

# GENERAL MEETING ~ HARDING MIDDLE SCHOOL PTA

DATE: 09/24/2012

TIME: 6:00 PM

LOCATION: HARDING IMC

<b>MEETING CALLED BY</b>	PTA Board
<b>ATTENDEES</b>	_____ members present; attendance list filed with volunteer coordinator
<b>APPROVAL OF AGENDA</b>	

## AGENDA TOPICS

1. **CALL TO ORDER; REVIEW AND APPROVE CURRENT AGENDA** President
2. **RATIFICATION OF BOARD ELECTION** President
3. **HELPING STUDENTS DEVELOP EFFECTIVE STUDY HABITS** Guest speaker, Kevin McCarville of EduCare
4. **MONTHLY HARDING SPOTLIGHT** 6<sup>th</sup> Grade Representatives
5. **PRINCIPAL'S REPORT** Principal
  - Open discussion
6. **PRESIDENTS' REPORT** President
  - Goals and initiatives for 2012-2013 School Year
7. **TREASURER'S REPORT** Treasurer
  - Beginning and ending balance in PTA general account
  - Review of general account activity (since last spring and anticipated coming activity)
  - Review and approval of expense reimbursement requests
  - Review highlights of proposed 2012-2013 budget and approval of budget
8. **COMMITTEE REPORTS:** Present Committee Members / PTA Board
  - Membership (Bethany Beatty):
    - Total membership count to date and progress toward available state PTA awards
  - By-laws (Bethany Beatty):
    - Required tri-annual review and approval
  - Fundraising:
    - Box Tops for Education (Chandra Riley)
    - HyVee Cash 4 Students (Coordinator Needed)
    - Super Skate (Bethany Beatty)
    - Wendy's Night (Coordinator Needed)
    - Cookie Dough (Robert Riley)
  - Volunteer Coordinators (Rebecca Jordan and Mary Jean Frank):
    - Importance of documenting volunteer hours and disclosure card completion
    - Magazine sales update
    - Baby Think It Over update
  - Teacher appreciation (Coordinator Needed):
    - Upcoming events: Fall conference meal
9. **NEW BUSINESS** Group
  -
10. **UPCOMING MEETINGS AND EVENTS / CLOSING COMMENTS** Group
  - Next membership meeting: Monday, October 22, 2012 at 6:00pm in IMC
  - Visit PTA Website for more information about upcoming events and meetings

<b>ADJOURNMENT</b>	_____ p.m. meeting adjourned
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# GENERAL MEETING – HARDING MIDDLE SCHOOL PTA

## MINUTES

SEPTEMBER 24, 2012 6:00 P.M. – 7:15 P.M.

HMS IMC

MEETING CALLED TO ORDER	at 6:00 p.m. by Rebecca Jordan
ATTENDEES	13 members and 3 guests present; attendance list filed with volunteer coordinator (quorum present)
APPROVAL OF AGENDA	the agenda was unanimously approved as distributed

### Agenda topics

#### 1. APPROVE CURRENT AGENDA AND PREVIOUS MEETING MINUTES

**GROUP**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Call to order; approved current agenda (first meeting of the year; no previous minutes)</li> </ul>	
DECISION	Motion to approve current agenda: Janel Mumm Motion seconded: Amy Becker Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 2. RATIFICATION OF 2012-2013 BOARD ELECTION

**PRESIDENT**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Board-elect members were introduced and presented as a slate for approval from the general membership               <ul style="list-style-type: none"> <li>– President, Rebecca Jordan; Vice President, Robert Riley; Treasurer, Sherry Sullivan; Secretary, Bethany Beatty</li> </ul> </li> <li>▪ The discussion was opened for additional nominations from the floor (none received)</li> </ul>	
DECISIONS	Motion to approve board-elect members: Linda Reysack Motion seconded: Janel Mumm Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 3. HELPING STUDENTS DEVELOP EFFECTIVE STUDY HABITS

**GUEST SPEAKER,  
KEVIN MCCARVILLE OF EduCare**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Introduced Kevin McCarville; he mentioned that EduCare is a non-franchised, family-owned resource that specializes in providing students with study skills and core curriculum help; he is a retired teacher and administrator who is familiar with the middle school age group</li> <li>▪ Mr. McCarville outlined how a study program like the “Honor Roll Organizer” offered at EduCare will help students with organization; it was discussed that most kids need to be taught organizational skills and time management skills at some point during their schooling</li> <li>▪ Highlights from the program include teaching students how to set up their binder; for example, designating folders on one side of the binder for “hand outs” and on the other side of the binder for “assignments to be turned in”</li> <li>▪ Planners should be “complete, correct and current”; encourage students to “write it down as soon as the teacher says it”; when there aren’t assignments to be entered into the planner, write down “review notes” instead</li> <li>▪ Parents were encouraged to double check student planners against Power School</li> <li>▪ A question was asked on how to prevent students from developing a crutch based on parents double checking Power School; it was noted that kids still have the responsibility in the classrooms, and the teachers reinforce that idea</li> </ul>	
DECISION	Not a voting item	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 4. HARDING SPOTLIGHT – 6<sup>TH</sup> GRADE

CINDY SMITH AND RHONDA MICHELS

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Introduced Cindy Smith and Rhonda Michels from team 6A</li> <li>▪ Mrs. Smith and Mrs. Michels outlined how students are transitioned from elementary to middle school; a focal point is making sure students are comfortable and know it's ok to ask for help; it was also noted that the teachers want to instill a sense of excitement to be in the building</li> <li>▪ Transition begins in the Spring when students are brought to the building for orientation and continues in the fall when they meet their teachers and begin learning things like where their lockers are and what to expect in their new classes</li> <li>▪ There are opportunities for students who need some extra help with the transition (Academy); the staff works to foster an "I'm gonna make it here" attitude</li> <li>▪ The more families are involved, the better for students</li> <li>▪ The process begins again at the end of the year when incoming students are brought on board and graduating students are transitioned to the next grade level; teaching teams can make recommendations on placement when there are specific concerns; counselor assignments stay consistent throughout middle school</li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 5. PRINCIPAL'S REPORT

LINDA REYSACK

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Linda Reysack, new Harding principal, introduced herself for anyone she hadn't been able to meet yet, and thanked parents for taking time to be at the meeting</li> <li>▪ Staff plans for early dismissal days were outlined; these blocks of time are earmarked for staff learning in core specialty areas and greatly benefit the staff and in turn, the students</li> <li>▪ A change in the 8<sup>th</sup> grade team structure was reviewed; instead of multiple teams, a super team was created to better accommodate the pilot program to offer enrichment classes through Kennedy High School</li> <li>▪ The online conference scheduling tool was reviewed and parents were encouraged to sign up for a time</li> <li>▪ The building is now on a common bell schedule</li> <li>▪ New this year, there is no Saturday school; it has been replaced with in-school suspension which promotes immediacy and allows students to address a situation and then move on with a more positive approach</li> <li>▪ The building has around 900 students again this year with 34% who qualify for free or reduced lunch</li> <li>▪ The school is in a SINA status for reading and math; improvement initiatives are in place</li> <li>▪ Magazine sales have been kicked off; there will be 3 turn in dates and 3 assemblies; the school is about even with last year's results as of this point in the campaign</li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 6. PRESIDENT'S REPORT

REBECCA JORDAN

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Reviewed goals and initiatives for the 2012-2013 school year (separate handout)</li> <li>▪ Encouraged feedback and participation as we go through the year</li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 7. TREASURER'S REPORT

SHERRY SULLIVAN

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Beginning and ending balance in PTA general account: beginning \$1,227.55, ending \$1,465.18 (separate report)</li> <li>▪ Review of general account activity (separate report)</li> <li>▪ Review highlights of proposed 2012-2013 budget and submit for approval from the general membership</li> </ul>		
DECISION	Motion to approve 2012-2013 PTA budget: Sherry Sullivan Motion seconded: Amy Becker Motion carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

