

**SOMERVILLE HIGH SCHOOL PTO**  
**FEBRUARY 28, 2024 GENERAL MEETING MINUTES**

**Time:** 7:30 PM

**Location:** SHS Media Center

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

1. **Meeting Called to Order** by Tom Ciesla at 7:25 PM

2. **Principal's Report:**

- Senior end of year packets will be posted to their Google Classrooms soon (don't want to post too early)
- 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.
- Mid-year Class meetings.
- Students, Staff of Month announced (see SHS website for names)
- Student/Staff Recognitions – Unity Coin, Consumer Bowl, Choir
- Clubs/Activities – music, chorus, student council, mock trial, Valkyrie, BSU events. Would it be possible to put ad for Project Graduation in Valkyrie?
- Athletics – spring registration open, student athletic accomplishments highlighted.
- Upcoming Events – College Fair, Prom, etc. (see SHS website for details)
- Upcoming Testing – March, April, May
- Pre-prom meeting – Danielle Bowden will speak about Project Graduation – drug free, alcohol free, etc.

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

4. **Officer's Reports:**

- President, presented by Tom Ciesla
  - o Concerned about Volunteers (recruiting) and sustainability of PTO.
- Vice-President, presented by Rebecca Patrick
  - o Balloons in June – looking for new balloon vendor, need deposit for helium, need to get dates for inflation & delivery of balloons to get a sign up genius form out for volunteers. Price of balloons & helium both increasing – do we increase cost per balloon or leave same?
  - o Senior Signs & T's – Sean Decker for signs (\$8/sign, sell for \$10), Pers Para for T's (\$12/T, sell for #20); put on sale by March 15 for delivery early May.
  - o Social Media – grab Instagram posts for our Facebook posts; can Chairs do both Facebook & Instagram?
- Treasurer, presented by Janos Szeman
  - o Will drop off check for \$100 to Drama Club for our ad in the playbill.
  - o Wrote check to Personalized Paraphernalia for \$448 re: spirit wear.
  - o Have \$34,000 in account currently.

## 5. Committee Reports:

- Balloons in June:
  - o See Treasurer's report.
  - o Sold 3200 balloons last year.
  - o Price of helium/balloons higher this year so may choose to increase price.
  - o Last year parents with large bundles came to BSC and picked up their children's balloons – worked out well
- Spirit Wear
  - o Evolving process – working with CheddarUp, seeing what sells.
  - o January/February slow time of year, but still getting orders.
  - o Looking into possibility of doing pre-sale – having store open twice a year for orders (Sept/Oct for December and April/May for June delivery?), so can keep only most popular items on hand.
  - o Alumni shirts – see if Heidi Manz can do design; Pers Para design doesn't really work.
  - o Need to get rid of old swag – give away at 8<sup>th</sup> grade mixer, sports games as prizes?
  - o Possible need for online chairperson and in-person chairperson (to sell at games, etc).
- Social Media – investigate streamlining what gets posted and how often.
- Project Graduation
  - o Werblin Gym no longer available due to construction. Moving to College Ave gym, where there is no A/C, but have rock wall, etc. Asking for \$1000 discount due to move and no A/C. Rutgers will get back to us. Shortening timeframe to 10 PM-3 AM
  - o Last year for Danielle and Tru McKenna – if no volunteers step up to Chair, there will be no Project Graduation next year.
  - o Volunteer Signup list is out/posted.
  - o For PTO Board – Danielle will provide up with donation letters for each board member to send out to 3 businesses

## 6. Unfinished (Old Business)

## 7. New Business

- Staff Appreciation (week of May 6-10) – Need chairperson. Can we come in day before to set up & have 3 deliveries of food so all lunches will get hot food? If no chair comes forward, PTO board will handle
- Prom Flowers/Corsages (May 17) – need chair.
- Ice Cream Social (June 12) – Nicki Young
- 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. What will be provide for them? Small thank you?
- PTO Scholarship – currently provide 2 at \$250 each. Recommended to increase to provide 4 at \$250 each. Janos Szeman brought to motion, Tom Ciesla seconded, all in attendance (Danielle, Nancy, Beth, Rebecca) voted to pass.

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

**Meeting Adjourned** at 8::55 PM

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