



Orchard Park High School PTO Meeting Minutes
Monday, September 25, 2023, 6:00
OPHS Media Center



Attendance:

Brandon P., Tracy B., Donna A., Karen F., Nicole C., Bret N., Brenda C., Pam Ra., Andrea, M., Lynn S., Tammy V-W., Michelle F., Chris P., Maura, W., Peggy T., Erin R., Donna L., Pam Ro.

Reports:

President's Report: Tracy Brege:

- All in attendance introduced themselves
- Tracy welcomed Mr. Pafk as new Principal to the OPHS PTO
- Tracy explained process for voting to approve meeting minutes. Minutes written up from the last meeting in May were briefly reviewed.
- Tracy proposed voting to approve the draft version of the May 22 Meeting Minutes.
 - Tammy V.-W. motioned to approve. Chris P. seconded the motion.
 - The PTO voted unanimously to approve the draft version of meeting minutes from the PTO Meeting of May 22, 2023.
- Meeting flow was discussed
 - Agenda will always include a slot of committee chairs to report out
 - This includes (IL, BET, STAP Com and Central Council and Post Prom).
 - Representatives from these committees can decide among themselves who will report when
 - Agenda time does not have to be requested - it is a part of holding that position.
 - The agenda also includes time for past event chairs to report and for upcoming events to speak.
 - Any event chairs who cannot attend the PTO Meeting are asked to please contact Tracy, Donna or Nicole in advance of the member meeting to provide a written report that can be read on the chair's behalf.
- Membership
 - Membership levels are pretty good – many have joined.
 - OPHS PTO Board set up a table at the OPHS Open House. A few more members were recruited at the Open House Night
 - Discussed having an official membership chair - the goal is 200 members for this year (not including teacher memberships) Current number of members is 165.
 - Discussed ideas for recruiting more people to join
- Nominations and open positions:
 - Thank you to Jen D. For doing such a great job filling slots last year before elections
 - Open positions

- Staff Appreciation Luncheon which will happen on Jan. 26, 2024
- Post-Prom - Tracy B., Donna A. and Karen F. will form committees to make sure Post Prom activities are organized and happen
- Next post prom meeting is on October 30th at 6pm in the Library Media Center (LCM).
- If interested, please reach out to Tracy at tracybrege@verizon.net

Vice President's Report: Donna Aylsworth:

- Facebook page - Please join!
- Donna A. manages Facebook page.
- She explained what can be posted and process for joining.
- The "membership question" must be answered in order for the request to join the page to be approved

Secretary's Report: Nicole Avitahl-Curtis:

- Explained how minutes are written up and sent around for review and corrections
- Nicole writes up minutes in bullet point format
- She sends the minutes first to people who presented to receive comments and make sure the minutes are accurate. Nicole cannot add any information that was not presented at the meeting – the minutes must reflect what was said in the meeting.
- After incorporating corrections from people who presented, Nicole sends the minutes to everyone who attended
 - People can suggest further corrections
 - People who attended the meeting can review the minutes before voting to approve them at the next PTO Meeting
- Signing in at the beginning of the PTO Meeting enables us to include all who attended in the review process
- After receiving corrections, the minutes are submitted at the next PTO meeting to be approved in person.

Treasurer's Report: Karen Fuentes:

- Reviewed the funds in and out
- Explained how to submit reimbursement requests
 - Showed everyone what the reimbursement form looks like
 - Informed everyone that it can be found on the OPHS PTO web page or they can email Karen and she will send it to them.
 - The form needs to be sent to Karen with the original receipts within a timely manner after the event.
 - Since the PTO is a 501c3 organization, PTO cannot reimburse for taxes. If a receipt is submitted with taxes, Karen will subtract out the taxes from the reimbursement amount.
 - Recommended that PTO chairs that need to buy anything for their event use the PTO tax exempt form when they go shopping. The chairs can request a copy of the tax exempt form from Karen via email, and she will send it to them

- OPHS PTO is paying for DJ at Fall Homecoming this fall.
- If anyone would like a copy of the monthly report, please email Karen at [ka-ren.fuentes8888@att.net](mailto:karen.fuentes8888@att.net)

Principal's Report: Brandon Pafk:

- Mr. Pafk thanked the PTO for welcoming him
- The Year started well – good energy in the building
- Open house evening was a success and was well-attended.
- Only 1 in-person evening. There will also be a virtual Open House. Teachers are making presentations. Question about where to find link for virtual Open House.
- Homecoming
 - The school is preparing – preparations are going well
 - The redone Field is ready to go
 - Tickets can be bought at the gate
 - Information is in the Virtual Backpack
- Presented idea from Julianne Becker
 - Send out an e-mail on a regular basis (weekly? Monthly?) with information about the coming week of what will happen in school/in the district. Also reminder to look at the Virtual Backpack.
 - There was an exchange of ideas about format and frequency for this e-mail communication.
- Answered questions about future timeline of construction projects at OPHS

