

**SOMERVILLE HIGH SCHOOL PTO  
OCTOBER 25, 2023 GENERAL MEETING MINUTES**

**Time:** 7:30 PM

**Location:** SHS Media Center

**Attendance:** Mr. Foley (Principal SHS), Tom Ciesla, Rebecca Patrick, Janos Szeman, Danielle Bowden, Nancy Douglas

1. **Meeting Called to Order** by Tom Ciesla at 7:35 PM

2. **Principal's Report:**

- Block Scheduling went into effect as of start of school year. Last year presented to all students, visited other high schools to observe. Decided on A/B scheduling. Working well, will be making some changes as needed next year. In November will meet with student advisory committee for feedback. Will also send out surveys for feedback. Change implemented for this year: no more skipping period 3 on short session days – will hold all 4 periods at 62 minutes each.
- SHS Newsletter – comes out 1x/month at beginning of month. Send PTO info/announcements to Geraldine Barrows/Mr. Foley.
- Daily Bulletin – the morning announcements made by the student council are listed. Longer HR period allows for athletic accomplishments to be announced also.
- Class meetings – held in September.
- Back to School Night – held in September, first in-person one in several years.
- Guidance has held Senior Parent Night, Financial Aid Night, Navigating the High School experience.
- October events: Week of Respect, Red Ribbon Week, Violence Prevention Week - \*\*Danielle asked Mr. Foley to announce Project Graduation when announcing info during Red Ribbon Week.
- PSAT – given to Sophomores and Juniors (First Digital version).
- Freshman Activities Fair held during PSATs – led by Peer Leaders.
- March 2024 – all SATs will be digital – SHS will no longer be a testing site.
- Upcoming Events:
  - o Marching Band States – October 28
  - o Best of Broadway – October 30
  - o End of Marking Period – November 8
  - o Movie Community Night (Interact & Genesis Club)
  - o NJEA Convention – November 9,10
  - o Short Session Day/Thanksgiving – November 22, 23,24
- Commended students and Students of the Month were announced.

3. **Old Minutes** – Last available minutes are from January 2023

#### **4. Officer's Reports:**

- President, presented by Tom Ciesla
  - The new board is adjusting to their new roles, getting an understanding of what had to be done, looking at by-laws, budget. Membership is low, and we would like to campaign to raise membership, awareness, engage more parents. Keeping committees status-quo for now but would eventually like to incorporate new ideas. Trying to determine controls needed for budget, social media.
- Vice-President, presented by Rebecca Patrick
  - Need to promote membership.
  - Want link for ability to just donate.
  - Mid-November till end of year – offer free membership – just sign up?
  - 76 members so far.
- Treasurer, presented by Janos Szeman
  - Janos needs access to CheddarUp, TD Bank account.
  - Income (est): \$2700+ spirit wear sales at football, \$5000+ overall
  - Expenses (est): \$274.27 Freshman B'fast, \$82.16 Fill the Fridge, \$6,073 Personalized Para. Spirit wear

#### **5. Committee Reports:**

- Looking for 2 more co-chairs
- Balloons in June:
  - \$15000 income, \$8500 expenses.
  - Price of helium/balloons higher this year – looking for new vendors.
  - Look into updating how forms are done.
- Spirit Wear
  - 75 online sales - \$3675 in sales
  - Fee of 4-6% now (via cheddarUp?) – maybe adjust price to cover fee?
  - Determine what kind of profit margin we need – Place larger orders for things we know sell well. We get largest discount for ordering 50+ orders, so maybe start allowing pre-ordering.
  - Alumni shirts – add? Heidi Manz does design, reach out to SHS Art teacher to see possibility of art student designing.
  - Possible need for online chairperson and in-person chairperson.
- Social Media – investigate streamlining what gets posted and how often.
- Project Graduation – looking to shorten by 1 hour.

#### **6. Unfinished (Old Business)**

- Ratify budget for 2023 – 2024 – done.
- Ratify changes to PTO By-laws – done.

## **7. New Business**

- Staff Appreciation (week of May 6-10) – Need chairperson. In 2023 Anita Ramdel decorated, Dana Laducci ordered food from Surf, Turf and Earth, signupgenius was used for volunteers for desserts, etc.
- Senior t-shirts, signs – Nicki Young will do?
- Prom Flowers/Corsages (May 17) – need chair.
- Ice Cream Social (June 12) – Nicki Young will once again chair. Should we honor Lisa Vidal somehow, as she was involved with this?
- Graduation Concessions (June 20) – Need chair – Graduation scheduled for 4:00 PM.
- Freshman Orientation (August 2024) – PTO provides t-shirts – need chairperson.
- Administration Assistance Day – April 24 – PTO would like to acknowledge SHS Administrative Assistants. SHS has 6 AA.

**Next Meeting** Scheduled for February 28, 2024, at 7:30 PM in the SHS Media Center.

**Spring Meeting** Scheduled for May 8, 2024, at 7:30 PM in the SHS Media Center.

**Meeting Adjourned** at 9:15 PM

**Minutes compiled** by Nancy Douglas, Recording Secretary