

Cuthbertson High School  
PTSO Executive Committee Meeting Minutes  
Home of Pam LeBlanc - August 4, 2014

**Attendees:** Pam Souza LeBlanc (President), Anyiesa Johnson (Co-Vice President), Rowena Klampfer (Treasurer), Valerie Parrella (Secretary), Susan Garcelon, Ellen Springer, Lori Manalis, Janine Bianco, Karen Dickinson, Valerie Kennedy, Carla Stamper, Kim Warr (Principal), Sarah Stott (Asst. Principal)

**Call to Order:** Pam called the meeting to order at 7:03PM.

**Welcome & Introductions**

**Administration Report:** Ms. Warr stated that enrollment is ongoing with 1443 students vs. last year's enrollment of 1450. The school is fully staffed with 74, including counselors. Head count for Hospitality purposes is 95. Morale continues to be an issue with many teachers seeking alternate careers. The goal is to maintain staff. Ms. Warr is adding a teaching position in English and one in Social Studies. The schedule change process has begun with those who had "holes" in schedules coming in first. 93% of students received their requested classes this year. Parking passes currently being issued (thank you Ellen Springer!).

Update on Capital Projects:

- Parking lot has been painted.
- Signage for building wings ordered.
- Installation of lights on practice fields is ongoing.
- Fencing has been installed under bleachers on visitor's side of stadium.
- A 50' flagpole has been ordered to be located between baseball and softball fields.
- Lockers are being added to field house for football.
- Stadium is being re-painted (i.e. railing).
- The campus will be mulched the week of August 11.

Dates for Open House, A Honor Roll Breakfast and Order of Chevalier Breakfasts have been confirmed. New Federal nutrition guidelines this year for food sold on campus are in effect on school days from 12:01AM-3:25PM. NO food fundraisers this year for clubs and teams. Snack Rack will be affected.

Mrs. Stott conveyed the staff's appreciation for everything, no matter how big or small, that the PTSO does for them.

**Calendar of Events:**

- Open House - Thursday, August 21, 5:30PM
  - will need 4 tables (Ms. Warr) for Membership, Spirit Wear (2), Sr. Events, Invest in a Student

- MaryBeth Chatelain will send out SignUp Genius for volunteers
- Band Competition at CHS - September 27
- PTSO Meetings - 2nd Monday of every month at 6:45PM in Media Ctr.
- PTSO General Meetings
  - Sept. 8 - Meet the Teacher Night
  - Feb. 9
  - May 11 - Officer Election for 2015/2016
- Meet the Teacher Nights
  - Monday, Sept. 8, 6PM
  - Monday, Feb. 9, 6PM
- A Honor Roll Breakfasts (9AM) - Oct. 29, Dec. 17, March 25, May 20
- Order of Chevalier Breakfasts (8:30AM) - Dec. 18, May 21
- Varsity Home Football Games - Aug. 22, Sept. 19, Sept. 26 (Homecoming), Oct., 17, Oct. 31
- Spirit Week - Sept. 22-26
- Danish Students - March 7-14
- Prom - May 16
- Spring Fling - May 22
- Last Day of School - June 10
- Commencement - June 11, Winthrop University

**Treasurer's Report:** Rowena submitted the proposed 2014-2015 budget, a five-year plan and pie charts depicting 2013-2014 actual expenses and 2014-2015 proposed budget.

All sales tax documents have been filed. Audit scheduled for Wed., August 6. We have four major revenue sources: membership, senior events, school store and spirit wear.

- Discussion Points
  - The five-year plan assumes we will not always carry over funds from the previous school year.
  - Sr. Events carried over \$1,700 from 2013-2014. Approx. \$1,200 will be used for brick installation and memorial. Balance to PTSO General Fund.
  - Business donations and sponsorships = Revenue
    - **ACTION ITEM:** Rowena to forward business donation letter to PTSO.
  - Invest in a Student - \$9K fundraising goal; discussed ways to promote (i.e., show who benefits, names on banner in stadium)
  - Membership is not shared with CMS; need new cards (can get 500 free from VistaPrint)
  - Service charges (PayPal) and bank fees for senior events to be paid out of senior events revenue
  - Building & Grounds - Mr. Shoemate's classes have planted pots and trees; NEED invoice for reimbursement.
  - Curriculum Support - \$120K for instructional support is provided by the state; CHS generally spends only about \$40K b/c school is newer and technology is current.

- Ms. Warr asked the PTSO to consider earmarking \$4K in curriculum support funds for tutors which provides a greater benefit to the school.
- **VOTE:** Valerie Kennedy motioned to approve; unanimous approval
- Scholarship/Grants - 14 students applied in 2013-2014 with six disqualified. Discussion regarding amount and number of scholarships to offer.
- Teacher Breakfast - Aug 20, 7:45AM-8:30AM, Cafeteria
  - Catering ordered by Ms. Warr from Hilltop for approx. \$900. Ashley Goodner to provide invoice to Rowena.
  - **ACTION ITEM:** Ms. Warr would like members of PTSO present.
- School Education Programs - These programs benefit the entire student body and provide an educational experience outside of the regular curriculum. Carla Stamper to investigate options and coordinate.

### **Committee Chair Reports:**

Committee chairs provided with binders and asked to keep up to date w/pertinent information.

- a. Hospitality - Contact Nikita Gibbs.
- b. Invest in a Student - New name will be "Invest in CHS".
- c. Membership - Staff pays \$5. Offer 10% discount at school store.
- d. Office Volunteers - Volunteers lined up.
- e. Publicity - Will send out reminders for information on Saturdays in the AM with a deadline of Sunday night for submissions. Will post events on Mondays by 9AM.
- f. Scholarship - Nothing to report.
- g. Spirit Wear/School Store/Snack Rack - Kim DiBiasio not present but she is looking at new designs.
- h. Senior Events - Need updated photos. 109 (30%) students have signed up for packets with 10 packets allocated for guidance.  
**ACTION ITEM:** Ms. Warr to locate Sr. Events binder.
- i. Volunteer Coordinator - Mary Beth Chatelain not present.

### **New Business:**

- a. Holiday Bazaar/Fundraising - Band boosters would like to have a bazaar. PTSO, in general, does not support a bazaar at this time. Need to identify new ideas for future fundraising programs.

- b. PTSO Student Members - Discussed importance of students members, specifically the Student Council President.
- c. Signature Changes for PTSO Checks - Discussed amending bylaws to require only one signature on checks up to \$50. Currently there are two signees which is a self-imposed requirement and not required by fed. gov't. or bank. Decision was made to hold for now.

**Adjournment:** Meeting was adjourned at 9:12PM.

Respectfully submitted,

Valerie Parrella