## 8. COMMITTEE REPORTS

## PRESENT COMMITTEE MEMBERS / BOARD

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Membership (Bethany Beatty): currently have 72 members in the unit; on track to receive the Mr. PTA, Outreach, President's Challenge, Acorn, Honor and Early Bird awards; about a third of the way toward the Apple award</li> <li>▪ Bylaws (Bethany Beatty): bylaws were due for review and approval and have been updated by the board; revised bylaws were submitted for approval from the general membership</li> <li>▪ Fundraising:             <ul style="list-style-type: none"> <li>– Box Tops for Education (Chandra Riley); collection incentive for homerooms each trimester</li> <li>– Hy-Vee Cash 4 Students (coordinator needed); collection incentive for homerooms each trimester; email <a href="mailto:hmsvolunteers@gmail.com">hmsvolunteers@gmail.com</a> if interested in being the coordinator</li> <li>– Super Skate (Bethany Beatty); around 20 students in attendance at first event</li> <li>– Wendy's Night (coordinator needed); good participation at first event; email <a href="mailto:hmsvolunteers@gmail.com">hmsvolunteers@gmail.com</a> if interested in being the coordinator</li> <li>– Cookie dough sales (Robert Riley); reviewed products that PTA is planning to include in the sale; there was discussion among the group that offering a greater variety of products would be well-received (including the plastic collegiate tumblers)</li> </ul> </li> <li>▪ Volunteer coordinators (Rebecca Jordan and Mary Jean Frank):             <ul style="list-style-type: none"> <li>– Discussed the importance of completing the disclosure card and documenting volunteer hours</li> <li>– Magazine sales update; see Sign-up Genius page for open slots</li> <li>– Baby Think It Over update; see Sign-up Genius page for open slots</li> </ul> </li> <li>▪ Teacher appreciation (coordinator needed); PTA sponsored fall conference meal is the next event; see Sign-Up Genius page for needed donations</li> </ul>		
DECISION	Motion to approve tri-annual bylaws revision: Bethany Beatty Motion seconded: Janel Mumm Motion carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

## 9. NEW BUSINESS

## OPEN TO THE FLOOR

DISCUSSION	<ul style="list-style-type: none"> <li>▪ City PTA Parent University session planned for 10/9/12; watch website for additional details</li> <li>▪ Several parents voiced concerns about the structure of the enrichment classes offered at Kennedy             <ul style="list-style-type: none"> <li>– It was noted that due to the number of participating students, that perhaps onsite arrangements could be accommodated in the future; Mrs. Reysack indicated that options are being considered for next year</li> <li>– It was noted that the current arrangements create difficulty with extra-curricular practice schedules; several parents felt put on the spot to provide transportation for other students when they picked up or dropped off their students</li> <li>– It was asked if parents need to complete a volunteer transportation card when they participate in carpool arrangements; Mrs. Reysack clarified that when parents arrange carpooling among themselves, it is not necessary to complete the district transportation card</li> </ul> </li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

## 10. CONFIRM DATE AND TOPICS FOR NEXT BOARD MEETING

## GROUP

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Next board meeting is Monday, October 22, 2012 at 6:00pm</li> </ul>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Distribute agenda and previous minutes	Rebecca / Bethany	Before next meeting	
ADJOURNMENT	7:15 p.m. meeting adjourned		
MINUTES SUBMITTED BY	Bethany Beatty 10/22/12		
MINUTES APPROVED BY	Board		

# GENERAL MEETING ~ HARDING MIDDLE SCHOOL PTA

DATE: OCTOBER 22, 2012

TIME: 6:00 PM

LOCATION: HARDING IMC

MEETING CALLED BY	PTA Board
ATTENDEES	_____ members present; attendance list filed with volunteer coordinator
APPROVAL OF AGENDA	

## AGENDA TOPICS

1. **CALL TO ORDER; REVIEW AND APPROVE PREVIOUS MINUTES AND CURRENT AGENDA** President
  
2. **NATIONAL SCHOOL BUS SAFETY** Guest speaker, Denny Schreckengast, CRCSD Transportation Manager
  
3. **MONTHLY HARDING SPOTLIGHT** Music / Drama Representatives
  
4. **PRINCIPAL'S REPORT** Principal
  - Open discussion
  
5. **PRESIDENT'S REPORT** President
  - Open discussion
  
6. **TREASURER'S REPORT** Treasurer
  - Beginning and ending balance in PTA general account
  - Review of general account activity (since last meeting and anticipated coming activity)
  
7. **COMMITTEE REPORTS:** Present Committee Members / PTA Board
  - Membership (Bethany Beatty):
    - Total membership count to date and progress toward available state PTA awards (if change from last meeting)
  - Fundraising:
    - Box Tops for Education (Chandra Riley): final turn-in for first semester is October 26th; initial envelopes turned in have been very full – keep up the great work and thank you for your support
    - HyVee Cash 4 Students (PTA): final turn-in for first semester is October 26th; initial envelopes turned in have been very full – keep up the great work and thank you for your support
    - Super Skate (Bethany Beatty): attendance has been roughly 15 students per session
    - Wendy's Night (PTA): August profit for PTA was \$81.00
    - Cookie dough (Robert Riley):
      - Profits will remain with teams/students to support enrichment activities, field trips, etc.
      - Kick-Off is Oct 25th, Turn-in is Nov 5th, Distribution is Dec 6th between 2pm-5pm
      - Prizes awarded for student with highest individual sales and team with highest average sales
  - Volunteer coordinators (Rebecca Jordan and Mary Jean Frank):
  - Teacher appreciation (coordinator needed):
  
8. **NEW BUSINESS** Group
  -
  
9. **UPCOMING MEETINGS AND EVENTS / CLOSING COMMENTS** Group
  -

ADJOURNMENT	_____ p.m. meeting adjourned
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# GENERAL MEETING – HARDING MIDDLE SCHOOL PTA

## MINUTES

OCTOBER 22, 2012 6:00 P.M. – 7:15 P.M.

HMS IMC

MEETING CALLED TO ORDER	at 6:00 p.m. by Rebecca Jordan
ATTENDEES	7 members and 3 guests present; attendance list filed with volunteer coordinator (quorum not present)
APPROVAL OF AGENDA	the agenda was unanimously approved as distributed

### Agenda topics

#### 1. APPROVE CURRENT AGENDA AND PREVIOUS MEETING MINUTES

**GROUP**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Call to order; approved current agenda (first meeting of the year; no previous minutes)</li> </ul>	
DECISION	Motion to approve current agenda: Janel Mumm Motion seconded: Amy Becker Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 2. RATIFICATION OF 2012-2013 BOARD ELECTION

**PRESIDENT**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Board-elect members were introduced and presented as a slate for approval from the general membership               <ul style="list-style-type: none"> <li>– President, Rebecca Jordan; Vice President, Robert Riley; Treasurer, Sherry Sullivan; Secretary, Bethany Beatty</li> </ul> </li> <li>▪ The discussion was opened for additional nominations from the floor (none received)</li> </ul>	
DECISIONS	Motion to approve board-elect members: Linda Reysack Motion seconded: Janel Mumm Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 3. HELPING STUDENTS DEVELOP EFFECTIVE STUDY HABITS

**GUEST SPEAKER,  
KEVIN MCCARVILLE OF EduCare**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Introduced Kevin McCarville; he mentioned that EduCare is a non-franchised, family-owned resource that specializes in providing students with study skills and core curriculum help; he is a retired teacher and administrator who is familiar with the middle school age group</li> <li>▪ Mr. McCarville outlined how a study program like the “Honor Roll Organizer” offered at EduCare will help students with organization; it was discussed that most kids need to be taught organizational skills and time management skills at some point during their schooling</li> <li>▪ Highlights from the program include teaching students how to set up their binder; for example, designating folders on one side of the binder for “hand outs” and on the other side of the binder for “assignments to be turned in”</li> <li>▪ Planners should be “complete, correct and current”; encourage students to “write it down as soon as the teacher says it”; when there aren’t assignments to be entered into the planner, write down “review notes” instead</li> <li>▪ Parents were encouraged to double check student planners against Power School</li> <li>▪ A question was asked on how to prevent students from developing a crutch based on parents double checking Power School; it was noted that kids still have the responsibility in the classrooms, and the teachers reinforce that idea</li> </ul>	
DECISION	Not a voting item	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 4. HARDING SPOTLIGHT – 6<sup>TH</sup> GRADE

CINDY SMITH AND RHONDA MICHELS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ Introduced Cindy Smith and Rhonda Michels from team 6A</li> <li>▪ Mrs. Smith and Mrs. Michels outlined how students are transitioned from elementary to middle school; a focal point is making sure students are comfortable and know it's ok to ask for help; it was also noted that the teachers want to instill a sense of excitement to be in the building</li> <li>▪ Transition begins in the Spring when students are brought to the building for orientation and continues in the fall when they meet their teachers and begin learning things like where their lockers are and what to expect in their new classes</li> <li>▪ There are opportunities for students who need some extra help with the transition (Academy); the staff works to foster an "I'm gonna make it here" attitude</li> <li>▪ The more families are involved, the better for students</li> <li>▪ The process begins again at the end of the year when incoming students are brought on board and graduating students are transitioned to the next grade level; teaching teams can make recommendations on placement when there are specific concerns; counselor assignments stay consistent throughout middle school</li> </ul>		
<b>DECISION</b>	Not a voting item		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None	None	None	

