

## **Hingham High School PTO Meeting Minutes**

**Thursday May 5, 2016**

**9:30 am**

**Present:** Libby Lewiecki, President, Barbie Dwyer, Vice President, Claudia Eaton, Co-Treasurer, Laurie Freeman, Secretary, Cynthia Gallo, School Committee, Liza O'Reilly, School Committee Paula McCann, Principal.

### **A. Principal's Report:**

1. Tuesday (May 10) HHS will implement new election procedure to minimize disruption to school day: voters will enter and leave through gym, parent drop off and pick up in rear of building will be temporarily suspended
2. Century Club invites sent – Paula will email parents to explain the honor / events - Kate Bailey, a recent graduate will be speaker at event re: her work at a non-profit.

### **B. School Committee Update**

1. Responding to HHS PTO request for information on potential volunteer liability at Senior Night and inquiry regarding need for PTO insurance in general – Cynthia indicated that according to John Ferris, HPS Business officer, all volunteers at a school event are covered by HPS insurance so long as the event is associated with students – the only open question is whether parent volunteers are covered when children are not present – so far the only PTO in Hingham that has purchased insurance is East (acquired through PTO Today, at \$800 annual fee.)
  - senior night volunteers covered unless seniors are somehow defined as non students after graduation)
  - discussion about putting indemnification clause in HHS PTO bylaws
  - recommend discussion with All Town PTO whether to purchase insurance for all PTOs, perhaps get a discount when signing up multiple schools
2. Discussion whether to combine all PTOs into one organization, or whether to organize all PTOs to become 501(c)(3) non profit
3. SC received great feedback re: counseling night, with request that students be invited to attend as well
4. Town Meeting did not fund new items in HHS budget request regarding gym renovation, wellness center and new teacher hire – neither Advisory Committee nor Board of Selectman recommended – requests considered to have merit but must wait in line for other capital commitments such as fire station and increased Town Hall parking – will consider down the pike
5. SC thinking “big picture” about technology- addressing challenges regarding chrome books, ipads (warranties running out, repair issues). Derek Smith and others on tech committee are developing policies regarding tech acquisition and maintenance.

6. New Master Plan – HPS hired a facilities manager last year (shared with the town) who is in process of doing inventory of all buildings in town and will issue a report in June – then SC will conduct an enrollment study and develop a new Master Plan.
7. HPS hiring new Assistant Superintendent - interviews in progress, finalists will be announced to public.

#### **C. Treasurer's Report**

Claudia presented the Statement of Activity.

#### **D. Secretary's Report**

**Motion to approve April meeting minutes. In favor: all, Opposed: none**

#### **E. Board of Directors for 2016-2107**

A few openings still available including VP and Hospitality  
Group of 8 women interested in planning Senior Night for next year

**Motion to accept slate of candidates. In Favor: all, Opposed: none**

#### **F. Budget for 2016 - 2107**

The Executive committee drafted next year's budget, new adds:

- Principal's fund for \$800
- PTO contribution to Students in financial need fund \$250
- History Day \$500
- Increase for mini-grants to \$10,000
- Spirit Committee reduced to \$50 as a place holder line item now that student involvement is up and running

**Motion to Approve 2016-2107 PTO Budget. In Favor: all, Opposed: none**

#### **G. New Bylaws**

1. The Executive Committee drafted new bylaws after review of South and East School bylaws - changes reflect current procedure / policies followed by PTO, for example, permitting Executive Board votes to occur by email
2. future issues to consider: a nominating committee for board candidates, indemnification clause, new positions for Executive Board
3. Still under review - whether to add Financial Chair of Senior Night to Executive Board

**Motion to Approve New Bylaws. In Favor: all, Opposed: none**

#### **H. Some important achievements for 2015-2016 Year**

1. Second consecutive year with balanced budget

2. Claudia diligently switched accounting over to Quickbooks
3. Consolidated PTO and Senior Night funds

**I. Pending issues to address next year**

1. Pursue 501(c)(3) status – can apply online, AG office helpful – Form 1023 – Cynthia may have copy of East application that she can share – she had help from Steve Snow who is an accountant – annual updates required after acquiring status
2. Consider PTO Today fundraiser option: online company selling note cards, photo cards that will give percentage of sale to school of choice – Claudia has info.