

## Silver Hill Horace Mann Charter School

**PTO Meeting Notes:**

September 11, 2017  
Library, 6:00pm

*Attendance: 34 participants*

Call to order 6:00pm

Introductions of PTO and parents present.

Margaret Shepherd

- Coffee with the Principal is September 26<sup>th</sup> -this month presentation will be on PBIS (Positive Behavior Interventions and Supports). Information will be coming home.
- Charter Schools have an intense recruitment plan – this year we doubled our ELL population. Now 18%! We connected with the Mt Washington Alliance (which supports this neighborhood). They are doing a Walk for Peace and it will be ending at Silver Hill! They will need some volunteers.
- Please be sure that you are receiving Mrs. Shepherd's weekly emails. Contact Sara Sanchez in the main office to add your email address if you are not receiving the emails.
- Any questions, as always call and email Mrs Shepherd

Treasurer's Report – Andrea Barman

- (Packets shared) Breakdown of where we will be at and where we are now
- No fundraising money yet
- August reconciliation
- By-laws state we have to have a budget in place by October. Next month we need to vote on the budget.

Silver Graphics Fundraiser – Sheila Jamieson (Art Teacher)/Kerry Heusser (parent)

- Art work is completed in the art room and then parents have an opportunity to by things with their child's art work on it (water bottles, t-shirts, keychains etc)
- Money raised is split between art department and PTO
- Love volunteers to help out with all phases
- Completed artwork will be sent in by 10/25. Products to be in by December 18<sup>th</sup> for holidays.
- Will display products from past orders in the art room for the kids to see.
- Dec 18<sup>th</sup> – will need volunteers to help distribute products to children (will use sign-up genius)

PBIS – funding request (Mrs. Shepherd)

- For demonstrating ROARS behavior, an entire class can earn a class “paws”. Tickets are given out to individual students when demonstrating ROARS behavior.
- Teachers have prize boxes in each classroom for individual students to cash in their tickets.
- Request for funding is to help teachers start their “treasure box”. There are 26 classrooms each requesting \$50.
- Vote: approved
- *Question: Can a parent do anything to help? Answer: Sure! Contact the individual teacher and ask.*

#### Box Tops - Colleen

- Box tops coupons raise money for the school/PTO. Last year raised about \$2,000.
- Parents cut out box tops on various house items, place 50 box tops in a Ziploc bag, add child’s name to piece of paper and also place in the bag
- Box tops turned in to teacher and will be collected/counted 1<sup>st</sup> week of the month.
- Check expiration dates of the box tops! Ask family members to collect too!
- 8 student winners each month will receive \$5 school gift certificate to school store
- Market Basket has a sweepstake in September for box tops. If you see entry form at Market Basket pick one up and turn it into school for an entry. \$500 grand prize for Silver Hill!

#### Foundation update:(given by Andrea and Helen on behalf of Devan)

- Foundation has taken on a lot of the financial burden of having to take on legal counsel for the Charter. Currently the Foundation does not have the reserves to pay for legal counsel’s invoice of \$1972.50 and is asking for the PTO’s support.
- Pie fundraiser and mattress fundraiser are both Foundation fundraisers coming up.
- If Silver Hill continues as Innovation then the Foundation will continue. If Silver Hill folds back into public school district, then Foundation will stop.
- However, need to keep legal counsel on retainer to make sure we are in compliance especially in the closing of the Charter.
- Legal costs are huge for the closing
- *Question: Do we typically help to pay the Foundation’s invoices? Answer: No, but Foundation helps to support: operating costs, teachers and curriculum. Charters usually run above public budget by about \$30,000. Only recently have we retained legal counsel (should have all along). Lawyers are working directly with DESE and Charter – to make sure the transition plan is smooth and that we have what we need going forward.*
- *Question: Going forward what will curriculum will be? Answer: Looking closer at what is different at Silver Hill. Transition Plan is in the works – School committee asking for the plan to be in writing. There is a difference in funding so that will come up. If money is divided as “per pupil” our PD should continue.*
- *Could they take away what we have? Right now we have about 6 grants that equal 300,000 (compared to 4.7 million at HPS) most went to staffing. Lucy Caulkins writing program is part of it.*
- *Question: What happens to the Foundation money if it folds? – Answer: Money goes back to HPS if PTO is not set up as a non-profit (which is currently being pursued).*

- *Comment: PTO fundraisers are advertised to help pay for field trips and not legal counsel...*
- *Question: Could it be loaned to the Foundation?*
- *Question: Do we work together in this unique situation as the charter is closing and we have had to retain legal counsel?*
- Erin Klein/PTO Attorney (pro-bono!) comments: Helping PTO with draft of bylaws, creating corporation, getting tax exempt status. The goal is for the PTO to be a separate, independent corporation and should be tax exempt. But nowhere do the Bylaws state that we could help Foundation if needed. Think about what record do we want to create here. If the group decides it's appropriate to pay for legal expenses, think about upcoming invoices. *Suggestion:* If PTO wants to be able to help/support the Foundation, one example would be to give to Foundation say \$3,000 to assist them and let them choose how they spend it.
- *Question: Could the Foundation estimate what their financial needs might be for the year? Could not answer*
- *Question: Is the PTO in good shape financially – to help Foundation? Budget is we fundraise and then pay for things. Yes, PTO has the funds.*
- Plan: hold off until October meeting – to get more info from the Foundation
- Plan: Margaret recommended sit down between PTO and Foundation to review the itemized legal invoice.

Erin Klein – Bylaws legal review update:

- Currently there is a Tax ID number with “PTO”. Will look into if we just move on and create a new entity or use same number and rename.
- Confirm: We want to be a non-profit in MA and non-profit status with the IRS (to get tax deductible donations). To be a group of people (either a corporation or partnership or LLC) we want to be a formal entity, a “corporation”. We are doing this for charitable purposes. Puts us under attorney general’s office, and secretary of state for monitoring.
- Reviewed the Bylaws draft, some feedback for PTO: There is a lot more detail than what is typically seen. One question- do you want everything in one document? Or for example financial policy as a separate document. Bylaws are very strict and hard to amend. Might be easier to separate out our financial policy because needs may change (for might need to add a 4<sup>th</sup> signer to bank acct so just revise that one policy and not the entire by laws). Conflict of interest policy could also be separate. Fiscal policy separate – easy to hand one sheet to new treasurer etc. Not losing the policies but just separating out the pieces (so easier to update if needed). Another piece of feedback, by-laws usually shorter, also absent was notices for meetings. Clarifying question: positions 1 or 2 year? (Agreed 1 year with one renewal)
- Plan: Erin will complete a revision given her feedback and share at next PTO meeting.
- Andrea will repost current draft of Bylaws for parents to read

Celtics Fundraiser - Erin Sadek

- Potential SH family night out to be revisited at future meeting

Other:

- Any communication sent home to parents need to be translated to Spanish

**Next meeting:**

- Foundation update with projected financial support needed from PTO
- Feedback regarding itemized legal invoice from Mrs Shepherd/Foundation/PTO meeting
- Erin Klein (?) – Share revised draft of Bylaws
- Formal vote on PTO budget

Meeting Adjourned 8:22 PM