#### 5. PRINCIPAL'S REPORT

LINDA REYSACK

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ Linda Reysack, new Harding principal, introduced herself for anyone she hadn't been able to meet yet, and thanked parents for taking time to be at the meeting</li> <li>▪ Staff plans for early dismissal days were outlined; these blocks of time are earmarked for staff learning in core specialty areas and greatly benefit the staff and in turn, the students</li> <li>▪ A change in the 8<sup>th</sup> grade team structure was reviewed; instead of multiple teams, a super team was created to better accommodate the pilot program to offer enrichment classes through Kennedy High School</li> <li>▪ The online conference scheduling tool was reviewed and parents were encouraged to sign up for a time</li> <li>▪ The building is now on a common bell schedule</li> <li>▪ New this year, there is no Saturday school; it has been replaced with in-school suspension which promotes immediacy and allows students to address a situation and then move on with a more positive approach</li> <li>▪ The building has around 900 students again this year with 34% who qualify for free or reduced lunch</li> <li>▪ The school is in a SINA status for reading and math; improvement initiatives are in place</li> <li>▪ Magazine sales have been kicked off; there will be 3 turn in dates and 3 assemblies; the school is about even with last year's results as of this point in the campaign</li> </ul>		
<b>DECISION</b>	Not a voting item		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None	None	None	

#### 6. PRESIDENT'S REPORT

REBECCA JORDAN

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ Reviewed goals and initiatives for the 2012-2013 school year (separate handout)</li> <li>▪ Encouraged feedback and participation as we go through the year</li> </ul>		
<b>DECISION</b>	Not a voting item		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None	None	None	

#### 7. TREASURER'S REPORT

SHERRY SULLIVAN

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ Beginning and ending balance in PTA general account: beginning \$1,227.55, ending \$1,465.18 (separate report)</li> <li>▪ Review of general account activity (separate report)</li> <li>▪ Review highlights of proposed 2012-2013 budget and submit for approval from the general membership</li> </ul>		
<b>DECISION</b>	Motion to approve 2012-2013 PTA budget: Sherry Sullivan Motion seconded: Amy Becker Motion carried unanimously		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None	None	None	

## 8. COMMITTEE REPORTS

## PRESENT COMMITTEE MEMBERS / BOARD

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Membership (Bethany Beatty): currently have 72 members in the unit; on track to receive the Mr. PTA, Outreach, President's Challenge, Acorn, Honor and Early Bird awards; about a third of the way toward the Apple award</li> <li>▪ Bylaws (Bethany Beatty): bylaws were due for review and approval and have been updated by the board; revised bylaws were submitted for approval from the general membership</li> <li>▪ Fundraising:             <ul style="list-style-type: none"> <li>– Box Tops for Education (Chandra Riley); collection incentive for homerooms each trimester</li> <li>– Hy-Vee Cash 4 Students (coordinator needed); collection incentive for homerooms each trimester; email <a href="mailto:hmsvolunteers@gmail.com">hmsvolunteers@gmail.com</a> if interested in being the coordinator</li> <li>– Super Skate (Bethany Beatty); around 20 students in attendance at first event</li> <li>– Wendy's Night (coordinator needed); good participation at first event; email <a href="mailto:hmsvolunteers@gmail.com">hmsvolunteers@gmail.com</a> if interested in being the coordinator</li> <li>– Cookie dough sales (Robert Riley); reviewed products that PTA is planning to include in the sale; there was discussion among the group that offering a greater variety of products would be well-received (including the plastic collegiate tumblers)</li> </ul> </li> <li>▪ Volunteer coordinators (Rebecca Jordan and Mary Jean Frank):             <ul style="list-style-type: none"> <li>– Discussed the importance of completing the disclosure card and documenting volunteer hours</li> <li>– Magazine sales update; see Sign-up Genius page for open slots</li> <li>– Baby Think It Over update; see Sign-up Genius page for open slots</li> </ul> </li> <li>▪ Teacher appreciation (coordinator needed); PTA sponsored fall conference meal is the next event; see Sign-Up Genius page for needed donations</li> </ul>		
DECISION	Motion to approve tri-annual bylaws revision: Bethany Beatty Motion seconded: Janel Mumm Motion carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

## 9. NEW BUSINESS

## OPEN TO THE FLOOR

DISCUSSION	<ul style="list-style-type: none"> <li>▪ City PTA Parent University session planned for 10/9/12; watch website for additional details</li> <li>▪ Several parents voiced concerns about the structure of the enrichment classes offered at Kennedy             <ul style="list-style-type: none"> <li>– It was noted that due to the number of participating students, that perhaps onsite arrangements could be accommodated in the future; Mrs. Reysack indicated that options are being considered for next year</li> <li>– It was noted that the current arrangements create difficulty with extra-curricular practice schedules; several parents felt put on the spot to provide transportation for other students when they picked up or dropped off their students</li> <li>– It was asked if parents need to complete a volunteer transportation card when they participate in carpool arrangements; Mrs. Reysack clarified that when parents arrange carpooling among themselves, it is not necessary to complete the district transportation card</li> </ul> </li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

## 10. CONFIRM DATE AND TOPICS FOR NEXT BOARD MEETING

## GROUP

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Next board meeting is Monday, October 22, 2012 at 6:00pm</li> </ul>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Distribute agenda and previous minutes	Rebecca / Bethany	Before next meeting	
ADJOURNMENT	7:15 p.m. meeting adjourned		
MINUTES SUBMITTED BY	Bethany Beatty 10/22/12		
MINUTES APPROVED BY	Board		

# GENERAL MEETING ~ HARDING MIDDLE SCHOOL PTA

DATE: 11/26/2012      TIME: 6:00 PM      LOCATION: HARDING IMC

<b>MEETING CALLED BY</b>	PTA Board
<b>ATTENDEES</b>	_____ members present; attendance list filed with volunteer coordinator
<b>APPROVAL OF AGENDA</b>	

## AGENDA TOPICS

1. **CALL TO ORDER; REVIEW AND APPROVE PREVIOUS MINUTES AND CURRENT AGENDA** President
2. **NATIONAL SCHOOL PSYCHOLOGY AWARENESS** Guest speaker, Tracie Guenther-Yoke, Harding Counselor
3. **MONTHLY HARDING SPOTLIGHT** 7<sup>th</sup> Grade Representatives
4. **PRINCIPAL'S REPORT** Principal
5. **PRESIDENT'S REPORT** President
6. **TREASURER'S REPORT** Treasurer
  - Beginning and ending balance in PTA general account
  - Review of general account activity (since last meeting and anticipated coming activity)
7. **COMMITTEE REPORTS:** Present Committee Members / PTA Board
  - Nominating Committee (Bethany Beatty):
  - Membership (Bethany Beatty):
    - Total membership count to date and progress toward available state PTA awards (if change from last meeting)
  - Fundraising:
    - Box Tops for Education (Chandra Riley): submitted roughly 2,003 from last year with 4,116 from first trimester for total of 6,119 and profit of \$611.90; looking ahead to second trimester turn-in scheduled for 02/22
    - HyVee Cash 4 Students (PTA): collected roughly \$38,983.96 in receipts for profit of \$194.92; looking ahead to second trimester turn-in scheduled for 02/22
      - Winning homerooms were: 6<sup>th</sup> – Burken, 7<sup>th</sup> – Charipar, 8<sup>th</sup> – Anderson, Crusaders – Didier, Honorary - Lancial
    - Super Skate (Bethany Beatty):
    - Wendy's Night (PTA):
    - Cookie Dough (Robert Riley):
    - Winter Dance Photo Booth (Rebecca Jordan): looking ahead to dance on Feb 8th
  - Volunteer Coordinators (Rebecca Jordan and Mary Jean Frank): volunteer hours have dropped off after the start of the school year; breakdown is Jun, Jul, & Aug = 472, Sept = 234.25, Oct = 189
  - Teacher appreciation (coordinator needed): looking ahead to January conferences for conference meal planning
8. **NEW BUSINESS** Group
  - Service projects:
    - PTA would like to participate in a couple service projects in the upcoming months; ideas are to team up with Student Leadership to assist with Four Oaks for the holiday season, and work with feeder PTAs to build a team for Corridor CanStruction in April
  - 2012-2013 yearbook:
    - This year's yearbook will be full color and can be ordered in either soft cover (\$15) or hard cover (\$20) versions
    - Cover design contest voting and winners determined
    - PTA is looking for student, staff, and parent volunteers to be on the Yearbook Committee – volunteers would assist with:
      - Taking candid photos from events/activities
      - Review pages for accuracy (spelling, grammar, photos, etc.)
      - Review pages specifically for student and staff name accuracy
      - Write stories, headlines, and photo captions for various sections of the yearbook
      - Collect orders and distribute books
    - Rough draft is due in early February, final draft is due in late March, books will be distributed the week of May 20th
    - This is not a PTA fundraiser – PTA is only sponsoring the yearbook and working with volunteers to make it a success
9. **UPCOMING MEETINGS AND EVENTS / CLOSING COMMENTS** Group
  - Next general meeting is February 18, 2013 at 6:00 pm

