



Brecksville-Broadview Heights PSO Council Meeting Minutes

September 7, 2017

PSO Council is a meeting for sharing information and learning about our schools and our district. We encourage you to engage in responsible conversation and healthy discussion on issues to promote better education for children. Personal agendas are not welcome at Council. We will gladly direct you to the appropriate resource to help you after the meeting. Please respect each person's time on the agenda.

PSO Council President, Phillip Shipman called the meeting to order at 9:31 . The pledge of alliance was said. The meeting was adjourned at 10:50..

Welcome	
	PSO COUNCIL OFFICERS
1st Vice President- Denise Gawlik & Kerry Ely	No Report
2nd Vice President- Jill Gerber	No Report
Recording Secretary- Kelly Petros	Please sign in on sheet in the back Thank you to everyone who sent their reports in prior to meeting. Please let me know if you did not receive the meeting reminder and I will add you to the list.
Corresponding Secretary- Gloria Joseph	No Report
Treasurer- Kim Policarpo	<p>It's been a busy August with transitioning into the treasurer position:</p> <ul style="list-style-type: none"> ● Working off of the school district's message of "One Family, One District, One Mission," Philip and I reviewed the treasurer forms that were posted on each PSO unit's websites and created new, universal BBH PSO Treasurer forms for Check Requests, Check and Cash Receipts, Check Listing Sheet, and Cash Box Request. The new forms are setup to provide accountability and more oversight of spending. We included some extra guidelines and additional approvals to improve basic accounting controls. ● Sent out updated Treasurer Guidelines to unit PSO treasurers summarizing some of their responsibilities. Also provided treasurers and presidents with an updated copy of BBH PSO's Sales and Use Tax Blanket Exemption Certificate to be used for purchases - PSO websites will not post this form for public access ● Reminded treasurers to present the prior year Audit Report and proposed budgets for the current school year at their first PSO meeting. Also encouraged them to review the BBH PSO Council Bylaws and Standing Rules in addition to their unit's Bylaws and Standing Rules. ● On August 9, I negotiated a bulk pricing discount with Quick Books Online Plus (has additional features) for our seven accounts at \$20/month/account currently totaling \$151 including tax*. This established creating new accounts

and moving data from each of the old accounts into these. It was completed and everyone was up and running by August 20! Presidents were also granted access to their PSO unit's Quick Books Online account with Reporting Only access. With this upgrade, we will also be able to add each unit's approved budgets to allow for quickly comparing actual income and expenses to the budgets through one report. I'll help with this process once all budgets are voted on, approved, and a copy sent to me. I'll then email presidents and treasurers with detailed instructions on how to run the reports.

- *Provided Quick Books Online with our Ohio Sales and Use Tax Blanket Exemption Certificate on August 31, requesting our tax exempt status honored and refunding us for prior taxes paid. I'll update you next month on QBO's response.
- Reached out to Constant Contact regarding billing. They began to charge taxes on Ohio accounts back in May 2017 and there was a price increase on July billing. That being said, I provided them with our Sales Tax Exemption Certificate and requested a refund on prior taxes paid. Once I hear back, we will opt for a 12-month prepayment plan which will save PSO approximately \$250. I was also able to clarify that their billing is based on the number of email addresses in our Constant Contact account; we do not incur additional charges for the number of campaigns that remain open as in the past.
- Philip and I will be meeting with a couple accountants to find one that will best serve our needs regarding our IRS filings (November filing date unless an extension is filed), state of Ohio requirements, and answer any general accounting questions that require outside assistance. The accounting firm used the past two years only manually compiled our numbers and filed our Federal tax return. We've had at least two items arise that we could use an outside accountant's opinion and were refused help when we asked them.
- Began to update guidelines for the year end audits which helped several PSO's complete their 2016-17 audits. Guidelines and forms were not sent out this past year which led to confusion. I'll be updating the form to be more user friendly while maintaining its current purpose of verifying that the treasurer is accurately recording bank activity within Quick Books. This letter will specify the required documents and report necessary. It will also indicate steps on how to run the necessary reports in Quick Books Online and how they should be used by the audit committees. There may possibly be two sets of instructions: one for the treasurers and one for the audit committee.
- I was asked if PSO Council has a tax receipt or letter for donations received during Fundraisers. We are working towards having a BBH PSO donation acknowledgement letter template and researching what/if PSO needs to keep on files. This letter must be provided when someone makes a donation to PSO when the value is \$250 or more and no services are received in return. This letter will also be issued as a courtesy as a donation receipt. I'll provide an update very soon to presidents and treasurers and at our next council meeting.
- Before we review the reports and budget - are there any questions?
- At the back of the room, there's a copy of the July/August Treasurer Report with the 2016-17 Audit Report on the back and the 2017-18 Proposed PSO Council Budget.

