

High Bridge Parent-Teacher Organization
Meeting Minutes
September 5, 2023

1. WELCOME

- a. Introduction of Board
 - i. President – Nicole Groover
 - ii. Vice President – Kelly Mayer
 - iii. Secretary – Katy Lido
 - iv. Treasurer – Suzy Supnet
 - v. ES Representative – Renee Brown
 - vi. MS Representative – Phylisia Polanco
- b. Introduction of Members at Large
 - i. Jessica Biehl
 - ii. Jen Darman
 - iii. Doreen Jablonski

2. BACK TO SCHOOL HIGHLIGHTS

- a. Membership Drive
 - i. To date: 18 faculty, 26 families, \$340 in donations
 - ii. Increased price to \$20 for families, kept faculty the same at \$10
- b. Back to School Breakfast: August 28, 2023
 - i. ShopRite donated most of the food; Hot Bagel donated bagels and gave discount on eggs & bacon
- c. Ice Pop Day: September 1, 2023
 - i. Students love Ice Pop Day
 - ii. Parents need to have conversations with their child if he/she isn't allowed to have one, because we as volunteers don't know every student and whether they have any allergies/dietary restrictions
- d. Classroom Parent Meeting: September 19 , 2023
 - i. To be a room parent, to volunteer in the ES or MS, or to chaperone field trips, all volunteers need to be HIB Trained
 - ii. Mrs. Morris suggested having teachers and room parents meet to understand what the expectations are and so teachers have names & contact info of room parents – different grades have different needs
 - iii. Party in a bag going forward because of allergies, etc.
- e. Members at Large
 - i. Doreen Jablonski, Jessica Biehl, Jen Darman
 - ii. If anyone else wants to join us as a Member at Large, please let us know
- f. Gambling License
 - i. Lapsed during COVID
 - ii. Keeps getting sent back from the state requesting more information
 - iii. Need for raffles, etc.
- g. 501c3
 - i. Working on trying to become a 501c3; we are currently a 501c4
 - ii. Determining which form we need to fill out based on our current status
 - iii. This will help with soliciting donations, as they can be tax deductible

3. FINANCE REPORT: Suzy Supnet, Treasurer

- a. Started budget in July at \$27,328.76 which is due to success of Color Run
- b. Spirit Wear & membership income will increase
- c. Expenses – \$3,555.99 (see finance report for detailed list of expenses)
- d. Ending Balance – \$24,680.55

4. PTO BUDGET: Suzy Supnet, Treasurer

- a. Most items remained flat from 2022-2023
- b. Increased schoolwide grants to \$1,500 to help with budget cuts
- c. Increased welcome back breakfast because ShopRite couldn't donate everything
- d. New Line Items:
 - i. Community Donation – Chalk the Walk
 - ii. 50th Anniversary Dinner – last graduating class of the High Bridge High School
 - iii. Family Grants
- e. Projected Budget for 2023-2024: \$13,400
- f. Motion to Pass – Phylicia Polanco, seconded Suzy Supnet; all in favor, no opposition

5. ADMINISTRATION REPORT: Dr. Gregory Hobbaugh

- a. Great start to the school year; thanked the PTO for the breakfast
- b. Why do we start school before Labor Day?
 - i. There is a list of staff development trainings required by the state that needs to be covered
 - ii. We try to align calendars with other districts
 - iii. We collaborate with other districts to ensure we're all reaching the standards set by the state
 - iv. The first two early dismissal days help with staff trainings but also helps ease the students back into the school year
 - v. The school year starts July 1 (ie: any online trainings like HIB won't count until after July 1) so it gives teachers time to get these completed
- c. Board Meeting – Monday, September 11 and Monday, September 18
 - i. First meeting is a Work Meeting
 - ii. Second meeting is when they vote on any action items
 - iii. Always public comment at any Board meetings
 - 1. Questions are not answered at meetings
 - 2. Superintendent connects with staff/police and then parents as needed/sets meetings
- d. Right now, the need for special education is greater at the MS so Dr. Hobbaugh is taking on some of what Emma Alparone did
- e. Party in a Bag is because of the increase in allergies; we still want to have parties but we need to make sure everyone is safe
 - i. Party in a Bag is where parents send in a snack for their own child
 - ii. Parents can send in non-food items for birthdays
 - iii. Parties will still have crafts and games, they just won't handle food
 - iv. Room Parents handle teacher gifts for holidays, teacher appreciation and end of year; as well as communication with parents who sign up for specific parties

6. TEACHER LIAISON – Jana Brown

- a. Thank you for breakfast

- b. Grants
 - i. Same process as last year with an online form; paper forms were put in mailboxes
 - ii. Price dropped slightly to \$250 to allow for more grants
 - iii. We already have 4 grants submitted
 - iv. Open to all faculty/staff in the school
- c. Jana Brown is the liaison between us and the Teachers Association

7. SCHOOL BOARD MEETINGS: September 11 and September 18

8. NEW BUSINESS

- a. Spirit Wear
 - i. Hope to have the store open soon
 - ii. Custodian at MS (Rob) is making new designs for us
- b. 50th Anniversary Celebration – September 15
 - i. Tour of the school
 - ii. Reception after tour
- c. Back to School Nights
 - i. MS – September 14 at 6:30 p.m.
 - ii. ES – September 21 at 6:30 p.m.
- d. Clothing Drive
 - i. October 10-13; pick up on October 13 at 11 a.m.
 - ii. Flyers will be going home soon
- e. Square One Art Fundraiser
 - i. Art teacher will help students create a drawing on special paper; then Square One Art uploads their designs
 - ii. You can purchase things like garden flags, keychains, etc.
 - iii. Items will be in for Christmas
 - iv. Money raised will go to the art program
- f. Trunk or Treat
 - i. Need to decide if we have enough volunteers
 - ii. Tentative date is Friday, October 13

9. Q&A/IDEAS

- a. Projects: MS needs a new scoreboard, new basketball hoops for ES
- b. PTO needs to vote on these projects in order to implement them
- c. What fundraisers – should we bring back the Wizards? Scrips?

10. MEETING ADJOURNED