

High Bridge Parent-Teacher Organization

Meeting Minutes

March 19, 2024

WELCOME

OLD BUSINESS

- A. Membership Drive
 - i. No new members.
 - ii. Stays open all year.
- B. Kids Night Out
 - i. Last MS KNO was on March 1.
 - ii. High Bridge alumni who are seniors now ran the games because they didn't get to finish out because of Covid.
 - iii. They were terrific, very interactive.
 - iv. Fundraiser to help Student Leadership. We donated half of the cost of the pizza so they raised \$444.
- C. St. Patrick's Day Bingo
 - i. Held on March 15.
 - ii. Every child left with a prize.
 - iii. We held a bake sale; the fruit went well, so we should do more next year. We raised about \$260.
 - iv. Some people didn't bring money so make it more obvious on the flyer next year that we will have a bake sale, etc.
- D. Library Clean Up
 - i. On March 9, we held a library clean-up to try and get the kids back in here.
 - ii. We need more books.
 - iii. Ms. Grosky will need volunteers to help keep the library maintained. We will revisit this after the play.
 - iv. She will have to teach people how to add barcodes and scan into the system.
- E. Book Drive
 - i. We didn't get too many, so we will extend it.
 - ii. We can also have a bin outside the library at the Book Fair.
- F. Thoughts on Becoming a PTSO (Parent-Teacher-Student Organization)
 - i. We are currently a 501c4. It has different tax exemptions.
 - ii. We voted last month to put the money budgeted for the application back into teacher grants until we're ready to apply.
 - iii. To do this, we would have to dissolve the PTO and apply as a new organization for the 501c3.
 - iv. Student Leadership is for the Middle School. Students must apply to be a representative. They plan events like dances, spirit days, community service events, community events like the tree lighting, etc. We see them continue onto student leadership in high school.

FINANCE REPORT

- A. \$18,857.06 beginning balance.
- B. Total income was \$871.00; total expenses were \$2,508.64.
- C. Ending Balance of \$17,219.42 (see finance report).
- G. Submitted annual report to the state (\$58 fee).
- H. We paid for the concessions for the play but we will get reimbursed next month. Any profit goes to the drama department.
- I. We bought teacher planners for Teacher Appreciation.
- J. We had to pay our insurance for \$465 (annually).
- K. We revised the budget and added a line item for Student Leadership. Anything on the expenses in parentheses is money we still have to spend.
- L. We still have about \$6,400 we will need to spend this year – things like scholarships, teacher grants, field day, etc.
- M. We still have money left over from basketball hoops because we got them on sale, but we went over on some things like paper goods, etc.
- N. Typically, we spend more at the Elementary School than at the Middle School.
- O. We are considering new playground equipment at the Elementary School. Coleen Conroy has a company that would come out and tell you everything you need. We can put in for grants but they are difficult to get. The Borough just put in for a grant for the basketball court at Union Forge.

ADMINISTRATOR REPORT

- A. Coleen Conroy was in attendance.
 - i. Please attend the MS Play this weekend.
 - ii. Thank you for the library clean up.
 - iii. Please consider coming to volunteer once we're ready for help in the library.
 - iv. Suggestion: have an orientation/training or come up with an instruction guide.

TEACHER LIAISON

- A. No representative in attendance.

SCHOOL BOARD MEETINGS: April 15th and April 29th

NEW BUSINESS/UPCOMING EVENTS

- A. MS School Play: March 21 and 22 at 7 p.m.; March 23 at 2:00 p.m.
 - i. The ES will go to the MS to watch the play on Thursday.
 - ii. An email will go out through the district portal tomorrow.
 - iii. Doors open at 6:30 p.m. Thursday/Friday and 1:30 p.m. Saturday.
 - iv. No seats can be saved.
 - v. We will be selling candygrams.
 - vi. A SignUp Genius went out to parents of students involved with the play to donate snacks for tech week and candy for the concessions/candygrams.
 - vii. Suzy Supnet and Nicole Groover picked up costumes.
 - viii. This week is tech week.

- B. Student Leadership Bingo Night at MS: April 12
 - i. The PTO was asked to help.
 - ii. There will be a charge for admission with a bake sale/concessions.
 - iii. Money raised will go to Field Day.
- C. Clothing Drive: April 9-12
 - i. Please read the flyer carefully because they change what they do/don't accept each time.
 - ii. If we have items they have to dispose of, it costs us money so we want to minimize that.
 - iii. Katy Lido & Kelly Mayer will pick up the tent on the 8th. It will be taken down on the 12th.
- D. Book Fair: April 15 to April 19
 - i. Books delivered the week of April 12.
 - ii. The box of flyers should come before Spring Break.
 - iii. Posters and flyers will go in the week before spring break.
 - iv. Sensory time will be from 5:00 to 5:30 p.m. on Thursday, April 18.
 - v. Evening hours will be from 6:00 p.m. to 8:00 p.m. It will be open to the Middle School in the evening; they will not come up during the school day.
 - vi. Clean up day is April 19.
- E. Field Day: June 6
 - i. Kona is booked for both schools. If they can only do 1 truck it will be at the MS after lunch and then the ES at 2:00 p.m.
 - ii. Rain date June 7th.
- F. Color Run: May 31
 - i. Reached out to Rita's for a donation.
 - ii. T-shirt design contest flyers will be going home on March 25.
- G. Tricky Tray
 - i. We are looking to hold it November 16.
 - ii. Need to file the gambling license.
- H. Teacher Appreciation Breakfast
 - i. Request submitted to ShopRite. Need to follow up after Easter.
- I. Graduation Sign Fundraiser
 - i. Plan for April once we know the graduation date.
 - ii. Katy Lido has been in contact with Travis (printer) so it's on his radar.
- J. Future Meetings
 - i. A lot of Board members are going to be rolling off in the next 2-3 years so we need to recruit new Board members/volunteers, especially the parents of our younger students.

**Thank You for attending. If you have any questions, please reach out to
HighBridgeSchoolsPTO@gmail.com**