

HMS Foundation Meeting

Approved Minutes,

December 14, 2017



Meeting: Thursday, December 14, at 8:30am

Location: HMS Media Center Conference Room

Attendees: Pamela Blass, Jen Wahlen, Amy Kirsch, Matt Evans, Trish McElfresh, Rochelle Patillo, Frey Misghina, Dr. Jackson, Alicia Galloway, Renee Wilson, Alyssa Sali, Sonya Tinsley-Hook, Mary Evans

1. Welcome – Pamela Blass
2. Approval of Minutes – approved
3. Treasurer’s Report – Jen Wahlen
4. STEM Committee report – Dr. Jackson
 - a. STEM presenters: Request to support the STEM day with food for presenters
 - b. Betsy Driskell is the hospitality person for PTSA, can be the go-to person.
 - c. Wax museum was opened to all students - teachers were interested in approaching it with a STEM perspective.
5. Old Business
 - a. Magnets: Winners have been selected, will be announced. Dr. Jackson will send Angie the information and will provide the design to Pamela for production
 - b. Interpreter funding request
 - i. Still working on mechanism to hire. Could be done like a student teacher or an outside vendor (Foundation at Fernbank Elementary has used that mechanism). Information on liability is still forthcoming. Finance department needs to make sure that funding is not comingled in a way that is not within the rules. Briarlake hired a technology coach directly.
 - c. March madness – rising 6th grade parent tour coverage:
 - i. Friday, January 19th - 9:30-10:30 am – Jen Wahlen
 - ii. Friday, February 2nd - 9:30-10:30am – Alyssa
 - iii. Friday, February 9th - 9:30-10:30am – Frey
 - iv. Thursday February 8th - 6:30-7:30 pm – Angie
 - d. Clarification of teacher request procedures – Dr. Jackson will follow up
6. New Business –
 - a. Budget planning with PTSA:
 - i. How to manage requests:
 1. PTSA has no funding request form.
 2. Teachers were recently informed about how to submit request for PTSA funding. MMID team doesn’t have their own line item but would be used.
 3. Communication? PTSA and Foundation can speak at preplanning to explain budget and requests for funding.
 - ii. What does PTSA fund:
 1. Hospitality
 2. Paper
 3. Open House/Welcome
 4. Professional development (SIOP workbooks for example, overlap with Foundation)
 5. Student support:
 - a. Arts and culture (eg. Alice Between)
 - b. Grounds and beautification
 - c. Media center

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- d. School improvement
 - e. Schoolwide events
 - f. Student recognition/honors day
 - g. Field trip
6. School store/spirit wear – tends to balance out.
 7. Goals: PTSA aims to be a net-zero balance, need some forward funding for start of school year and emergencies.
 - a. Bylaw states that funds of more than \$2500 need to be approved by membership.
 - b. Could amend the budget to send money back to foundation for collaboratively funded items like Alice between, or SIOP books, if there is a larger balance.
 8. What are the criteria?
 - a. Funding criteria are not detailed, but the aim is to benefit the larger community
 9. Future PTSA planning will emphasize the Teacher part of the organization, and get students more involved.
 - a. No line item for children in need
 - b. Principal's discretionary fund is only \$200
 - c. Funding can be a hierarchy – ask the community first, then the PTSA, and foundation can back up the PTSA if funds are depleted.
 10. Club fees:
 - a. Some clubs charge, others don't.
- b. Review collaboration procedures with PTSA – these are in line with our current practices
[http://district9pta.my-pta.org/Content/22_106/Files/Best Practices for a Positive Working Relationship Between Foundations and PTAs Update.pdf](http://district9pta.my-pta.org/Content/22_106/Files/Best_Practices_for_a_Positive_Working_Relationship_Between_Foundations_and_PTAs_Update.pdf)
 - c. Succession planning – Renee, Shirley, and Jen have children who will move on to high school. New treasurer needed. Further discussion postponed
7. Adjourn –

HMS Foundation Meeting: Thursday, January 18, 2017 at 8:30 am