<b>ADJOURNMENT</b>	_____ p.m. meeting adjourned
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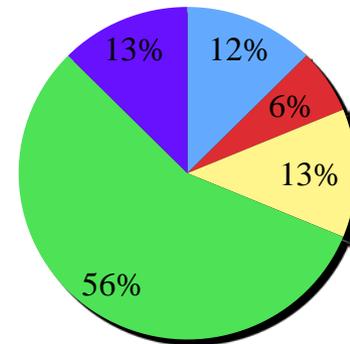
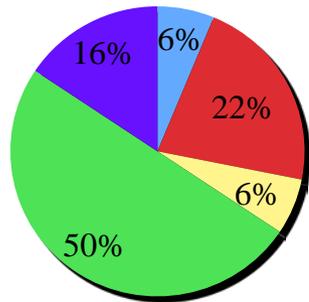
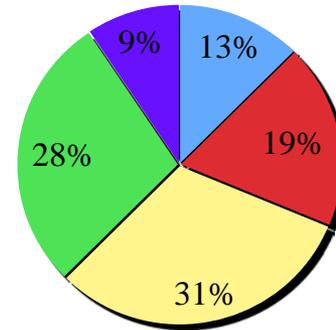
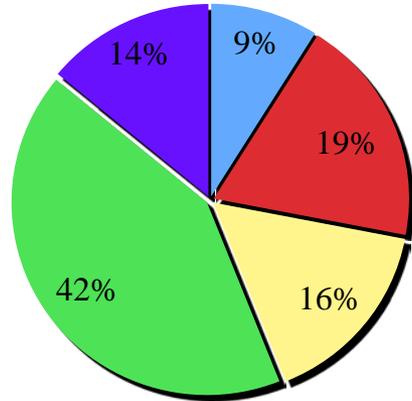
# Harding Counseling: Mission Statement



Through leadership, advocacy and collaboration, the Harding counseling department will use the results of data analysis and reflection to meet the academic, social, emotional and basic needs of ALL students in a sensitive, timely and individualized manner.

# School Counseling Delivery Systems

- School Guidance Curriculum
- Individual Planning
- Non-guidance Activities
- Responsive Service
- System Support



# More specifically...

- o **Guidance Curriculum:**
  - o 6<sup>th</sup> and 7<sup>th</sup> Grade Career Day
  - o 7<sup>th</sup> Grade SOS curriculum and pediatric screening
  - o Incoming 6<sup>th</sup> grade orientation
  - o 8<sup>th</sup> Grade – I Have A Plan Iowa
    - o Skill and interest survey ,followed by a career search. High school four-year-plan, and high school registration for freshman classes
- o **Responsive Services** – responding to issues that may interfere with a student's happiness, success and sense of well-being.
- o **Individual planning** – activities to insure all students experience academic and social success: activities related to 504s, IEPs, academic interventions, schedule changes, individual behavior plans, social skills group, goal setting, consulting with and referrals to outside agencies, etc.

- o **System Support** -Consists of management activities that establish, maintain and enhance the total school counseling program in the areas of professional development, consultation/collaboration/teaming: activities such as learning supports meetings, coordination meetings, Iowa testing coordination, etc.
- o **Non-guidance activities** – activities that do not directly support the counseling program: activities can include, lunch room/hallway supervision, discipline, classroom coverage, fieldtrip supervision, volunteer for classroom project, etc.
- o Cedar Rapids CSD counseling resource page:  
<http://917444530846130688.weebly.com/family-resources.html>

“Hot topic” request.....

## Social Networking: the pros and cons

o <http://www.common sense media.org/advice-for-parents/social-networking-tips>

Cyber-bullying is a common concern. Examples are: pretending to be someone else and posting from their profile, name-calling, posting pictures of others, videos (assume it's being taped mentality in high schools), etc.

Unique situations present themselves related to social networking: made-up identities

(<http://www.common sense media.org/educators/lesson/which-me-should-i-be-6-8> )

# The misuse of social networking and its' possible impact at school

## Harding's harassment and bullying policy:

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance;

or

- Has the effect of substantially interfering with the services, activities, or privileges provided by a school.

“Trait or characteristic of the student” includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes, but is not limited to, communication via electronic mail, cell phones, electronic text messaging, and the Internet.

# Top Tips!!!

- Make sure your son or daughter is friends with a responsible, adult family member
- Limit computer use to common areas in the house and limit after-hours use of the internet
- Talk to your child—similar to other topics such as drugs, alcohol, and sexuality, talking about the pros and cons helps increase the odds of responsible decision-making!!!

# Resources

- o [www.common sense media.org](http://www.common sense media.org)
- o [www.connectsafely.com](http://www.connectsafely.com)
- o Websites are also available on the following topics related to social networking:
  - o High school eligibility
  - o College admissions
  - o Employers
  - o Fraud / privacy

## Resources

- Losing Face: An Environmental Analysis of Privacy on Facebook (Lots of great resources in this): <http://www.cpeterson.org/2010/01/06/losing-face-an-environmental-analysis-of-privacy-on-facebook/>
- Majority of Americans Post Risky Information:  
<http://mediadecoder.blogs.nytimes.com/2010/05/04/majority-of-americans-post-risky-information-online-study-says/?scp=3&sq=risks%20of%20social%20networking&st=cse>
- Managing Your Online Presence: [http://www.bizlex.com/Articles-c-2010-04-16-92282.113117\\_Managing\\_your\\_online\\_presence.html](http://www.bizlex.com/Articles-c-2010-04-16-92282.113117_Managing_your_online_presence.html)
- Social Medias Expanding Role in College Admissions:  
<http://www.politicsdaily.com/2010/05/07/social-medias-expanding-role-in-college-admissions/>
- Reclaim Privacy: <http://www.reclaimprivacy.org/> - if you install this bookmark using the instructions on the page, you can see what is and is not available to what groups of individuals on Facebook
- Facebook, MySpace and College Admissions: Don't Let Social Networking Sites Sabotage your Chances of Getting Into College:  
<http://collegeapps.about.com/od/theartofgettingaccepted/a/Facebook.htm>
- Facebook Remark Teenager is Fired:  
[http://news.bbc.co.uk/2/hi/uk\\_news/england/essex/7914415.stm](http://news.bbc.co.uk/2/hi/uk_news/england/essex/7914415.stm)

# GENERAL MEETING – HARDING MIDDLE SCHOOL PTA

## MINUTES

NOVEMBER 26, 2012 6:00 P.M. – 7:15 P.M.

HMS IMC

MEETING CALLED TO ORDER	at 6:00 p.m. by Rebecca Jordan
ATTENDEES	7 members present; attendance list filed with volunteer coordinator (quorum not present)
APPROVAL OF AGENDA	the agenda was unanimously approved as distributed

### Agenda topics

#### 1. APPROVE CURRENT AGENDA AND PREVIOUS MEETING MINUTES

**GROUP**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Call to order; approved current agenda and previous meeting minutes</li> </ul>		
DECISION	Motion to approve current agenda: Linda Reysack Motion seconded: Randy Noecker Motion carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 2. NATIONAL SCHOOL PSYCHOLOGY AWARENESS

**GUEST SPEAKER,  
TRACIE GUENTHER-YOKE, HARDING COUNSELOR**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ The district recently completed a study on how counselors spend their day                             <ul style="list-style-type: none"> <li>– Major categories of time tracking included: school guidance / curriculum, individual planning, non-guidance activities, responsive services, and system support</li> <li>– ASCA and ISCA standards suggest a 250:1 student to counselor ratio (Harding has a higher ratio)</li> <li>– See separate presentation for more information on the study</li> </ul> </li> <li>▪ Bullying and social media practices are very timely topics for school counselors; see separate presentation materials for helpful information on these important issues; some additional online resources can be found at <a href="http://www.common sense media.org">www.common sense media.org</a> and <a href="http://www.connectsafely.com">www.connectsafely.com</a></li> </ul>		
DECISIONS	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 3. MONTHLY HARDING SPOTLIGHT – 7<sup>TH</sup> GRADE

**GUEST SPEAKER,  
SHERRIE CHALSTROM, HARDING TEACHER**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ The action planner is one of the best tools to help students take responsibility for their work and stay on track; be sure to encourage your students to use their planners</li> <li>▪ Communication is important, and now, it's remarkably improved by technology; parents are encouraged to contact teachers with concerns or feedback anytime</li> <li>▪ All teams have online team pages (Google pages); there you can find a wealth of information about what is going on in the team including the SLEs for each trimester; some teams have weekly newsletters in addition to the team pages</li> <li>▪ PowerSchool continues to be a useful resource for parents and teachers; check it often</li> <li>▪ A novel grant is being pursued again this year through the CR Library Book Buddy program; if the grant is received, watch for a request to identify Book Buddy volunteers to engage with students in a book club type setting</li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 4. PRINCIPAL'S REPORT

**LINDA REYSACK**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Covered during other meeting discussions</li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