(See Attached Audit Report and Budget)

Kim Policarpo read the audit report. No discussion.
Audit report Denise Gawlik made first motion Jen Dzina seconded. Audit Report approved.

	<p>Copy will be kept by treasurer and be part of financial records.</p> <p>Kim read proposed budget and explained each line item – all explanations on attached budget. Megan stated that she only used PTO today on occasion to research what other units are doing. No questions or discussion.</p> <p>Maggie (From Chippewa) made first motion. Jen Dzina made second. No discussion. Budget is approved.</p>
<p>President-Phillip Shipman</p>	<ol style="list-style-type: none"> 1. Retreat: Superintendent Magyar, the PSO Unit Presidents, myself and the school Principals held a retreat on August 7th to kick off a great new year. 2. CONVOCATION LUNCHEON: Thanks to Denise Gawlik, Kerry Ely and Jean Kulik for giving their time before school started in planning the Back to School Luncheon that was served to all BBHCSD personnel on Thursday August 17th. The District with the help of the PSO Council Delegates and PSO Presidents volunteered their help to make this luncheon a success. All leftover food was donated to St. Herman's House in downtown Cleveland. 3. MEMBERSHIP: Membership drives are underway. Please consider joining! All membership fees are invested in enriching our student's academic lives. 4. ELEMENTARY NIGHT at the BEES Football Game is coming up on Friday, October 13th. Show your school spirit and join us on Friday night at 7:00pm and support your BBH football team!
<p>Board of Education-Debbie Bernauer</p>	<p>Not able to attend.</p>
<p>Superintendent - Joelle Madgar</p>	<p>Meeting with Senator Matt Dolan today to discuss general concerns about education, the amount of testing, the misrepresentation of the report card, etc.</p> <p>We are in the thick of facilities planning with the State who helps assess the facilities for free. They create the report, the district hired an architect firm to validate the report. The architect firm identified things above and beyond the state's report. If we were to do everything it would be \$100M project. We now have facilities committee to identify the things we can do and will make recommendations by end of the year. Will explore bond issue possibility for May. Plan to keep community involved in planning.</p> <p>There is an article in the community magazines about the district. Joelle will have a regular column.</p> <p>Thank you for Harvey donations – accepted through Friday. Our goal is to get our donations to a school district in need.</p> <p>There were a couple of misprints in the high school yearbook. Coming up with a plan to be more diligent going forward.</p> <p>Met with 3 board candidates. 2 open board positions. Debbie Bernauer and Mark Janzen are not returning.</p> <p>Met with the boy scouts and are anxious to help with the schools in any way they can.</p> <p>We are in the process of evaluating dress code again. We will have parent</p>

	<p>representation. PSO presidents will be those representatives. Surveys will be going out to all parents, staff and students. Decision will be made by consensus, not vote, but after all input from stakeholders.</p> <p>Request for club teams through athletic teams need to be reviewed. Because it affects teachers' contract and there are cost implications. The club review process is specifically for athletic clubs.</p> <p>Homecoming parade route will be changed because of construction. Parade will start on Eagle Valley Court, down Harris, and end on Stadium Drive. Bonfire will remain on stadium drive because of EPA requirements. Change is for one year only.</p>
Director of Human Resources- Brian Wycuff	<p>Not Present. Phil – get your volunteer background check.</p>
Treasurer/CFO- Jeff Hall	<p>Wants to join pso for the magnet. Looks forward to meeting everyone. Glad to be here.</p>
Director of Business Services- Chris Coad	<p>Not Present</p>
Director of Curriculum and Instruction- Maggie Niedzwiecki	<p>Welcome back. Thanks for the start of a great year. Next meeting will present about the state report card and new initiatives.</p>
Coordinator of Community Relations- JC Power, Inc.	<p>Not Present</p>
Director of Pupil Services- Gina Symsek	<p>Not Present</p>
CAPA Coordinator- Kelly Lazar	<p>Handed out Annual Report from last year. Provided Update on Summer 2017 and Upcoming events (See Attached)</p>
	<p>PRINCIPALS AND PSO UNIT PRESIDENTS</p>
High School- Steven Ast - Principal	<p>Brecksville-Broadview Heights High School, PSO Report, Thursday September 7, 2017</p> <p><u>Opening of School</u> We have enjoyed a smooth opening of school, which was highlighted by the eclipse viewing, our first day celebration (thank you to the amazing BBHHS band!), well attended Open House, and a great Club Fair.</p> <p><u>Guest Speaker at Opening Faculty Meeting</u> Jeff Hoffman, one of the founders of Priceline.com and ColarJar CEO spoke to our faculty at our opening meeting. He is a world renowned entrepreneur, motivational speaker, and economic advisor to political and business leaders around the globe. addressed the topic of what our students need as they head off to college and ultimately their careers. Jeff emphasized the need to focus on problem solving and the process of learning, not the https://www.youtube.com/watch?v=dcV4RXC-V94 answers. Here is a link to one of Jeff's other talks on TEDxWallStreet.</p>

