

**Hingham High School PTO Meeting Minutes**  
**Thursday, February 4, 2016**  
**9:30 am**

**Present:**

Libby Lewiecki, President, Claudia Eaton, Co-Treasurer, Laurie Freeman, Secretary, Katherine Forbes, Chair of Hospitality, Liz Bienfang, Chair All Town PTO, Mike Betts, parent, Jennifer Henrickson, Assistant Principal.

**Assistant Principal's Report**

- a. Administrative - HHS has started 18-month self study process in preparation for NEASC (New England Association of Schools and Colleges) decennial accreditation review which is scheduled for 9/24-27 of 2017. Chairs and members have been assigned for the 7 committees that address school performance on the 7 standards on which NEASC accreditation is based. Endicott survey offers one opportunity for students, teachers and parents to provide input – has been advertised in the bulletin. Students are scheduled to take survey during class time.
- b. Academic - Mid years are over, fewer illnesses & make up exams than usual. Grades are in, everything is in X2, eligibilities for extracurriculars are reported:
- c. Social – Clash of the Classes is scheduled tonight in the gym

**Treasurer's Report**

- a. Claudia distributed Statement of Activity showing snapshot of the budget and reviewed line items.
- b. Claudia reported that she met with Suzie MacKay, Chair of Senior Night to develop draft budget in rough numbers, successfully tested paypal account which will facilitate student admissions payments to flow directly into PTO account.

**Secretary's Report**

December 3 Meeting Minutes approved.

**Old Business**

- a. Pretty little things – successful fundraiser, hope we have continuing relationship
- b. Town meetings (Advisory Committee) on school budget ongoing
- c. Sepac - Presentation of shut up sisters

**New business**

- a. Gift cards for teachers – discussion on how to ensure that process conforms to legal restrictions. Investigate possibility of HHS secretary recording cards (Ms. Hendrickson will inquire), incorporate policy into PTO bylaws
- b. Discussion on creating mobile bulletin board to showcase “thank you” cards from students for PTO sponsored events

- c. PTO Bylaws – update in process
- d. Advertisement for Jon Mattleman – members assigned to advertise on local TV channel, posters across town, emails to schools, school Bulletin, Hingham Journal, Facebook
- e. **MOTION** to approve \$50 expenditure for Mattleman – **APPROVED**
- f. Proposal to add financial chair of Senior Night to executive board for next year – write into bylaws
- g. Minigrants expended – funds needed for Shakespeare event