

Signature PTSA Meeting Minutes  
December 13, 2017 (noon – 1:30pm)  
Azzip (give back event)

Meeting was called to order by President Karen Cinelli. Introductions were made.

**Attendance** -- Karen Cinelli, Amy Wolf, Beth Hafele, Jennifer Potter, Amy Hoon, LeAnn Freeman, Cheryl Brice, Tracy McEuen, Kim Wahl, Serena Laroia, and Maria Elena Thompson

**Secretary Report** – Kim Wahl made a motion to approve the November minutes, Serena Laroia seconded. The minutes were approved.

- December birthdays have been sent out.
- Amy Hoon made a motion to approve the below notations regarding the current Signature PTSA bylaws. Amy Wolf seconded. The bylaw changes were approved by general membership. Beth Hafele will forward to Cathy Coffman for approval from the state.
  - PTSA By-Laws Review. Updates due by January 2018. Executive Committee members have reviewed the bylaws. Changes made to bring model into agreement with current National / State model. Only additional change to the bylaws is in Article XI: General Membership Meetings, Section D. Proposed change to read as follows:
  - Nine (9) members shall constitute a quorum for the transaction of business in any meeting of this association. In the event nine members are not present and a vote is needed, members may be called to ensure a quorum is reached.

**Treasurer Report:** The following was reported by Treasurer Amy Hoon

- November ending balance \$18,970.37 in PTSA account.
- No change in the gaming account.
- Financial Assistance check to be dispersed in the amount of \$1500 to the school. Will present to the staff / administrators at the Holiday Luncheon.
- Jason's Deli give-back: \$133.79
- Barnes and Nobel book fair: \$376.07 (this is below the budgeted amount, will continue to watch financials going forward, do not anticipate any issue). Barnes & Noble changed their policy on handing out coupons. Our volunteers could not stand by the escalators nor could we solicit customers on the second floor unless they came to our table near where the students were performing.

**Committee Reports:**

- Hangers Work Event: Amy Wolf. Tuesday, November 14th 4:00 p.m. - 7:00 p.m. work night, 2 Signature students and 2 parents participated in the event. Will plan on doing a hygiene drive during the week leading up to Spring Fling and will have another work night at the Hangers facility in the spring for students and parents.
- Cook Book Project: Amy Wolf
  - Information has been sent out in an all school email. Recipes may be entered at any time. Targeting Spring for printing / selling of cookbooks.
  - Currently only 7 recipes have been entered. Will continue to monitor and address again after the holidays.
- Teacher Snacks: Amy Wolf. December Snacks were served on Wednesday, November 29th
- Holiday Teacher and Staff Luncheon: Kim Rashada. Date Set: Monday, December 18<sup>th</sup>

- Spirit Wear: Maria Elena Thompson
  - Committee members: Tara Blessinger, Karen Cinelli, LeAnn Freeman, Amy Hoon, Jennifer Rusche (pending confirmation)
  - Committee will meet in January to discuss spirit sale timeline and items to be sold, meeting date TBD
  - Vendor: Amy Blaze at Ad Vision
  - Enrollment Night – Class of 2022 – January 23, 2018; flyer to be inserted into freshman folders announcing the opportunity for the students to order SIG items. Their pick-up day will be during the bookstore hours or make special arrangements
  - All earnings from the spirit sale will benefit the PTSA

### Presidents Report:

Information received from the Local Area Council and the Indiana State PTA. If anyone is interested in participating in their various meetings, activities and awards programs, please let Karen know

- **Signature School Board:** Signature School board meeting on Tuesday, December 12th. Karen and LeAnn Freeman attended. Remember you are welcome to attend. Most sessions are completely open to the public. They are early—7:30 a.m. and last about one hour.
  - Current Enrollment Figures:
    - Freshmen 112
    - Sophomores 104 plus one transfer just received
    - Junior 85
    - Senior 64
  - Lottery Date for incoming Freshmen is January 9th at 4:00 p.m.-Victory 5th Floor
    - Shadowing is January 16th and ends March 9th
    - Last day to accept offer of attendance is March 15<sup>th</sup>
  - Curriculum changes were discussed. They are considering making the AP US Government class a year-long class because there is a new presentation/research component to the class. Also, there are newly mandated Indiana Studies and Ethnic Studies by the state legislature. They are continuing to evaluate AP Seminar class given to sophomores. Teachers will be meeting on 12-15-17 to discuss these and other issues.
  - Beth Muehlbauer will be taking on the role of Director of Development upon the retirement of Vicki Snyder December 31, 2017. Beth will also have the new role of Communications Director. They are currently searching for a replacement for Beth's duties at the front desk. She will operate in all those roles as the transition is made!
  - Annual report for 2016-2017 is available.
  - Art Teacher Kyle Darnell was able to secure a grant from the SW Indiana Arts Council to purchase a block print maker.
  - Security continues to be a subject at the top of everyone's mind. Talks continuing with Chief Bolin. Money is available for security in Spring if needed. Colder weather has helped. ALICE training for teachers in January.
- **School Needs:** They can always see Kleenex and Clorox Wipes going into the cold season. The food drawer for students could also be re-stocked.
- **PTSA Info:**
  - Tax letters were sent to all donors to Main Street Attraction silent auction. Thank you to Beth Hafele for doing the mail merge and donating all of the envelopes and mailing labels. Karen Cinelli donated the postage. Over 90 letters were sent.

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- After the first of the year, we will be looking for chairmen for the following projects:
  - Senior Honors Night (May 21, 2018)
  - Teacher and Staff Appreciation Week (May)
  - Student Appreciation Event (late April-during their lunch time)

**Upcoming Activities:**

January PTSA Meeting

Wednesday, January 10th

Appetizer Reception 5:30pm

Meeting 6pm

Special Guest Speaker: Mr. Tom Kazee

Central Library, Browning Room

NO FUN FRIDAY MEETINGS IN DECEMBER

Meeting adjourned

Respectfully Submitted,

Secretary – Beth Hafele