	<p><u>Spirit Week Starts September 18th</u> Homecoming is early this year! Our student council is busy planning the festivities for Spirit Week, which will include themed dress up days (pajamas, favorite team, wacky Wednesday - hair, hat, socks and dress, Hawaiian shirt, and class colors), parade/bonfire Thursday, Pep Rally and game Friday, and Saturday Dance. Our parade route has been impacted by the construction on both Rt 21 and Rt 82. We will be organizing in the Peak Performance Parking Lot (end of Eagle Valley Ct. off of Harris) and parading down Harris to Old Royalton to the old stadium traditional bonfire area.</p> <p><u>High School Professional Development Goal</u> BBHHS faculty members have been participating in Professional Learning Community (PLC) teams to improve student learning for a number of years now. PLCs are based on four central questions:</p> <ol style="list-style-type: none"> 1. What do we expect our students to learn? 2. How will we know they are learning? 3. How will we respond when they don't learn? - Intervention 4. How will we respond if they already know it? - Enrichment <p>We will be focusing on questions 3 and 4 with teachers sharing and learning strategies to meet the individual needs of our students. Our work will be achieved in faculty meetings, PLC time (after school), and as part of teachers' professional growth goals.</p> <p>Thank you for all the continued support and please let me know if you have any ideas or need assistance in improving the educational experience for our students at Brecksville-Broadview Heights High School. -Steven Ast</p> <p>Has been meeting with yearbook advisor to ensure fewer errors. The publishers are offering stickers to update the books.</p>
<p>HS PSO – Holly Long & Karen Mitchell</p>	<p>The PSO will be holding a CASH GIVEAWAY fundraiser in October. We will be mailing home 5 tickets per student. Each ticket is \$10.00. If the family wants to participate, they return the ticket stubs and a check for the total amount. Every Friday in October one ticket will be drawn....the seller of the ticket and who the ticket was sold to will each win a \$100.00</p> <p>Membership is up to 118 members.</p> <p>This morning we had our first meeting of the Principal's Advisory Group. We had a lot of people express interest in being in the group. We will meet the first Thursday of the month (before the PSO Council meeting). Meeting will begin at 8AM. Location will vary. Just send Karen or Holly an email if you are interested in joining.</p> <p>Lottie will do budget and audit next month.</p>
<p>Middle School Principal- Todd Rings</p>	<p>We are off to a fabulous start at the middle school. We started out watching the solar eclipse on the first day of school. All of our kids had an opportunity to go out and watch the eclipse during our last period of the day. Kids and staff were impressed with the event. We had a large turnout for our meet the teacher night. Our kids put their best smile on for our picture day last week. Our teachers are using best practices surrounding our one to one technology, which is the first</p>

