

Mount Horeb

PTO Minutes

Wednesday, September 21, 2011 @ 9:30am

Those in attendance:

Celeste Campos	Gina Huang	Francine Bernstein
Cecilia Beisler	Pat Levine	Cathy Cooper
Bonnie Lavoie	Deneen Gatto	Dina Lombardo
Lora Sedlak	Jackie Leone	Nicole Kolb
Mr. Kimmick	Angela Malfetti	Deepti Gupta
Dr. Stankiewicz	Gia Lucas	Linda Gallagher
Jane Cerwinski	Carla Vinhas	Meghna Vaidya
Susan Delaney	Angie Bateh	Angie Fluet
Cecilia Fontana	Sue Fabbio	Marin Klein
Dina Grochowoski	Patricia Hardy	Nicky Toor
Julia Holliday	Gladden Falivene	Meline Key
Danielle Lader	Anna Bryant	Linda Draper
Susan Phillips	Mary Mueller	Amy Hold
Jodi Scheiner	Christine Black	Denise Scheffler
Brenda Liberti	Suzanne Velasquez	Colleen Abbot
Tina Walter	Liz Peterson	
Meghan Esposito		

Meeting called to order at 9:30am by PTO President, Celeste Campos.

PTO Executive Board Update and President Report by Celeste Campos:

1. **Introduction of current Executive Board.**
2. **Outside Movie Night – Friday September 16th.** This event was well attended and a very fun evening.
3. **Back to School Night – Thursday September 22nd.**
 - a. **PTO Clothing** will be for sale and it will be on display on coat racks for easy viewing by patrons. Orders will be taken and paid for, purchased items will be sent home via student's backpacks in the next 10 days.
 - b. **PTO Donation Campaign** is still under way and donations will be accepted during Back to School Night.
4. **New Parent/Kindergarten Welcome Breakfast – Friday September 23rd, 9:30am.**
5. **My Food Days** – Order cycle opened 9/12 and will run until 9/23. Parents can also make PTO Donations via the My Food Days website.
6. **PTO Directory Orders/Membership & Advertising** - We are actively looking for donations to complete the directory.
7. **Brite Nites @ Wagner Farm Arboretum** – Wednesday, October 19th, 7-9:30pm. Cecilia Fontana is the chairperson for this event.
8. **Halloween Celebration, Friday October 28th, 6:30-8pm.** Committee will be holding a meeting on Monday October 26th to begin planning event.

9. **International Day, Wednesday March 7th** – Volunteers are needed for this event and volunteers to run countries. Please contact Deneen Gatto if you are interested.
10. **21st Century Learning, Living on the Edge, Monday October 10, 7:30-8:30pm at Warren Middle School APR.** Lee Crockett will facilitate the discussion.
11. **Anti Bullying Legislation, Informational Session, Monday, September 26 @ 7pm.** Board of Education is hosting a session on the impact of the Anti-Bullying Legislation.

Principal's Message, Mr. Kimmick:

1. **Volunteer Training** – Reminder to all parents that while you are volunteering in the school you are being watched by the students, so please remember to be a **“good role model”**. **Confidentiality** is very important and must be abided by. Anything that you see and hear within the school is confidential with respect to the students and their privacy. Also remember to have **fun** with your interactions with the students.
2. **HIB – Harrassment, Intimidation & Bullying** – The state of NJ has come up with a formal definition. **The definition** was displayed to the audience. Along with the formal definition, the state has also created procedures and documentation for reporting incidents.
 - a. In a brief description, HIB, is defined as a person being targeted because of a characterization about themselves that they cannot change. HIB does not have to be a repeated incident or pattern of behavior; it can be a one-time incident. The event does not have to occur during school time or on school grounds to be reported. It can happen on the weekend at a soccer game and the school is still obligated to be involved.
 - b. **Reporting** – all parties involved will be contacted. Dr. Stankiewicz is the school investigator. Dr. Stankiewicz will write up a report, using initials, no full names will be used, and she will then determine if this incident falls under HIB. The report will then go to the Superintendent, Dr. Crader, and will then be sent to the Board of Education where the report will be held. The Board of Education wants to be aware of issues at the school so that if there is a pattern appearing they will be able to deal with it. If your child was involved in an incident you will receive a formal letter in the mail. Mr. Kimmick and Dr. Stankiewicz will deal with an incident right away, just as they have always done. The whole reporting process might take up to three weeks until you, as a parent will receive the formal letter in the mail.
 - c. This process is now required by law so as a parent you need to be very careful the language you use when you contact the school. If you use the term “bullying” or a student uses the word “bullying” you will set the whole process in motion and it cannot be stopped. Mr. Kimmick is not trying to deter people from calling; the documentation is intended to track these types of events. Legally the school is now required to use certain language and treat the event in a very formal process. There is no discretion anymore.
3. **School Climate Activities** – Activities are taking place to encourage school character, and respect. All of this is encouraged through morning announcements, service clubs, buddy classes, and the Week of Respect and Red Ribbon Week.

4. **Bothering vs. Bullying** – trying to help the students distinguish between what is “bothering” and what is “bullying”. There is a very distinct difference between both, and very distinguishable differences. There are school rules in place to prevent bullying and Dr. Stankiewicz uses a very proven method for teaching this. Dr. Stankiewicz is going from class to class to discuss this with the students and to help them with conflict resolution. She will also discuss “what is normal conflict?” What is bullying? School climate issues are all critical to this.
5. **Teamwork Approach** – to influence procedures and report incidents if you see them. Again, Mr. Kimmick emphasizes respect and confidentiality.
6. **Emergency Drills** – everyone in the building must participate, all volunteers must follow the drill and participate. Drills include, a Fire Drill, Evacuation Drill, Lock Down/Active Shooter Drill, Bomb Threat Drill, and a Shelter in Place Drill.
7. **Student Contact** – volunteers shall not have unsupervised contact with students at any time.
8. **Program Updates** –
 - a. Developmental Learning Center – Members are here every day to run Autistic program in Kindergarten.
 - b. Physical Education Schedule has changed – 3rd-5th grades will have one 50-minute period and one 25-minute period. Kindergarten will have one period, and 1st and 2nd grade will have two 25 min periods.
 - c. Music and Movement for Kindergarteners has been introduced
 - d. Reach – Innovation and Design Program – This is being co-taught by Mrs. Lewis and Mrs. Piller.
 - e. 30 New laptops – have been introduced into the school. 3rd and 4th grades now have 30 laptops and 5th grade have 30 laptops.

PTO Executive Board Class Parent/Chairperson Training:

1. **Chairperson Folder Review**
2. **Treasurer Review** – Procedures for Reimbursement, Check Requests and deposits. Lora will need back up documentation, i.e. Receipts, to support all reimbursement or issuing of checks. Make sure you use the tax-exempt number for all purchases.
3. **Class Parent Folders** – Please read the Handbook so you are familiar with your responsibilities. Please check with other Home Room Parent to maintain consistency at all parties. Siblings are not allowed to attend school parties. If you are unable to attend a party or cannot find childcare there are always other parents who would like to go into the classroom. **Stipend checks** were given to Lead Homeroom Parent and are to be used to purchase crafts/games for parties and not to be used to purchase food/drinks. Parents of students are expected to volunteer to bring in food/drinks for parties.

Meeting adjourned 10:45am.