## 5. PRESIDENT'S REPORT

REBECCA JORDAN

DISCUSSION	<ul style="list-style-type: none"> <li>Covered during other meeting discussions</li> </ul>	
DECISION	Not a voting item	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

## 6. TREASURER'S REPORT

SHERRY SULLIVAN

DISCUSSION	<ul style="list-style-type: none"> <li>Beginning balance \$899.54; ending balance \$16,969.74 (see report for details)</li> </ul>	
DECISION	Motion to approve report: Randy Noecker Motion seconded: Linda Reysack Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reconcile info in notes section of report	Sherry / Board	Before next bank cycle

## 7. COMMITTEE REPORTS

PRESENT COMMITTEE MEMBERS / BOARD

DISCUSSION	<ul style="list-style-type: none"> <li>Nominating committee (Bethany Beatty): watch weekly newsletters for more information and job description</li> <li>Membership (Bethany Beatty): 21 additional members since last submission for a total of 77</li> <li>Fundraising:               <ul style="list-style-type: none"> <li>Box Tops for Education (Chandra Riley): submitted roughly 2,003 from last year with 4,116 from first trimester for total of 6,119 and profit of \$611.90; looking ahead to second trimester turn-in scheduled for 02/22</li> <li>HyVee Cash 4 Students (PTA): collected roughly \$38,983.96 in receipts for profit of \$194.92; looking ahead to second trimester turn-in scheduled for 2/22                   <ul style="list-style-type: none"> <li>Winning homerooms were: 6<sup>th</sup> – Burken, 7<sup>th</sup> – Charipar, 8<sup>th</sup> – Anderson, Crusaders – Didier, Honorary - Lancial</li> </ul> </li> <li>Super Skate (Bethany Beatty): attendance has slightly declined from the beginning of the year</li> <li>Wendy's Night (PTA): profits remain steady at around \$80 a month</li> <li>Cookie dough (Robert Riley):                   <ul style="list-style-type: none"> <li>Board will be working on determining team profits and high sales winners</li> </ul> </li> </ul> </li> <li>Volunteer coordinators (Rebecca Jordan and Mary Jean Frank): volunteer hours have dropped off after the start of the school year; breakdown is Jun, Jul and Aug = 472, Sept = 234.25, Oct = 189</li> <li>Teacher appreciation (coordinator needed): looking ahead to January conferences for conference meal planning</li> </ul>	
DECISION	Not a voting item	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

## 8. NEW BUSINESS

OPEN TO THE FLOOR

DISCUSSION	<ul style="list-style-type: none"> <li>Service projects:               <ul style="list-style-type: none"> <li>PTA would like to sponsor a service project in the upcoming months; possible ideas include working with Student Leadership on their Four Oaks holiday season initiative, and looking into Corridor CanStruction in April</li> </ul> </li> <li>2012-2013 yearbook:               <ul style="list-style-type: none"> <li>This year's yearbook will be full color and can be ordered as a soft cover (\$15) or hard cover (\$20)</li> <li>Cover design grand prize winner: Danny Reyna; grand prize winner will receive a free book; runner-up winners will receive a discount on a book</li> <li>PTA is looking for student, staff, and parents to be on the Yearbook Committee – volunteers would assist with:                   <ul style="list-style-type: none"> <li>Taking candid photos from events/activities, review pages for accuracy (spelling, grammar, photos, etc.), review pages specifically for student and staff name accuracy, write stories, headlines, and photo captions for various sections of the yearbook, collect orders and distribute books</li> </ul> </li> <li>Books will be distributed during the last week of school</li> <li>This is not a PTA fundraiser – PTA is sponsoring the project and will sell books for cost</li> </ul> </li> </ul>	
DECISION	Not a voting item	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

## 9. CONFIRM DATE AND TOPICS FOR NEXT BOARD MEETING

GROUP

DISCUSSION	<ul style="list-style-type: none"> <li>Next board meeting is Monday, February 18, 2012 at 6:00pm</li> </ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Distribute agenda and previous minutes	Rebecca / Bethany	Before next meeting
ADJOURNMENT	7:15 p.m. meeting adjourned	
MINUTES SUBMITTED BY	Bethany Beatty 02/18/12	
MINUTES APPROVED BY	Board	

# GENERAL MEETING ~ HARDING MIDDLE SCHOOL PTA

DATE: 02/18/2013      TIME: 6:00 PM      LOCATION: HARDING IMC

<b>MEETING CALLED BY</b>	PTA Board
<b>ATTENDEES</b>	_____ members present; attendance list filed with volunteer coordinator
<b>APPROVAL OF AGENDA</b>	

Meeting cancelled due to inclement weather

## AGENDA TOPICS

1. **CALL TO ORDER; REVIEW AND APPROVE PREVIOUS MINUTES AND CURRENT AGENDA** President
  
2. **HARDING AFRICAN AMERICAN AWARENESS PROGRAM** Jen Manternach, Diana Geers, and Sarah Novak
  
3. **MONTHLY HARDING SPOTLIGHT** Ms. Fran Didier and & Ms. Elizabeth Olsem from Crusaders / Autism
  
4. **PRINCIPAL'S REPORT** Principal
  - Open discussion
  
5. **PRESIDENT'S REPORT** President
  - Open discussion
  
6. **TREASURER'S REPORT** Treasurer
  - Beginning and ending balance in PTA general account
  - Review of general account activity (since last meeting and anticipated coming activity)
  
7. **COMMITTEE REPORTS:** Present Committee Members / PTA Board
  - Nominating committee (Bethany Beatty):
    - PTA looking for parent and teacher volunteers for this opportunity
    - See board and committee slate on attachment
  - Membership (Bethany Beatty):
    - Award applications due 3/1/13; Harding should receive Mr. PTA Award, Honor Award, Acorn Award, and President's Challenge Award; may qualify for Gold or Silver award; Apple award is in jeopardy
  - Fundraising:
    - Box Tops for Education (Chandra Riley): Looking ahead to 2<sup>nd</sup> trimester turn-in scheduled for 02/22
    - HyVee Cash 4 Students (PTA): Looking ahead to 2<sup>nd</sup> trimester turn-in scheduled for 02/22
    - Super Skate (Bethany Beatty): Attendance numbers steadily declining
    - Wendy's Night (PTA):
    - Cookie dough (Robert Riley): Financials and winners on attachment
    - Dance photo booth (Rebecca Jordan):
  - Volunteer coordinators (Rebecca Jordan and Mary Jean Frank):
    - Jun, Jul, & Aug = 472, Sept = 234.25, Oct = 189, Nov = 111.25, Dec = 104, Jan = 120
    - Looking ahead to planning for National Volunteer Week, April 21-27, 2013
  - Teacher appreciation (coordinator needed): looking ahead to Teacher Appreciation Day/Week in May
  - 8<sup>th</sup> grade celebration (coordinator needed): looking ahead to festivities in May
  
8. **NEW BUSINESS** Group
  - Harding PTA board members will be visiting feeder PTA/PTO meetings this spring
    - Hiawatha 02/25/13, Wright 03/05/13, Gibson 04/09/13, Nixon ???
  - 2012-2013 Yearbook:
    - Yearbook order fliers were distributed the week of February 11th and are due back March 4th
    - Final draft is due in late March, books will be distributed during the last week of school
    - Yearbook committee needs candid photos of student life at Harding – families can email to PTA inbox, teachers can save to L drive
    - This is not a PTA fundraiser – PTA is only sponsoring the project and will sell books for cost
  
9. **UPCOMING MEETINGS AND EVENTS / CLOSING COMMENTS** Group
  - Next general meeting is March 25, 2013 at 6:00 p.m.

