the Slate for the 2016-2017 school year was presented for a vote: A motion to approve the slate of officers by Leslie FitzSimmons &amp; seconded by Karen Peterson. Any discussion? Discussion closed. Those in favor say "aye". Those opposed say "no". The "ayes" have it. The 2016-2017 Slate of Officers is approved and the motion is carried to accept the 2016-2017 Slate of Officers as presented.             <ul style="list-style-type: none"> <li>○ Co- Presidents: Jill Gerber &amp; Rachelle Reusser</li> <li>○ 1<sup>st</sup> Vice President: Sarah Beebe</li> <li>○ VP of Programs: Jamie Bindra</li> <li>○ VP of Fundraising: Karen Higley &amp; Ann Vertosick</li> <li>○ VP of Communications: Michele Abraham (website) &amp; Joanie MacRaild (newsletter)</li> <li>○ Honorary Vice President: Eva O'Mara</li> <li>○ Recording Secretary: Erin Reissig</li> <li>○ Corresponding Secretary: Sue Nall</li> <li>○ Treasurer: Carolyn Manley</li> <li>○ Council Delegates: Jamie Bindra &amp; Susie Patton</li> </ul> </li> <li>• Some of teachers put together a bound "Thank You" book &amp; sent cards from the students thanking the PSO for the Gifts &amp; Goals.</li> <li>• The 2015-2016 Officers were installed</li> <li>• Audit committee- One more volunteer is still needed- Sue Nall volunteered.</li> <li>• Planning to have 2 evening meetings during the 2016-2017 year – October &amp; February</li> <li>• There will be a Board &amp; Committee Planning meeting sometime in July.</li> </ul>
<b>1<sup>st</sup> Vice</b>	No Report

<b>President- Sarah Beebe</b>	
<b>Vice President Programs- Joannie MacRaid</b>	No Report
<b>Vice President Fundraising- Anne Kopac &amp; Karen Higley</b>	No Report
<b>VP of Communications- Jamie Bindra</b>	<ul style="list-style-type: none"> <li>The deadline for the weekly Constant Contact update is Thursday by 12n. The weekly update will go out each Monday.</li> </ul>
<b>Recording Secretary- Sue Nall</b>	<ul style="list-style-type: none"> <li>Thank you to those who have already sent me hours. If you haven't sent them please do so ASAP. Total hours are due to council by Friday 5/13/16.</li> </ul>
<b>Corresponding Secretary- Erin Reissig</b>	No Report
<b>Treasurer- Michele Abraham</b>	<ul style="list-style-type: none"> <li>3 Additional Gifts &amp; Goals were requested. <ul style="list-style-type: none"> <li>Mrs. O'Mara requested \$560.90 for a Mindset Workbook</li> <li>Books to help kindness for a book called Fill The bucket- \$800</li> <li>Mr. Wasil requested VGA adapters for the iPads \$183</li> </ul> </li> <li>A motion to approve the additional Gifts &amp; Goals purchases by Anne Koepke &amp; seconded by Karen Peterson. Any discussion? Discussion closed. Those in favor say "aye". Those opposed say "no". The "ayes" have it. The additional Gifts &amp; Goals purchases are approved and the motion is carried to accept the additional Gifts &amp; Goals purchases as presented.</li> <li>Treasurer report attached.</li> <li>Current balance is Huntington- \$7,485.35 Westfield- \$7422.70</li> </ul>
<b>Principal- Eva O'Mara</b>	<ul style="list-style-type: none"> <li>Testing went well, except there were some issues with the "technical" use of computer testing</li> <li>Thanked the PSO volunteers for all their ideas, time, creativity etc. It is much appreciated!</li> <li>Highland Island is coming alive- there will be Ducks living at Highland Island. Their environment will teach the kids recycling with rain barrels and also care of animals</li> <li>Shared this quote "May you be enough not because you did or said or thought or became or created something special, but because you always were"</li> </ul>
<b>Council Delegate Report- Susie Patton &amp; Jamie Bindra</b>	<ul style="list-style-type: none"> <li>Friend of the PSO from each school were presented</li> </ul>
<b>New Business</b>	Questions/Feedback
<b>Committee Reports</b>	

<b>Staff Appreciation</b>	<ul style="list-style-type: none"> <li>• Next week is staff appreciation. They could still use help with the luncheon. See the Sign-up Genius if you can help. Emails should have been sent from room parents for what each classroom is doing.</li> </ul>
<b>Box Tops</b>	<ul style="list-style-type: none"> <li>• There will be one Box Tops contest before the end of the year. Please send in those Box Tops.</li> </ul>
<b>School Supplies</b>	<ul style="list-style-type: none"> <li>• A flyer &amp; the website will be open for ordering soon. Look for more information</li> </ul>

**Dates to Remember**

5/16-5/20 Staff Appreciation Week

5/30 Memorial Day- NO SCHOOL

6/1 9:30a Junior Olympics

6/2 10a Recognition Assembly; Early Dismissal- LAST DAY OF SCHOOL

8/25/16- Back to School Bash

Highland Drive PSO Agenda  
May 11, 2016  
Call to Order/Pledge of Allegiance

Volunteer Brunch

Executive Board Reports

Principals Report

Co-Presidents

Friend of the PSO

New Board Vote

Installation of New Board

Kindergarten Screening

Treasurer Report

Vote on 2<sup>nd</sup> Gifts & Goals

Audit Committee-1 more person needed

1<sup>st</sup> VP

VP of Programs

VP of Fundraising

Recording Secretary

Reminder to send your hours to Sue Nall

Council Delegates

Committee Reports

Staff Appreciation, Junior Olympics, Box Tops, School Supplies

Any New Business

Meeting Adjourned

May 11, 2016

Highland Drive  
PSO Mtg

Ann Vertosick  
Leslie FitzSimmons  
Gina Reissig

Karen Petrucci  
Michele Abraham  
Jamie Bindra  
Tiffany Winschel  
Susie Patton  
Suzanne Brown

