



12/13/2016  
 10:00-11:30  
 HMS

**Meeting called by:** Bethany Torino **Type of meeting:** HMS PTO AGENDA

**Facilitator:** **Note taker:** Carrie Buchanan

**Timekeeper:** Carrie Buchanan

**Attendees:**

Carrie Buchanan, Bethany Torino, Blyth Saye, Marci Carter, Katy Bert, Stephanie Manis, Angie Basham, Roberta Fichter, Tracy Keller

**Please read:** Agenda December 13, 2016

**Please bring:** Updates

### *Minutes*

**Agenda item:** Invest in Technology **Presenter:** Bethany Torino

**Discussion:** Postpone Campaign  
 Project to raise money for COW's

**Conclusions:** Postpone until proper planning and agreement can be made

<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Meet with Dr. Finch to resolve campaign issues	Bethany Torino	ASAP
✓ Implement plan of action, meet with PTO on resolution	Bethany Torino	01/17/2017
✓ Launch January 28th	Bethany Torino	01/20/2017
✓		

**Agenda item:** Dodge Ball for COW's, January 28, 2017 **Presenter:** Bethany Torino

**Discussion:** Active date, evaluate waiver, signs, DJ

**Conclusions:** Set up waiver and add Dodge for COW's to Flyer/Sign

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Check facility for scheduled date	Bethany Torino	ASAP
✓ Add Dodge for COW's to sign/flyer	Marci Carter	01/01/2017
✓ Contact Dayo for DJ	Bethany Torino	ASAP
✓ meeting		OPEN

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**Agenda item:** Photo's with Santa, December 20, 2016

**Presenter:** Bethany Torino

**Discussion:** Outline of event, arrive at 1:00pm

Persons assigned to position, event form for picture, location of picture development, organize photo document, tables, kiddo line

**Conclusions:** Position people,

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Arrive at 1:00 for set up of organizing	All parties involved	12/20/2016
✓ Take money day of event	Roberta Fichter	12/20/2016
✓ Pictures to homeroom Teacher	Bethany Torino	12/20/2016
✓ Set up tables, photo with Santa at bus loop line	PTO Party	12/20/2016

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**Agenda item:** HMS Concrete Sign on field

**Presenter:** Angie Basham

**Discussion:**

Update HMS on field.

**Conclusions:** Get authorization for Field Sign update

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Get authorization for project	Bethany Torino	open
✓ Get documented quote	Angie Basham	open
✓ Submit quote to Bethany	Angie Basham	open
✓ Meeting		<b>OPEN</b>

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## **Other Information**

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**Resources:** *Email Stephanie to review online Financial Software*

**Special notes:** **Bethany**

- **Pay PBIS for requested of funds**
  - **Gift for Teachers**
  - **confirm date for 8<sup>th</sup> Grade formal, Dodge for COW's and other activities scheduled.**
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