



HGS Parent Forum Meeting Minutes

Date/Time: Monday Sept 21, 2015

Place: HGS multi-purpose room

Chair: Megan Swann, PF President

Number of Members Present: 20 members, 5 officers: Megan Swann, Cindy Cox, Susan Hynds, Kerri O'Boyle, Renee Samuel, Kristin McCann, Maria Rozaieski- Principal, 2 HGMICS Board Members- Louis Nivert and Susan Trussler

Agenda:

- Welcome
- Parent Forum Officer Introduction
- Parent Forum Meeting Dates for 2015-2016 School Year
- Overview of Parent Forum
- Parent Forum Events, Activities and Initiatives
- Parent Forum Communication
- Parent Volunteer Online Survey and Sign Up
- Family Fun Events: Adventure Zone
- Fundraising Events and Efforts
- School Store
- Yearbook
- Enrichment Programs and Clubs
- Teacher Donations
- Treasurer's Report
- Teacher Presentation: Larry Baracaia- Special Education, Jeri Hubbard- Title 1 Reading,
- Jade Volchoff- Guidance
- Other Items: Stacy Nivert, Discovery Dollars
- Questions, Comments and Concerns

Meeting Start: 6:30pm
End Time: 8:00pm

Business:

1. Megan Swann introduced the Parent Forum Officers and gave an overview:

President – Megan Swann	swann.megan@gmail.com
Vice President – Cindy Cox	revenueerresults@icloud.com
Secretary – Kristin McCann	xinmccann@gmail.com
Treasurer – Susan Hynds	suziq226@msn.com
Volunteer Coordinator – Kerri O’Boyle	kerri.haza@gmail.com
Fundraising Coordinator – Renee Samuel	vinsmom09@gmail.com

- A. She explained the goal of the Parent Forum (PF) is to help enrich and enhance the overall experience for all students at HG. Many events, activities, and fund raising initiatives occur throughout the year in order to accomplish that goal.

- B. The Upcoming meeting dates for the 2015-2016 School Year are:

Monday, September 21
Tuesday, October 27
Tuesday, December 01
Tuesday, January 26
Tuesday, February 23
Tuesday, March 22
Tuesday, April 26
Tuesday, May 24
Tuesday, June 28

All meetings will be held in the HG Multipurpose Room at 6:15pm

- C. Megan shared some of the events and activities that PF takes part in and why. There are Family Fun nights throughout the year, Enrichment Programs and clubs, Montage Memberships, Field Day, Holiday events, a Fall Bazaar is new for this year among many other efforts. The activities and events hopefully help foster relationships and communication within the HG Community. Some of the events raise funds and all proceeds go back into the school. Some recent examples of how the funds are used were shared. They help fund a Reading Connections Program, purchase music equipment and were given as a monetary donation to teachers and specials to utilize as they see fit.

Information can be found on:

Facebook Page- **Howard Gardner MI Charter School Parent Forum**
School Website- howardgardnerschool.com
PF Blog- hgsparentforum.blogspot.com
Direct email- parentforumHGS@gmail.com

- D. We are always seeking **volunteers** and welcome any input, special talents or supplies that any of our parents and friends may be willing to share at any time during the school year

Volunteer Coordinator, Kerri O’Boyle, shared information about the Parent Volunteer Online Survey and Sign-Up. It can be found on the HG School website. She encouraged everyone to please fill out the survey.

Some specifics about the Form:

-must fill out one form for each child and another for each parent

volunteering

-2 to 3 classroom parents per teacher are needed to act as liaison between parent volunteers and teacher

-Classroom parent should send out a notice to other parent volunteers letting them know who they are and contact information

-If you would like to be included in the School Directory, the information needs to be filled out

-If you did not complete the survey but want to volunteer feel free to contact Kerri O'Boyle. kerri.haza@gmail.com

Information about the classroom wish lists:

- lists will be through Sign-up Genius again and should be available as soon as all of the information from the Volunteer Survey is compiled.

-lists will include items needed by teachers for their classrooms

E. Upcoming **Family Fun Event** is: Adventure Zone 10/1/2015 6:00-8:00

F. Upcoming **Fundraising Events/ Efforts**:

-Magazine Sale information was sent out last Friday. The funds raised are earmarked for the project to fill in the pool.

-Montage Season Passes will be available soon. The contact person is Darren Bamkin.

-Susan Hynds discussed the **new Fall Bazaar Event**.

When: tentatively scheduled for Nov 8th.

Where: HG Multi Purpose Room

What: will have a variety of vendors, artisans and other direct-sale merchants. There will be a basket raffle and face-painting for the kids.

How: There is a \$25.00 cost per table and donation of a raffle item is required.