Ann Kaepler  
Tina Coeier  
Kathleen Reuser  
Sue Nell  
Julie Guttorf

# Highland Drive PSO: BBHCSD

	July 2015 - June 2016		July 2014 - June 2015	
	Budget	Actual	Budget	Actual
<b>Income</b>				
Membership Dues	1,200	1,665	1,200	1,410
Ways & Means: No Fuss Fundraiser	10,000	8,237	10,000	10,170
Ways & Means: Fall Festival	0		0	
Ways & Means: All-American	0		0	
Ways & Means: Walk-a-thon	0		0	
Ways & Means: Sally Foster (3)	0		0	
Ways & Means: Spring Fundraiser (3)	0		0	
Ways & Means: Heinens	1,000		1,000	0
Ways & Means: Other (1)	1,200	4,169	1,200	3,719
Market Day	0	14	1,200	1,114
Interest Income	0		0	
<b>Total Income</b>	<b>13,400</b>	<b>14,085</b>	<b>14,600</b>	<b>16,413</b>
<b>Expense</b>				
Art Show	100		100	88
Art Appreciation (3)	0		-00	
Babysitting	150	40	150	105
Banking Expense	100	98	100	104
Beautification Committee (3)	0		-00	
Box Tops/Labels	50	59	50	21
Holiday Gathering (3)	0		-00	
Community Affairs & Donations	100	100	100	100
Cultural Arts/Art Appreciation	2,500	1940	2,500	2,479
Earth Day/Highland Island	800	427	800	1,701
End of Year Celebrations	480	480	480	450
Friend of PSO Award	50		25	50
Gifts & Goals (2)	10,000	8,463	10,000	9,661
Highland Island (3)	0		-00	
Hospitality	200	54	200	145
Jr Olympics	150		150	147
Memorial Fund	100		100	
Miscellaneous Expenses (7)	150	59	150	155
Natural History Museum (3)	0		150	150
Officers' Pins/Gifts (3)	0		-00	
Pep Rally/Tailgate	400	77	400	381
Postage	25		25	
Printing	300	48	300	
PSO Council Crosscharges	1,600	1,401	1,600	1,600
PSO Meeting Speaker	0		-00	
Recess Rewards	0			
Returned Checks (3)	0			
Right to Read (3)	0		-00	
Science Awareness	2,000	1,175	2,000	1,067
Staff Appreciation	1,000	728	1,000	820
Sunshine	500		500	337
Supplies (3)	0		-00	
Teacher Startup Program	2,200	1488	2,550	1,648
Graduating 3rd Grade	100	2	100	47
Unplanned/Voted PSO Expenses (6)	1,000		2,965	3,266
Waiver Day Breakfast (3)	0			
Website Technology	1,000	350	1,000	375
Welcome Back Event	400	372	400	399
<b>Total Expenses</b>	<b>25,455</b>	<b>17,360</b>	<b>27,895</b>	<b>25,296</b>
<b>Net Income</b>	<b>(12,055)</b>	<b>(3,276)</b>	<b>(13,295)</b>	<b>(8,883)</b>

	<u>(1) Ways &amp; Means - Other:</u>		<u>(1) Ways &amp; Means - Other:</u>
	Auction (WB event)	400	Auction (WB event)
	Book Fair	266	Book Fair
	Box Tops	2,160	Box Tops
	Bowling	(41)	Bowling
	Cheer World		Cheer World
	Elf Shoppe	477	Elf Shoppe
	Kalahari	168	Kalahari
	Bingo	1,028	Bingo
	Blue Sky Green Field		Blue Sky Green Field
	Rick Smith		Rick Smith
	Spiritwear	(639)	Spiritwear
	Miscellaneous	349	Miscellaneous
	<b>Total</b>	<b>4,169</b>	<b>Total</b>
	<u>(2) Gifts &amp; Goals 2015-2016:</u>		<u>(2) Gifts &amp; Goals 2014-2015:</u>
	ipads (\$3790), cases, mice, pro	5,120	Cinch Lock
	Clipboards, math activities	716	Books, Megaphone, etc
	Egg cartons	48	Cases and Headphones
	beads, ink pads and stamps	285	Field Trips
	One book one school	246	Headphones and bike
	Foam Dice	81	ipads
	Cabinets	234	Books
	Book	19	
	Flashlight pens (cases)	82	
	Clipboards	130	
	Velcro hooks, books, wood screws, storage container, clipboards	862	
	card stock, books, hammer, electronic flash cards, file folders	255	
	book about pronouns, laminating pouches, screwdriver set	86	
	<u>Chocolate touch books</u>	<u>300</u>	
	<u>(6) Unplanned/Voted PSO expenses:</u>		<u>(6) Unplanned/Voted PSO expenses:</u>
			Recess in a Box
			Paint playground Equipment
	<b>Total</b>		<b>Total</b>
	<u>(7) Miscellaneous Expenses:</u>		<u>(7) Miscellaneous Expenses:</u>
	Magnets	154	Magnets
	<b>Total</b>		<b>Total</b>
	(3) No longer active account, either deleted or combined into other account		
	(4) Planned deficit budget to spend excessive cash bank balance on gifts and goals		
	(5) Book Fair funds typically go directly to school budget, made agreement to use it on gifts & goals one year only		