<b>ADJOURNMENT</b>	_____ p.m. meeting adjourned
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# GENERAL MEETING ~ HARDING MIDDLE SCHOOL PTA

DATE: 03/25/2013

TIME: 6:00 PM

LOCATION: HARDING IMC

<b>MEETING CALLED BY</b>	PTA Board
<b>ATTENDEES</b>	_____ members present; attendance list filed with volunteer coordinator
<b>APPROVAL OF AGENDA</b>	

## AGENDA TOPICS

1. **CALL TO ORDER; REVIEW AND APPROVE PREVIOUS MINUTES AND CURRENT AGENDA** President
  
2. **MONTHLY HARDING SPOTLIGHT** Mr. Mike Busta, Art Graphics & Engineering Technology
  
3. **PRINCIPAL'S REPORT** Principal
  - Open discussion
  
4. **PRESIDENT'S REPORT** President
  - Open discussion
  
5. **TREASURER'S REPORT** Treasurer
  - Beginning and ending balance in PTA general account
  - Review of general account activity (since last meeting and anticipated coming activity)
  
6. **COMMITTEE REPORTS:** Present Committee Members / PTA Board
  - Nominating Committee (Bethany Beatty):
    - Mrs. Smith (6A) and Mrs. Chalstrom (7C) have graciously volunteered to be on the panel
    - PTA looking for parent volunteers for this opportunity
    - See board and committee slate on attachment
  - Membership (Bethany Beatty):
    - Award recap
  - Fundraising:
    - Box Tops for Education (Chandra Riley):
      - 2<sup>nd</sup> Trimester turn-in raised \$262.20 for a total of \$673.80 this year!
      - Any additional box tops turned in between now and next fall will be held until the Fall turn-in date
    - HyVee Cash 4 Students (PTA):
      - 2<sup>nd</sup> Trimester turn-in collected \$77,346.64 for a YTD total of \$120,934.66 and a profit amount of \$604.67!
      - 3<sup>rd</sup> Trimester turn-in will be April 30<sup>th</sup> – Hy-Vee collection is May 10<sup>th</sup> with check presentation on May 24<sup>th</sup>
    - Super Skate (Bethany Beatty):
      - Attendance numbers steadily declining – suggestion made to move from monthly to trimester event next year
    - Wendy's Night (PTA):
    - Cookie Dough (Robert Riley):
      - Les with Non-Profit Services will visit in April to discuss available options for next year
    - Dance Photo Booth (Rebecca Jordan):
  - Volunteer Coordinators (Rebecca Jordan and Mary Jean Frank):
    - Jun, Jul, & Aug = 472, Sept = 234.25, Oct = 189, Nov = 111.25, Dec = 104, Jan = 120
    - Looking ahead to planning for National Volunteer Week, April 21-27, 2013
  - Yearbook (Rebecca Jordan and Bethany Beatty):
    -
  - Teacher appreciation (Coordinator Needed):
    - Instead of gifts or food, idea to make donation to Harding IMC on behalf of Teachers
    - Other ideas welcome
  - 8<sup>th</sup> Grace Celebration (Coordinator Needed):
    - Need 2-3 parent volunteers to help set-up and clean-up

7. **NEW BUSINESS**

Group

▪

8. **UPCOMING MEETINGS AND EVENTS / CLOSING COMMENTS**

Group

- Next General Meeting is March 25, 2013 @ 6pm

ADJOURNMENT

\_\_\_\_\_ p.m. meeting adjourned

# GENERAL MEETING – HARDING MIDDLE SCHOOL PTA

## MINUTES

MARCH 25, 2013

6:00 P.M. – 6:30 P.M.

HMS IMC

MEETING CALLED TO ORDER	at 6:00 p.m. by Rebecca Jordan
ATTENDEES	6 members and 1 guest present; attendance list filed with volunteer coordinator (quorum present)
APPROVAL OF AGENDA	the agenda was unanimously approved as distributed

### Agenda topics

#### 1. APPROVE CURRENT AGENDA AND PREVIOUS MEETING MINUTES

**GROUP**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Call to order; approved current agenda (no minutes - previous meeting was cancelled due to threat of severe weather)</li> </ul>	
DECISION	Motion to approve current agenda: Bethany Beatty Motion seconded: Sherry Sullivan Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 2. MONTHLY HARDING SPOTLIGHT

**GUEST SPEAKER, MIKE BUSTA  
HARDING ART GRAPHICS AND ENGINEERING TECHNOLOGY**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Harding is unique in that it is able to offer graphic arts as an additional exploratory class to students; exploratory classes run for 9 weeks (on a quarters schedule); graphic arts is offered along with traditional art, and then the other three exploratory areas are computer skills, engineering technology and family and consumer science</li> <li>▪ Harding has two teachers for each exploratory, and Harding's computer lab has 16 computers</li> <li>▪ Some specifics about the engineering technology class were shared based on questions from the floor                         <ul style="list-style-type: none"> <li>– Engineering technology is based on a national curriculum</li> <li>– Sixth graders learn skills such as measuring and grid enlargement, and they work on the following projects to reinforce their understanding of this information: air racer, geodesic unit (triangular sphere), dice games, peg toy, inventor unit and the creation of a model city comprised of blocks made by each student</li> <li>– Seventh graders learn about energy, simple machines and mag levitation technology</li> <li>– Eighth graders learn about building and programming robotics, CO2 cars and hand-building techniques</li> </ul> </li> <li>▪ Sample work was shown from Harding students to showcase a few of the various areas of study</li> <li>▪ It was discussed among the group that these classes are appreciated and very beneficial to students</li> <li>▪ Parents are encouraged to visit exploratory classes during events like open houses, and to contact the teachers any time they have questions about what students are learning</li> </ul>	
DECISIONS	Not a voting item	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 3. PRINCIPAL'S REPORT

**LINDA REYSACK**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Tabled – covered during board meeting (no additional attendees at general meeting)</li> </ul>	
DECISION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 4. PRESIDENT'S REPORT

**REBECCA JORDAN**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Tabled – covered during board meeting (no additional attendees at general meeting)</li> </ul>	
DECISION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

**5. TREASURER'S REPORT****SHERRY SULLIVAN**

DISCUSSION	▪ Tabled – covered during board meeting (no additional attendees at general meeting)		
DECISION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

**6. ELECTION OF NOMINATING COMMITTEE MEMBERS****BETHANY BEATTY**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Mrs. Smith (6A) and Mrs. Chalstrom (7C) were presented for approval as members of the nominating committee; the nominating committee will present recommendations for next year's board positions; parent volunteers are still welcome to join the committee; the committee will present their recommendations for the board slate during the April meeting, and the board elections will be conducted during the May meeting</li> <li>▪ Additional committee reports were tabled – covered during the board meeting (no additional attendees at general meeting)</li> </ul>		
DECISION	Motion to approve the members of the nominating committee: Sherry Sullivan Motion seconded: Linda Reysack Motion carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

**7. NEW BUSINESS****OPEN TO THE GROUP**

DISCUSSION	▪ None		
DECISION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

**8. CONFIRM DATE AND TOPICS FOR NEXT BOARD MEETING****OPEN TO THE GROUP**

DISCUSSION	▪ Next general meeting is Monday, April 22, 2013 at 6:00pm		
DECISION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Distribute agenda and previous minutes	Rebecca / Bethany	Before next meeting	
ADJOURNMENT	6:30 p.m. meeting adjourned		
MINUTES SUBMITTED BY	Bethany Beatty 04/22/13		
MINUTES APPROVED BY	Board		

# GENERAL MEETING ~ HARDING MIDDLE SCHOOL PTA

DATE: 04/22/2013

TIME: 6:00 PM

LOCATION: HARDING IMC

<b>MEETING CALLED BY</b>	PTA Board
<b>ATTENDEES</b>	_____ members present; attendance list filed with volunteer coordinator
<b>APPROVAL OF AGENDA</b>	

## AGENDA TOPICS

1. **CALL TO ORDER; REVIEW AND APPROVE PREVIOUS MINUTES AND CURRENT AGENDA** President
2. **NON-PROFIT SERVICES** Presentation
3. **PRINCIPAL'S REPORT** Principal
  - Open discussion
4. **PRESIDENT'S REPORT** President
  - Open discussion
5. **TREASURER'S REPORT** Treasurer
  - Beginning and ending balance in PTA general account
  - Review of general account activity (since last meeting and anticipated coming activity)
  - Expense approvals:
    - 6th grade Camp Hitaga
6. **COMMITTEE REPORTS:** Present Committee Members / PTA Board
  - Nominating committee (Bethany Beatty):
    - Cindy Smith and Sherrie Chalstrom have agreed to serve on the nominating committee
    - An email will be sent to members with information about who has been nominated for next year's board, and it will also include a listing of positions that are currently open for recommendations / volunteers
  - Membership (Bethany Beatty):
  - Fundraising:
    - Box Tops for Education (Chandra Riley) and HyVee Cash 4 Students (PTA): final turn-in for this year is Friday, May 3<sup>rd</sup>; both programs will repeat next year, so be sure to keep your Box Tops and Hy-Vee receipts over the summer to turn in next fall
    - Wendy's Night (PTA): next date is Wednesday, May 15<sup>th</sup>
  - Volunteer Coordinators (Rebecca Jordan and Mary Jean Frank):
    - Monthly hours will be added to the PTA website
    - Push for all volunteers to make sure there is a signed disclosure card on file before volunteering in the building
  - Yearbook (Rebecca Jordan and Bethany Beatty):
    - Pages turned in April 1<sup>st</sup> with delivery scheduled for May 24<sup>th</sup>
  - Teacher appreciation (coordinator needed):
    - Instead of gifts or food, idea to make donation to Harding IMC in honor of the teachers and staff
    - Other ideas welcome
  - 8th Grade Celebration (coordinator needed):
    - Need 2-3 parent volunteers to help set-up and clean-up
7. **NEW BUSINESS** Group
  -
8. **UPCOMING MEETINGS AND EVENTS / CLOSING COMMENTS** Group
  - May 7, 2013 @ 6pm – Incoming 6th grade parent meet-and-greet sponsored by Harding PTA
  - May 20, 2013 @ 6pm - Next General Meeting

<b>ADJOURNMENT</b>	_____ p.m. meeting adjourned
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# GENERAL MEETING – HARDING MIDDLE SCHOOL PTA

## MINUTES

APRIL 22, 2013

6:00 P.M. – 7:15 P.M.

