

High Bridge Parent-Teacher Organization
Meeting Minutes
October 17, 2023

1. WELCOME

2. HIGHLIGHTS

- a. Membership Drive
 - i. To date: 32 faculty, 115 families, \$645 in donations
- b. Classroom Parent Meeting: September 19, 2023
 - i. All parents who signed up need to be HIB trained
 - ii. Decent turnout but a lot of spots available
 - iii. Made a Sign Up Genius for teachers to send out
 - iv. Renee resending to all who don't have a head class parent or any party sign-ups
- c. 50th Reunion
 - i. 50th anniversary of the last graduating high school class
 - ii. Lots fun, heard a lot of stories
 - iii. Received great feedback and appreciative
- d. Clothing Drive
 - i. Last week – pick up last Friday
 - ii. Probably most we have ever received
 - iii. We get charged for items that they can't use/not accepted – we did see some of those items unfortunately
 - iv. We should get the check in the next few weeks
- e. Classroom Grants
 - i. We have received and fulfilled a few grants – custodial supplies and climate change class
- f. Gambling License
 - i. We had to submit Articles of Incorporation
- 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. We need tax information and Articles of Incorporation
 - iv. This will help with soliciting donations, as they can be tax deductible

3. ADMINISTRATION REPORT: No one in attendance

4. TEACHER LIAISON – Jana Brown

- a. Will send something out about the Truck or Treat to see if teachers would want to participate
- b. Need the online Google form to distribute to teachers

5. SCHOOL BOARD MEETINGS: November 13 and 20

6. NEW BUSINESS

- a. Coffee with Dr. Hobaugh
 - i. Register via Google doc sent out from the school
 - ii. PTO will provide muffins and coffee

- iii. Another one in November and January
- b. Halloween Parties
 - i. PTO not in control of them; we just provide sign ups
 - ii. Help ensure everyone is HIB trained
- c. Pumpkin Literacy
 - i. Kids decorate pumpkin based on favorite character from a book
 - ii. Will be displayed during the Halloween Parade
- d. Spirit Wear Sales
 - i. Decided to switch companies
 - ii. Can have 3 logos on our site
 - iii. Logos designed by Jon Pish
 - iv. 2 weeks for the store to be created online
 - v. We should be up & running within the next 3 weeks
 - vi. Pick logo and then can have it on whatever item you'd like, different colors, brands, sports, etc.
 - vii. Items are direct ship and the site is open all year – sometimes run sales
- e. Trunk or Treat
 - i. Friday, October 27
 - ii. Set up at 5 p.m.; event is from 6-7 p.m.
 - iii. We have 63 kids RSVP'd and 18 cars
- f. Pie Sales
 - i. Price for pumpkin increased
 - ii. Flyers going home tomorrow
 - iii. Due on November 8
 - iv. Pick up at the school on November 21 from 2:30 – 4 p.m.
- g. Membership Vote Needed
 - i. Will put out a vote to PTO members
 - ii. Purchasing new basketball hoops for the Elementary School
 - iii. Price will be about \$4,000
- h. Will need a big fundraiser to replenish funds
 - i. Wizards – polled teachers, only 21 responses and no one wanted to play
 - ii. The funds we raise are for the following year

7. Q&A/IDEAS

- a. Add option to purchase pies for the food pantry? Flyers already printed but can add to the website
- b. Volunteers for Trunk or Treat needed?

8. FINANCE REPORT: Suzy Supnet, Treasurer

- a. Beginning balance: \$24,769.54
- b. \$300 in donations from outside of membership drive – alumni organization gave us \$250 and one of the members gave \$50 (oldest member)
- c. Took in \$1570 in memberships and donations
- d. Expenses: 3540.80
 - i. Staff grants \$771.10
 - ii. Cultural Arts \$2,170
 - iii. Training for Membership Toolkit \$75
 - iv. Reunion dinner \$292.19

- v. Custodian gifts for Custodia Appreciation Day: \$153.89
 - vi. Banking fees from a returned check: \$36
 - vii. Truck or Treat expenses: \$42.62
- e. Ending balance: \$23,099.13
- f. Planning on spending around \$13,500 on the commitments we have made (including basketball hoops if approved)

9. MEETING ADJOURNED