	<p>year that all students have their own devices to take to every class. Teachers are unpacking students and getting to know all of them in each of their classes. We have our PSO book fair coming up from 9/18 thru 9/22. Our sports teams are filled with student athletes that are working hard on the court and the field. They have had several contests and are improving each contest. We are excited the school year has begun and are looking forward to the school year.</p>
<p>MS PSO- Jennifer Dzina Julie Guardado</p>	<p>No report for first meeting.</p>
<p>Central School Principal- Chris Hartland</p>	<p>Central School is off to a great start. We opened the school year welcoming 580 students our school. We have begun to implement the PBIS program this year, and it is in full swing. We began the first week of school setting the expectations --what does it look like to be respectful, responsible, and ready to learn the various locations around the school. Students have been caught “bee”ing respectful, responsible and ready to learn and have been given bee bucks to spend at our school store. Thank you to the PSO for already dedicating numerous volunteer hours....organizing staff breakfast, helping with the students’ first day, donating to our BEE Buck store, setting up our store and providing the man-power to open the store on Friday. Thank you!</p>
<p>Central PSO- Dan Foley & Khara Mack</p>	<p>No report for first meeting.</p>
<p>Chippewa Principal- Beverly Chambers</p>	<p>First day of school welcomed 325 students. Several changes in staffing. I ready program has started. PBIS team has updated citizenship video and presented what it is to “bee your best” at Chippewa. Will continue to recognize students each month. Held welcome back social. Thank you to parent volunteers for social eclipse viewers. Picture day Sept 22. Next week PSO will introduce Bee Proud fundraiser.</p>
<p>Chippewa PSO- Maggie Mitchell & Heather Pignatiello</p>	<p>Report emailed, but not presented due to first meeting:</p> <p>Our school year is off to a great start with PSO. We had over 40 people in attendance to our August PSO meeting. We are adding co-chair positions to some of our committees to capture some of our new members and get them more involved.</p> <p>Our Welcome Back Social was last Thursday and was a smashing success. We had over 420 parents and kids in attendance. The PSO provided free Bossy’s ice cream to every person, face painting, games, music and pictures with Stinger. The BBH drumline, cheerleaders and dance team were also in attendance.</p> <p>A new after school program will be starting in September called Eager Engineers. With the closing of Bricks for Kids this will be a great STEM addition to our lineup of programs including French Club and Chess Club.</p> <p>Spirit Wear was a huge success again this year. We sold dry fit shirts and hoody sweatshirts. We made over \$1100 in profit.</p> <p>Our Be Proud Fundraiser kicks off on Friday and will continue through next week. We will again be asking for direct monetary donations from families. Our goal is to make \$10,500. The theme is Be Proud of Our Fit Bodies. Each day will focus on different was of being fit, from food choices, dental hygiene, exercise, etc. We will finish the week with an assembly called “Don’t Worry, Be Happy” put on</p>

	by Dynamic School Assemblies.
Highland Drive Principal- Eva O'Mara	<p>Highland Drive</p> <ul style="list-style-type: none"> • We opened our doors to 302 students. • We have 65 kindergarten students • 75 first grade • 77 second grade • 85 third grade <p>Our gifted group is up and running with Kristen Niedermeyer as the teacher for those qualifying in both areas as well as math.</p> <p>Mrs. Adams has the students qualifying in reading only.</p> <p>Our STEAM Room has gotten even better with the addition of a wonderful, large SMART TV that is able to reflect lessons taught already, future lessons and research conducted. Mr Wasil was able to set this up for everyone as well as streamline access to videos on our monitor in our lobby for the times we have indoor recesses with students in the lobby.</p> <p>Kindergarten classes each received 6 additional Chromebooks to use for lessons, centers, and assessments.</p> <p>We have the exciting news of announcing that all classroom doors have had new locks installed in order for teachers to be able to lock their rooms from the inside of the classroom.</p> <p>In addition, we are able to utilize the new breakfast cart Cindy Finohr acquired through a grant.</p> <p>Mr. Fillmore continues to work on creating bus arrivals and departures in a timely manner. This is no small feat considering the amount of construction occurring around us.</p> <p>We are in the middle of assessing our students in iReady programming. This gives us the benchmark allowing us to create a goal for every student in terms of mastery, need for interventions, grouping, and demonstrating a year's worth of growth by next spring.</p> <p>Mrs. Jacqui Berchtold is evaluating the use of flexible seating in her classroom. The students have a number of choices as to where they can sit as they do their work. I have visited on a number of occasions and everyone gives it a 'thumbs up'.</p> <p>I am hoping our PSO co-presidents will tell you a bit about their new initiative this year, called the "writing corner". Any motivation to get the students to write more is enthusiastically endorsed by the rest of us. I thanks them for thinking "outside the box"</p>
Highland PSO- Sarah Beebe & Joanie MacRaid	No report for first meeting.
Hilton Principal- David Martin	It's the first Friday evening of the school year; the first home football game of the year. It's 5:00pm on a beautiful 75 degree evening and Hilton's playground is packed with families. Kids are playing, getting their faces painted, and eating ice cream. Parents are mingling, laughing, and taking it all in. That was Hilton's 2nd

Annual “Welcome Back Party” and it was another huge success! A big “shout out” to our Hilton PSO for putting this together. We had so much fun we’re going to keep the tradition going next year!