This is a much-needed fund raising effort as a lot of funds go out in the beginning of the year so this is an effort to replenish funds to use for the remainder of the year.

Any effort to participate would be greatly appreciated. It would be a great place to sell any unwanted (yard sale-type) items that you may have at home. Sale proceeds generated at your table are 100% yours.

2. Joy Nelson talked about the **new School Store**:

-Hours of Operation are M-F 8:00 to 8:30 am and lunch time 11:30-12:15

(It will be open during all Parent Forum meetings)

-It is being run by the 3rd and 4th graders. She showed apparel items available and discussed the school supplies such as erasers, pencils, etc. The items range in price from \$.30-\$30.00. She thanked Battaglia's for providing the clothing at cost to the store.

-The students are currently working on a Product Brochure to send home.

3. Megan Swann shared an update on the Yearbook. A Yearbook Coordinator is needed to get the project back on track. There is already a vendor and a lay out. There are pictures uploaded. What are needed are more pictures and a volunteer with time available to organize the pages and pictures. A professional photographer is not necessary.

4. Megan Swann shared an update on the After-School Enrichment Programs: The goal is to get some preparation and coordination of pilot programs underway. The programs could be yoga, key-boarding, Lego-Building, etc. A parent suggested a MineCraft club as one of the programs for consideration. They would run about 6 weeks for an hour after school. Anyone with any ideas or special skills/talents that they would like to share please contact Megan Swann. There is a high level of interest in a club to make home-made cleaning products as an alternative if anyone would like to coordinate it.

5. Treasurer Report from Susan Hynds:
\$52.00 credit - \$4671.90 Debit = (-\$4619.90)

6. Teacher Donations: Megan Swann noted that the Parent Forum has made a monetary donation to classroom teachers and specials that comprised nearly half of the PF budget. Each classroom teacher received \$250 and each of the specials received \$100.

7. Teacher Presentations:

-Larry Baracaia, Special Education teacher, described the Special education Program at HG. It is a fully-inclusive program with 17 students currently receiving specially designed instruction to help them be successful in the classroom. He suggests visiting www.patten.net for any questions pertaining to Special Education.

-Jade Volchoff, Guidance Counselor, discussed her role in the school. She holds monthly classroom lessons, helps students with conflict resolution, gives one-on-one counseling as needed and has instituted a school-wide positive behavior initiative. She will again be hosting the Career Fair in the spring.

-Jeri Hubbard, Title 1 Reading teacher, described the program as a federally funded program to help at risk students enhance and further develop their reading skills. She stressed the importance of reading to children and encourages us to take advantage of all reading opportunities outside of school.

8. Stacy Nivert discussed Discovery Dollars: It is a program where merchants sell the school gift cards to their stores at a discount. Then members of the HG family purchase the cards from the school at face value. The school keeps the difference. A \$100 card may be given to the school for \$95.00 and then you purchase the \$100 face-value card for \$100 and HG makes \$5.00. The cards are available in the office and she will have them at all Parent Forum meetings as well.

-Stacy will be sending out information about an app that she piloted last year. It can be used now in place of the physical cards.

-She noted that last year Discovery Dollars raised \$4100 for the school last year and that was only from 15 families. Those funds have not yet been distributed.

9. Megan Swann discussed clearances:

Information below can be found on school website:

Per the HGMICS Parent Involvement policy, found on page 14 of the 2015-2016 HGMICS Parent-Student Handbook: **“All parent volunteers are required to have their State Child Abuse, Criminal History, and FBI Fingerprint Clearances on file in the school office.** Clearances must be renewed every three years. The Criminal History Clearance & Child Abuse Clearance can be completed online; the FBI Fingerprinting registration is done online, and the fingerprint scans can be done at the UPS Store in Dunmore. Links to all three clearances are available on the HGMICS website, at the bottom of the homepage.

Please plan accordingly if you wish to volunteer or participate in a class trip or other school activities in which parent volunteers help provide student supervision. Clearances are not needed for parent-teacher meets, classroom observations, teacher-supervised classroom presentations, performances, sports events, or Parent Forum meetings.

****Addendum as of 24 September 2015:** following a change to the regulations, the FBI Fingerprint clearance is ONLY required if volunteers CANNOT meet the following criteria:

the position I am applying for is unpaid; and

I have been a resident of Pennsylvania during the entirety of the previous ten-year period

If you meet BOTH those criteria, you do NOT need the FBI Fingerprint clearance, and can instead sign the “Disclosure Statement Application for Volunteers,” available on the Clearances page of the school website (<http://howardgardnerschool.com/about/clearances/>).

If you do NOT meet BOTH criteria, you must still obtain the FBI Fingerprint Clearance.“