



THE BANFF SCHOOL

PTO Minutes

November 1, 2016 | 6:30 PM |

The Banff School PTO Mission

Promote the well-being of students by providing support for their educational needs and to provide school functions for the purpose of promoting fellowship among parents, students and teachers.

In Attendance – Quorum needed is 10 active participants

Erin Jones, President*
Nancy Diaz-Garcia, Treasurer
Josh Harbour, Administration
Dana Sauls, Administration
Kiley Fisher, Staff/Parent
Linda Peduzzi, Staff/Parent
Kristine Laquinbnum, Staff
Anne Groth*
Minju Eum
Derrick Douglas*
Anglia Sweet
Joe Olivieri
Tim Novak

Angela Mitchell, Vice President
Andrell Gautier Hutton, Secretary*
Deborah Wasser, Administration
Derek Smith, Staff
Sophie Sindu, Staff/Parent*
Mary Posh, Staff
Tiffany Ruckman, Staff
Rebecca Martinez
Dillon Sexton
Melina Jerez
Yesely Love*
Russ Blocher

**denotes active membership/paid dues*

Welcome

The PTO President welcomed everyone to the meeting and asked attendants to sign in for record.

Agenda

Erin Jones asked if anyone would like to add an item to the agenda for the evening. After no responses were received, the agenda was voted and approved unanimously.

Approval of Minutes

PTO Secretary, Andrell Hutton reviewed the minutes of October 4, 2016 with all attendees and opened the floor to any final revisions. A question was asked about the discrepancy of the budget amount of \$800 reflected in the minutes (October 4, 2016) and the budget report presented at the meeting (November 1) stating \$500. Executive

Board member Andrell Hutton has agreed to personally fund \$300 of the Robotics program. After no further revisions were made, the minutes were voted and approved for record.

Officer and Committee Report – Treasurer

Nancy Diaz-Garcia reported the new balance of the PTO budget at \$2,091.97. The total reflects the following: \$622.25 starting budget; \$88.40 vending machines; \$150.87 Family Dinner (Spirit) Nights; and \$510.45 dues collected.

Erin Jones announced that the catalogues for the Yankee Candle fundraiser would be going out next week. This fund raiser is to raise money for the school support items reflected in the budget. All orders need to be returned by November 15 and will be delivered before the holiday break.

The PTO President announced a total of \$150.57 was raised at the October Spirit Night Family Dinner held at Smashburger. Approximately 40 student/faculty members participated. Mrs. Fisher and her class were the winners of the drawing. Ms. Fisher received burgers for a year (12 coupons) and her students will each receive one coupon.

The next Spirit Night Family Dinner will be held at BJ's restaurant on December 7, 2016. The Banff School will receive 20% on all receipts to include lunch orders.

Principal Report – Special Business – Security Discussion

Principal Deborah Wasser hosted a special Q&A session to present and discuss upcoming safety training measures for students in regards to an active shooter and/or school intruder. Ms. Wasser assured parents that the school has never had an issue directly related to this type of incident and these measures were being implemented as a best practice and proactive approach to the rise of incidents nationally in the past years. In planning for this training, the school's first consideration was to balance the student's physical safety with their psychological needs.

The workshop the administration and staff attended was called Safe Secure 360. The recommendation of the NASRO (National Association of School Resource Officers) for 6-12 graders is Run Hide Fight and will be applied in a drill application form much like fire and tornado trainings. Administration will alert faculty and staff, middle and upper school students, and parents via email and text during drills and in the event of an actual episode.

The elementary school will adopt a safety approach using the book, *I'm Not Scared..I'm Prepared* by Julia Cook enhancing the concepts taught by the A.L.I.C.E (Alert Lockdown Inform Counter Evacuate) Institute. Ms. Dana Sauls stated that the elementary school students will not engage in any simulation of any kind including imitation gun shots, toy weapons, or reenactments.

The floor was opened to questions from parents and suggestions and concerns were as follows: A noise simulation be considered for the elementary school workshop, so that younger students are better prepared; shoot the shooter training and plan in place for faculty and staff; and better measures for students to receive information, since certain classes prohibit the use of cell phones and viewing texts in class.

Ms. Wasser emphasized although students will be learning how to react if an incident arises, the first priority is to keep the intruder from entering the building. Mr. Harbour then discussed the purpose of the Fall Gala, held on October 21, which was to raise funds to upgrade security in the school. Overall, the school building is well equipped with security exists; however, he plans to renovate the gates to be operated by a key pad; reinforce the main entry door with an all glass encasing; purchasing a PA system with outside speakers; and add more cameras throughout the school. Also, if parents are interested in having a flashing light to control traffic before and after school hours, the cost is approximately \$3k. Mr. Harbour will provide a more detailed recap of the Gala and a security updated timeline in the future E-Flash edition. Ms. Wasser concluded if anyone has any additional concerns or special circumstances for their child, please meet with her privately.

Old and Unfinished Business

Nancy Diaz-Garcia distributed the revised Banff School PTO Budget of 2016-17 for review and approval. The dues revenue was asked to be amended to \$510.45, along with the actual revenue total amount of \$2091.97. After no other further revisions, the budget was voted and unanimously approved.

Andrell Hutton discussed the next PTO fundraiser and revised the name from Santa Photos to Holiday Photos in order to provide better engagement from middle and upper school students. The event will be facilitated by a professional photographer, John Carter Photography, who will be providing all the equipment, backgrounds and props. There will be no cover charge or advance ordering of photos. Parents will receive a preview of the photos to order online or on the form provided. In addition, Ms. Greer's husband will be asked to dress up as Santa for the elementary school student pictures. Photos can be done individually or with siblings or affiliations/groups. The PTO will receive 10% of the proceeds. The motion was requested and approved. Andrell Hutton will be working on solidifying a date, with first choice being November 29.

Ms. Anne Groth is considering hosting the gift wrapping event this year but is requesting assistance in order to move forward with planning for this event.

New Business

The PTO was requested to provide snacks for the upcoming reading event "The Great Banff Read In" to be held on November 3. This is a new item requested of the PTO. The motion was voted and approved.

Erin Jones discussed the January Family Event and inquired whether to have a game night or movie night. After discussion, Family Game Night was voted and approved for Tuesday, January 17. In preparation for a successful event and turnout, Mr. Smith and Ms. Wasser will propose a no homework night with fellow faculty members and the PTO President agreed to fund additional board games if needed.

Announcements

Erin Jones thanked everyone who participated in Trunk or Treat on October 31, 2016. There were over 30 cars for this event.

The winners of the PTO door prize were Mr. Derrick Douglas and Mr. Tim Novak. Their children will receive a free dress pass.

After no further business, the meeting was adjourned at 7:50pm.

Next Meeting

The next meeting is scheduled on January 10th at 6:30 pm in the Banff School Cafeteria. There will be no December PTO meeting due to scheduling conflicts this time of year.

For payment of PTO Dues, please see the Treasurer, Membership Chair or Front Desk Receptionist to pay in person or go to the PTO website for an online transaction.