Additionally, we were treated to a solar eclipse the first day of school. The students and staff were able to clearly view it through the use of protective visors. It was a great experience!

I would like to take this opportunity to officially welcome back all our wonderful Hilton families, as well as those new to Hilton School this year! Hilton is off to a GREAT start! We have been extremely excited to see all the smiling faces, enthusiasm, and eager minds walking through the Hilton doors these first few weeks of school. Gladly we teach and learn each and every day with all our students at Hilton!

For those of you that don’t know me, I am David Martin, Principal of Hilton Elementary School. It is a true honor to work with your children each and every day. Your children bring joy to our hearts, and while Hilton is truly committed to absolute academic rigor and excellence for all students, we still LOVE what we do because of the positive energy we receive from being so blessed to have your children as students.

We opened the 2017-2018 school year with the following enrollment numbers:

- Pre-school = 65 students.....two AM classrooms, two PM classrooms; one all day
- Kindergarten = 47 students (ADK).....two classrooms
- Half-Day Kindergarten = 18 students.....one classroom
- First Grade = 81 students.....four classrooms
- Second Grade = 82 students.....four classrooms
- Third Grade = 88 students.....four classrooms

GRAND TOTAL = 381

Hilton utilizes a school-wide PBIS (Positive Behavior & Intervention Support) system. Our motto is “Bee Responsible, Bee Respectful, Bee Ready to Learn, and Bee the Difference.” At Hilton, students earn Bee Bucks when they are “caught doing something good.” The system is based on the intrinsic reward of “doing something good.” The students continue to respond to this system. As in past years, I have walked around to classrooms with all the Bee Bucks earned last year (bound together like real money). We conducted our school-wide Bee Buck estimation contest to estimate how many Bee Bucks we earned last year, in 2016-2017. Student made very good estimates. The actual number of Bee Bucks earned last year was 19,774. The closest student estimate in each grade level was as follows: Kindergarten – 12,000; 1st grade – 20,000; 2nd grade – 20,000; 3rd grade – 18,020. I tell the students that it’s amazing they were caught doing the right thing 19,774 times! I also challenged them to earn even more Bee Bucks this school year.

	<p>We have a brand new preschool playground! If you have a little one at home (or two or three little ones at home), come play on our new playground after school hours or on the weekend!</p> <p>You can follow me on Twitter @Hilt_Martin. Don't have a Twitter account? No problem! Simply text "follow @Hilt_Martin" to 40404 and receive informational text messages from me.</p> <p>In more important news, we've had relatively mild weather so far this year. Low humidity is a good thing in the elementary schools in August! Please consider signing up to volunteer to assist in supervising lunch and/or recess. This is particularly important the first couple months of school as our students need assistance during lunch and recess in order to learn all Hilton rules and procedures.</p> <p>Finally, please know that I have an "open door" policy. Should you have any questions, comments or concerns, do not hesitate to contact me. Thank you in advance for your support and partnership this year.</p> <p>We're off to a GREAT start, which indicates another fabulous school year ahead for Hilton!</p>
Hilton PSO-Christy Crouch	No report due to first meeting.
	COMMITTEES AND REPRESENTATIVES
Schools Foundation-Janelle Henning	Next week is first meeting. Applications for grants due Sept 30 th .
Band Boosters-Michelle Mihalek	Band camp was August 1 for 2 ½ weeks. Few performances already. Marched Cedar Point and had meet the band night. Performing an 80s show. Just started next show which will be an all American tribute. Biggest fundraiser is the Athletic Programs which cost \$5 and are available at football games. Chipolte fundraiser raised \$1300 to help pay for band truck. Citrus Sale with delivery on December 9 th . It's a Disney Year.
Orchestra Boosters-Melissa Rohrer	Not Present
Vocal Boosters	Not Present
Athletic Boosters	Not Present
New Business	No New Business