



Zionsville Community High School PTO Meeting Minutes

May 16, 2016

The Zionsville Community High School PTO met on Monday, May 16, 2016 at 9:30 AM.

Present: Kirsten Wujek, Laura Williams, Becky Culp, Sandy Sifferlen, Tami Hobick, Karlee Moore, Julie Redman, Jo Roberts, Lee Ann Roeder, Tracy Zimpfer and Tim East.

Welcome. Kirsten welcomed the “new” board and the “old” board to the meeting at her home.

Minutes.

Minutes from the April 11, 2016 meeting were presented. Julie moved to accept minutes, Lee Ann seconded the motion and the minutes were approved.

Officers’ Reports

President’s Report: Kirsten Wujek

Kirsten thanked the board and volunteers for all their hard work this year.

Thanks also to Julie for changing the volunteer sign up system to sign up genius.

Per the Bylaws, Kirsten and Mr. East met and reviewed the financial activities of the Vice President, Finance/Treasurer of the PTO. Specifically, on Thursday, May 12, Tim and Kirsten reviewed the documentation and financial information of the Finance/Treasurer pertaining to business of the ZCHS PTO. Records were found to be in order, bank balance was verified via online banking, expenditures were verified and confirmed with approved emails in documentation.

Vice President’s Report: Laura Williams

Laura provided a summary of the PTO Council meeting, a quarterly meeting with Scott Robison and PTO presidents. Topics covered included: discussion regarding a new provider for the school’s website, monitoring the federal memo regarding transgender bathrooms (issued the morning of the meeting), start time changes to start the year after next year to ensure proper implementation and mental health awareness for lower grades to help deal with challenges.

Vice President, Finance/Treasurer’s Report: Becky Culp

Budget review. A financial report and proposed budget was distributed to the board for discussion. The staff welcome back luncheon budget will remain at \$300 and the committee

will explore options to keep the total cost at that amount rather than increasing the budget. The board endorsed the budget and the new board will consider the budget for approval once in place on July 1, 2016. Becky asked the board to submit any outstanding reimbursement requests before current budget closes.

Becky has filed the business entity report. She has also filed the Articles of Amendment with the Secretary of State's Office. She will then file with the federal government and include the amended Bylaws.

Becky outlined the importance of the Back to School days. Seventy percent of the budget is received over the two-day period. Inputs for improvement from last year were included in the process for this year. Board members should let Becky know if they would like to work those days.

Becky and Sandy will compile the "document book" of all necessary records and documents for the PTO over the summer.

Principal's Report: Tim East

- Mr. East presented the board with thank you/welcome gifts.
- He thanked the board for partnering and cooperation and \$12,000 in grants over the school year.
- Mr. East focused on the future and outlined the new courses for next year including six full sections of engineering and anthropology.
- Mr. East also provided a staffing update which included new positions, retiring, replacement, resignation and reassignment positions.
- Tentative schedules should be released on May 17th. Counselors will be available all week for students to make adjustments as needed.
- Mr. East provided an update on the transgender bathroom federal memo that was recently issued. The high school has successfully accommodated transgender students to date and has non-gender-specific bathrooms in the school. He will continue to monitor the issue as more guidance becomes available.
- Finally, Mr. East provided a summary of the calendar for the remainder of the year - many awards ceremonies and graduation events. He indicated the seniors were offered \$15.5 million in scholarships this year.

Committee Reports

Staff Services: Tracy Zimpfer

Tracy provided a report from Elizabeth Rushton. The May teacher breakfast was a great success. The yogurt bar and egg casseroles were very popular as were the Starbucks gift cards. The committee will take note for next year's breakfast.

Student Services: Tami Hobick and Lee Ann Roeder

Finals treats will be distributed on May 20th.

Volunteers: Julie Redman

Julie reported that the signupgenius.com site is up and running and will be utilized for volunteer coordination. The site will require a fee in order to ensure a proper number of administrators are permitted so committee chairs are able to administer their own sign ups. The board thanked Julie for the improvements and ease of use of the site.

Thank yous. Kirsten thanked the current board for their service.

New board breakout 2016-2017 Discussion: Laura Williams

Laura welcomed the new board and distributed a folder to board members containing important PTO information, dates and contact information.

Laura stated that in addition to the Back to School days, the board also assists with Freshmen Orientation in collecting money for that event. Laura will send out a volunteer request to the board for 2 hour shifts during Freshmen Orientation.

Next meeting: September 19, 2016

(Next school board meeting June 15, 2016)

Respectfully submitted,

Sandy Cha Sifferlen