HMS IMC

MEETING CALLED TO ORDER	at 6:00 p.m. by Rebecca Jordan
ATTENDEES	8 members and 1 guest present; attendance list filed with volunteer coordinator (quorum present)
APPROVAL OF AGENDA	the agenda was unanimously approved as distributed

### Agenda topics

#### 1. APPROVE CURRENT AGENDA AND PREVIOUS MEETING MINUTES

**GROUP**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Call to order; approved current agenda and previous meeting minutes</li> </ul>	
DECISION	Motion to approve current agenda: Janel McGovern Motion seconded: Sherry Sullivan Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 2. 2013-2014 NPS FUNDRAISER PROPOSAL

**GUEST SPEAKER, LES ZENK FROM NPS**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Non Profit Services Corp (NPS) is a local company, and customer service is a priority</li> <li>▪ Samples of items from recommended sales catalogs were presented: Baker Jo's Cookie Dough, Pine River Snack Favorites and Laurie's Kitchen seasoning and Mixes (suggested to alternate the Laurie's Kitchen items with the collegiate tumblers as the tumblers tend to sell better when used in rotation with other catalogs)                             <ul style="list-style-type: none"> <li>– NPS will be able to lock in 2012-2013 pricing again for this year (\$14 for cookie dough; \$7 for Pine Falls Snacks and various prices for Laurie's Kitchen items)</li> <li>– Item quantities will stay the same (e.g. 3-pound tub of cookie dough vs. 2.5 or 2.7-pound tubs being sold by competitors)</li> <li>– Able to negotiate an additional 2% profit margin after recommending NPS to Hiawatha Elementary School</li> </ul> </li> <li>▪ Last year, Harding students sold 5.73 items each; Les suggested adding a drawing for every 7 items sold to incent increased sales, this would be in addition to the Adventureland tickets that are awarded to the highest seller</li> <li>▪ It was decided to move the sale forward one week next year to give families an extra week between the end of the magazine sale and the beginning of the cookie dough sale; sales will begin 10/31/13 and end 11/11/13; anticipated delivery date will be 12/12/13</li> <li>▪ Rob Riley will be our fundraising chair again next year, and will be Les' primary contact                             <ul style="list-style-type: none"> <li>– Rob and the board will make modifications to the informational flyer that goes home with the sales packet</li> <li>– Rob and the board will work to ensure packets go home in a timely manner to ensure students have two full sales weekends</li> <li>– It was discussed that that sales kick off assembly is still needed; using a video kick off may be an effective alternative</li> </ul> </li> </ul>	
DECISIONS	Motion to approve NPS fundraiser and sales dates: Rob Riley Motion seconded: Bethany Beatty Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Modify informational flyer; add sales dates to master school calendar	Board	Before school calendar is published

#### 3. PRINCIPAL'S REPORT

**RANDY NOECKER**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Congratulations to Rebecca Jordan for being named outstanding building volunteer</li> <li>▪ Spring sports and spring concerts are underway</li> <li>▪ 5<sup>th</sup> grade visits are taking place and planning has begun for next year</li> <li>▪ A question was raised about conflicts with finals and 8<sup>th</sup> grade end of year activities for the students taking advanced placement classes at Kennedy; Mr. Noecker indicated that the administrators from both schools are working on alternative arrangements and more details will be available soon</li> <li>▪ A question was raised about the prep packet Mr. Pauly uses for advanced geometry, it was suggested that this be available to all students as it has been successful in preparing students for classes at Kennedy; Mr. Noecker will follow up</li> </ul>	
DECISION	Not a voting item	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Look at making Mr. Pauly's geometry prep packet more widely available to all students	Mr. Noecker	Before end of year

#### 4. PRESIDENT'S REPORT

REBECCA JORDAN

DISCUSSION	<ul style="list-style-type: none"> <li>There are some volunteer opportunities coming up that are associated with end of year activities – watch for details</li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 5. TREASURER'S REPORT

SHERRY SULLIVAN

DISCUSSION	<ul style="list-style-type: none"> <li>Beginning balance: \$11,755.94; ending balance: \$11,756.91</li> <li>Anticipated income from Wendy's Nights and Hy-Vee promotion; anticipated expenses from yearbooks, Constant Contact fees and team activities</li> <li>Discussed that team expenses above available team funds will not be approved due to limited funding</li> <li>Discussed that the ongoing account discrepancy has been partially resolved; a check that showed as having been cashed from last year just recently hit the account</li> <li>Discussed that we need to change the association's checking account type because non-profits are not supposed to have funds in variable-type accounts</li> </ul>		
DECISION	Motion to approve treasurer's report: Bethany Beatty Motion seconded: Randy Noecker Motion carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 6. COMMITTEE REPORTS

GROUP

DISCUSSION	<ul style="list-style-type: none"> <li>Nominating committee (Bethany Beatty):             <ul style="list-style-type: none"> <li>Cindy Smith and Sherrie Chalstrom have agreed to serve on the nominating committee</li> <li>Janel McGovern volunteered as secretary-elect; any members who are interested in being a nominee for any of next year's elected positions are encouraged to contact the nominating committee</li> </ul> </li> <li>Fundraising:             <ul style="list-style-type: none"> <li>Box Tops for Education (Chandra Riley) and HyVee Cash 4 Students (PTA): final turn-in for this year is Friday, May 3rd; both programs will repeat next year, so be sure to keep your Box Tops and Hy-Vee receipts over the summer to turn in next fall</li> <li>Wendy's Night (PTA): next date will be cancelled due to construction of the new Wendy's building at the same location</li> </ul> </li> <li>Volunteer Coordinators (Rebecca Jordan and Mary Jean Frank):             <ul style="list-style-type: none"> <li>Monthly hours will be added to the PTA website</li> <li>Push for all volunteers to make sure there is a signed disclosure card on file before volunteering in the building</li> </ul> </li> <li>Yearbook (Rebecca Jordan and Bethany Beatty):             <ul style="list-style-type: none"> <li>Pages turned in April 1st with delivery scheduled for May 24th</li> </ul> </li> <li>Teacher appreciation (coordinator needed):             <ul style="list-style-type: none"> <li>Instead of gifts or food, the board has elected to make a donation to the Harding IMC in honor of the teachers/staff</li> <li>Pies will be dropped off for the office staff in recognition of Administrative Professional's Day along with a note of thanks for their assistance (Bethany to coordinate)</li> </ul> </li> <li>8th Grade Celebration (coordinator needed):             <ul style="list-style-type: none"> <li>Need 2-3 parent volunteers to help set-up and clean-up</li> </ul> </li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 7. NEW BUSINESS

OPEN TO THE GROUP

DISCUSSION	<ul style="list-style-type: none"> <li>Harding membership awards (as previously anticipated) were received from the state convention</li> <li>The state PTA will be re-instating the School of Excellence program – look for more information online</li> <li>Janelle McGovern will be the state legislative chair next year</li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None	None	None	

#### 8. CONFIRM DATE AND TOPICS FOR NEXT BOARD MEETING

OPEN TO THE GROUP

DISCUSSION	<ul style="list-style-type: none"> <li>Next general meeting is Monday, May 20, 2013 at 6:00pm</li> </ul>		
DECISION	Not a voting item		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Distribute agenda and previous minutes	Rebecca / Bethany	Before next meeting	
ADJOURNMENT	6:30 p.m. meeting adjourned		
MINUTES SUBMITTED BY	Bethany Beatty 05/20/13		
MINUTES APPROVED BY	Board		

# GENERAL MEETING ~ HARDING MIDDLE SCHOOL PTA

DATE: 05/20/2013

TIME: 6:00 PM

LOCATION: HARDING IMC

MEETING CALLED BY	PTA Board
ATTENDEES	_____ members present; attendance list filed with volunteer coordinator
APPROVAL OF AGENDA	

## AGENDA TOPICS

1. **CALL TO ORDER; REVIEW AND APPROVE PREVIOUS MINUTES AND CURRENT AGENDA** President
  
2. **PRINCIPAL'S REPORT** Principal
  - Open discussion
  
3. **PRESIDENT'S REPORT** President
  - Incoming 6<sup>th</sup> grade Parent Info Night was a great success – Thank you to everyone involved
  - Discuss alternatives to Constant Contact – while it's a great resource, it's pricey for how we utilize the service
  - Thank you to everyone who helped with this year's Harding PTA – we couldn't have done it without you!
  