Teachers' Report: Bret Norvilitis:

- Mr. Norvilitis thanked the PTO on behalf of the teachers
- Discussion about getting information – daily QTV announcements can be found on the OPHS website under Building Information. Click on Announcements

Committee Reports:

STAP-Comm: Jeanne Kornowicz/ Kelly Kerl/ Ellen Jeffree/ Julie Szczublewski

No report – Meeting is happening later the same evening

Instructional Leader Council (ILC): Pam Rauh and Chris Popek:

Chris Popek reported:

- OPHS ILC Meeting was September 12, 2023
- Mr Pafk introduced the new House 3 Principal, Dan Reiford.
- Mr. Hylkema asked to
 - transform the 3rd floor locker bay to a special ed science classroom as teachers are floating to non science rooms to teach.
 - He also asked for additional departmental radios for use outside.

- Mr. Hylkema's third request was to bring the morning teacher door opening time back to 6am from 6:15am.
- For the next meeting, Mr. Pafk would like departments to present their goals; results of those previously set and new goals for this year
- Staff survey -Mr. Pafk presented the staff survey results for the OPHS building and across the district. The full survey was compiled by house/building/district. He feels a team is more successful when stakeholders have a voice.
- The house principals' goal this year is greater visibility, not observational, but to engage in classroom activity to build better relationships with students

Building Effectiveness Team (BET): Brenda Cimo and Jennifer Duff

Brenda Cimo reported:

- Orchard Park offered in-person summer school this past summer, whereas summer school was virtual the prior year. This was a free service which used to be offered out of house. Students must provide their own transportation.
- It was reported that many students are arriving to school earlier than when teachers arrive which is a safety concern because they are not supervised. Buses hold students until 7:06 AM and teachers are contractually required to arrive by 7:05 AM. Students enter the cafeteria or commons which is supervised before being released to classrooms. If a student has a note from a teacher, they may be released to the classroom early. The space is packed and overwhelming for some students. It was suggested that perhaps additional space is needed. Mr. Pafk mentioned that student arrival would be a topic of discussion at the Student Presidents' meeting.
- Regarding the new dress code policy, the School is not advertising the changes. The new dress code does not address hats, jackets, shoes, bare midriffs, or length of shorts/skirts. It seems to be understood and accepted that teachers can have rules in their own classroom with the goal of obtaining mutual respect between the students and the teacher.

Central Council: Donna Aylsworth

- No report - First Central Council meeting of the year is in October

Post-Prom Committee: to be appointed ____.

Tracy Brege presented:

- Post Prom meetings will begin on Monday October 30th and will be at 6:00 the same day as the PTO meeting
- Fundraising – money is already coming in. Donations are at about \$2,000.

Old Business:

Senior Tie Dye: Pam Rauh/Karen Laudico/Brenda Cimo

Pam Rauh presented:

- Successful – most of the shirts sold

New Student Orientation: Denise Straitiff and Karen Fuentes

Karen Fuentes reported:

- Gave out ice cream treats to freshman and new students
- They were set up in the Commons where there were also clubs and committees set up at tables around the room. The new students could go around the room and sign up for the clubs/committees.
- There was a movie afterwards. Due to the threat of rain – they had to play the movie in the gym using an indoor screen. Students still had fun.

Welcome Back Staff Breakfast: Tracy Brege

- It was very appreciated by the staff
- There was a lot of food this year
- Tracy thanked everyone for all the donations.

Open House : Tracy Brege

- OPHS PTO had a desk and signed up new members
- There was a suggestion that, at the Open House, teachers should remind parents and guardians to visit the PTO desk and become members

New Business:

Homecoming: Sarah Rera/Tammy Vitko-Woods

- Good communication with Teacher Contacts, Mrs. Rodemeyer and Mrs. Connors
- There should be plenty of cups and lemonade powder this year
- No food will be provided

Food and Allergy Awareness: Andrea McGrath

- Presented update that some parents are meeting with the district to discuss food and allergy awareness, to provide more information and support to enable students to make informed decisions about the food prepared/provided at school.
- Any parents who want to provide input to these discussions can contact Andrea McGrath at andrea.mcgrath@mac.com and/or Renata Doerr renatasmith@msn.com

- There was a suggestion that, to address ideas for the OPHS cafeteria, STAP-COMM could be included to get student input. Could also be a topic for the District's Parent Information Series to help share awareness.

Meeting adjourned at 7:15 PM

Next meeting will be on Monday, October 30, 2023 in the OPHS Library Media Center

Post Prom: 6:00 pm

PTO: 7:00 pm

Minutes respectfully submitted by Nicole Avitahl-Curtis