4. **TREASURER'S REPORT** Treasurer
  - Beginning and ending balance in PTA general account
  - Review of general account activity (since last meeting and anticipated coming activity)
  
5. **COMMITTEE REPORTS:** Present Committee Members / PTA Board
  - Fine Arts Award (Rebecca Jordan):
    - Congratulations to this year's winners: Brandyn Coverdill, Allison Kegel, Arshi Munjal and Ellie Pereboom
  - Fundraising:
    - Box Tops for Education (Chandra Riley): Any box tops collected through the end of school will be kept for Fall turn-in
    - HyVee Cash 4 Students (PTA): Final amount for '12-'13 was \$186,393.87 for \$931.26 donation from Hy-Vee
  - Volunteer Coordinators (Rebecca Jordan and Mary Jean Frank):
    - Thank you to Mary Jean for everything you have done for Volunteers at Harding – Good Luck at Kennedy!
    - 1-2 openings for Volunteer Coordinator for 2013-2014 school year
    - See updated listing of outstanding disclosure cards
  - Yearbook (Rebecca Jordan and Bethany Beatty):
    - Delivery scheduled for Friday, May 24<sup>th</sup> – look for announcements for date and time of distribution
  - Teacher appreciation (Coordinator Needed):
    - Donation to IMC in honor of Harding Teachers in the amount of \$200
  - 8<sup>th</sup> Grade Celebration (Coordinator Needed):
    - Discuss overview of plans
    - Need 2-3 parent volunteers to help set-up and clean-up
  
6. **2013 – 2014 BOARD NOMINATIONS & VOTING** Nomination Committee / Membership
  
7. **NEW BUSINESS** Group
  - Look at and/or announce meeting dates for next school year
  
8. **UPCOMING MEETINGS AND EVENTS / CLOSING COMMENTS** Group
  - June 3, 2013 – 8<sup>th</sup> Grade Celebration

ADJOURNMENT	_____ p.m. meeting adjourned
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# GENERAL MEETING – HARDING MIDDLE SCHOOL PTA

## MINUTES

MAY 20, 2013

6:00 P.M. – 7:15 P.M.

HMS IMC

MEETING CALLED TO ORDER	at 6:00 p.m. by Rebecca Jordan
ATTENDEES	8 members present; attendance list filed with volunteer coordinator (quorum present)
APPROVAL OF AGENDA	the agenda was unanimously approved as distributed

### Agenda topics

#### 1. APPROVE CURRENT AGENDA AND PREVIOUS MEETING MINUTES

**GROUP**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Call to order; approved current agenda and previous meeting minutes</li> </ul>	
DECISION	Motion to approve current agenda: Linda Reysack Motion seconded: Janel McGovern Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 2. PRINCIPAL'S REPORT

**LINDA REYSACK**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Winding down the year</li> <li>▪ Students are excited about the yearbook; distribution to take place on 5/29 or 5/30</li> <li>▪ Schedule for the last day of school (6/3/13) is team activities for 6<sup>th</sup> and 7<sup>th</sup> graders and the promotion ceremony and reception for 8<sup>th</sup> graders; school will be dismissed at 11:15 a.m.; no lunch will be served</li> </ul>	
DECISIONS	Not a voting item	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

#### 3. PRESIDENT'S REPORT

**REBECCA JORDAN**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ The informal orientation and tour for incoming 6<sup>th</sup> grade parents was held on May 7<sup>th</sup>; this format still works well and is appreciated by parents; thank you to everyone who helped present information and coordinate the details</li> <li>▪ The board has recommended that our contract with Constant Contact be cancelled; Constant Contact is a resource for sending emails and newsletters; it's agreed that it is a good tool, but that it's not cost effective for the way we have utilized the service during the 12-13 school year; the board will pursue other ways to share information with members next year</li> <li>▪ Rebecca thanked everyone who has helped the PTA this year and recognized board members who are changing roles</li> </ul>	
DECISION	Not a voting item	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Look for alternative to Constant Contact	Rebecca / Bethany	Before fall

#### 4. TREASURER'S REPORT

**SHERRY SULLIVAN**

DISCUSSION	<ul style="list-style-type: none"> <li>▪ Beginning balance of \$11,755.94; ending balance of \$8,180.56 in PTA general account</li> <li>▪ A review of general account activity (since last meeting and anticipated coming activity) is shown in the report</li> </ul>	
DECISION	Motion to approve current agenda: Janel McGovern Motion seconded: Robert Riley Motion carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

## 5. COMMITTEE REPORTS

GROUP

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ Fine Arts Awards:                             <ul style="list-style-type: none"> <li>– Congratulations to: Brandyn Coverdill, Allison Kegel, Arshi Munjal and Ellie Pereboom for being named as this year's PTA Fine Arts Award recipients; students received award letters on May 10<sup>th</sup>; certificates will be presented along with a \$200 check during the 8<sup>th</sup> grade promotion ceremony on the last day of school</li> </ul> </li> <li>▪ Fundraising:                             <ul style="list-style-type: none"> <li>– Hy-Vee Cash 4 Students (Rebecca Jordan): final receipt total for the '12-'13 school year was \$186,393.87 which resulted in a donation of \$931.26 for Harding; collection will continue through the summer for the '13-'14 school year</li> </ul> </li> <li>▪ Volunteer Coordinators (Rebecca Jordan and Mary Jean Frank):                             <ul style="list-style-type: none"> <li>– Still missing around 90 yellow volunteer cards for known volunteers; building check-in procedures will be enforced to encourage volunteers to sign in and complete the card if they haven't already</li> <li>– Rebecca thanked Mary Jean Frank for her efforts this year</li> <li>– There are 1 – 2 openings for volunteer coordinator(s) next year; Rebecca would like to have a shadow next year</li> </ul> </li> <li>▪ Yearbook (Rebecca Jordan and Bethany Beatty):                             <ul style="list-style-type: none"> <li>– Delivery is scheduled for May 24<sup>th</sup>; distribution to students is scheduled for May 29<sup>th</sup> or 30<sup>th</sup>; look for announcements for dates, times and the availability of any extra copies for sale</li> </ul> </li> <li>▪ Teacher appreciation (coordinator needed):                             <ul style="list-style-type: none"> <li>– Instead of gifts or food, the board elected to make a donation to the Harding IMC in honor of the teachers/staff in the amount of \$200; this was well-received; Mrs. Geers wrote a thank you note to the PTA</li> </ul> </li> <li>▪ 8th Grade Celebration (coordinator needed):                             <ul style="list-style-type: none"> <li>– Rebecca and Bethany will purchase necessary supplies for reception; Mrs. Reysack, Rebecca, Bethany and Sherry (if available) will setup for the reception on Sunday 6/2/13 at 6:30 p.m.; student leadership will provide a few students to help set-up / clean-up during the event; Rebecca and Bethany will be there during the celebration to coordinate the reception</li> </ul> </li> </ul>		
<b>DECISION</b>	Not a voting item		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None	None	None	

## 6. 2013-2014 BOARD NOMINATIONS AND VOTING

NOMINATION COMMITTEE

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ Election of next year's board members (see script and nomination committee report for details)                             <ul style="list-style-type: none"> <li>– Sherri Chalstrom and Cindy Smith from the nominating committee presented the slate for election and no additional nominations were present from the floor</li> <li>– Rebecca Jordan is president elect; Bethany Beatty is vice president elect; Sherry Sullivan is treasurer elect; Janel McGovern is secretary elect; Robert Riley will continue as the Fundraising Chair (not an elected position)</li> </ul> </li> </ul>		
<b>DECISION</b>	Motion to elect the nominated board slate for 2013 - 2014: Sherri Chalstrom and Cindy Smith Motion seconded: Linda Reysack Motion carried unanimously		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Transition open items to new board	Board	Before June meeting	

## 7. NEW BUSINESS

OPEN TO THE GROUP

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ An end-of-year survey was suggested; format and content was discussed</li> <li>▪ Janel McGovern announced that the National PTA School of Excellence program is being revived; see form</li> <li>▪ A question was asked about the pending changes to the grade level team structure at Harding next year; Mrs. Reysack explained that the objective was to eliminate disparity between teams, to promote collaboration between all staff members and to allow for more flexibility in responding to individual student needs                             <ul style="list-style-type: none"> <li>– A follow up question was asked about how the proposed changes are being received by staff members; Mrs. Reysack and the teachers who were present explained that they are being careful in their transition planning to not lose any of the positive things that are happening in the current model, that they are excited about sharing best practices, and that they see this as an opportunity to be more curriculum focused</li> </ul> </li> </ul>		
<b>DECISION</b>	Not a voting item		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None	None	None	

## 8. CLOSING COMMENTS

OPEN TO THE GROUP

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ General meetings will resume next fall; have a good summer</li> </ul>		
<b>DECISION</b>	Not a voting item		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None	None	None	
<b>ADJOURNMENT</b>	7:15 p.m. meeting adjourned		
<b>MINUTES SUBMITTED BY</b>	Bethany Beatty 06/18/13		
<b>MINUTES APPROVED BY</b>	Board		

