

**PSG Meeting Minutes**  
**Monday, September 16, 2013**  
**Approved 10/21/13**

**Opening**

Anissa Quirk called the meeting to order at 9:45am. Principal Arthur Howard led the Pledge of Allegiance. Anissa asked everyone to remain standing for a moment of silence to remember Mr. Hausser, a teacher at Satz, who passed away in June.

**Co-Presidents' - Introductions & Goals**

Anissa welcomed everyone to first PSG Meeting of the new school year. She pointed out fire exits in the event there was an evacuation and the Hospitality Table which was coordinated by Linda Fernand.

Dina Hamwi introduced Mr. Howard, Principal, Ms. Marino, Assistant Principal and Mrs. Imbro, Teacher Representative.

The Executive Board introduced themselves:

- Dina Hamwi & Anissa Quirk - Co-Presidents
- Debbie Brew - VP Membership
- Robin Anderson & Christina Pinnero - VP 1 & 2 of Fundraising
- Dani Page - Corresponding Secretary (Not in attendance)
- Andria Wojtunik - Recording Secretary (Not in attendance)
- Jen Lee - Treasurer

Anissa shared the goals of the PSG

- Provide support for cultural and educational programs at school;
- Promote social activities that heighten school spirit among students, teachers and administration;
- Increase parent and teacher involvement through PSG membership, attendance at monthly PSG meetings and updates via the PSG website;
- Foster and enhance communication between parents and faculty.

Anissa's Summary of Goals:

- Our organization's #1 goal is to support the students and faculty - we can do this by helping to enrich their educational experience by bringing them interesting cultural arts programs and making school fun through activities that promote school spirit;
- We also would love for parents and teachers to become involved and help out our events as there will be plenty of opportunities to volunteer - by showing up here today, is a step in the right direction;
- We want everyone to be informed - communication is priority #1 for us - we have a website that we hope will be useful to parents as well as faculty in keeping track of all PSG sponsored events.

**Principal Arthur Howard's Report**

- Katherine Cornacchia (Math) is the replacement for Mrs. Weiss who is retiring;
- Stephanie Miller (guidance) is the maternity leave replacement for Mrs. Finnegan;
- Stephanie Sinck (Science) is the retirement replacement for Mr. Sass;
- Allison England (Math) is the maternity leave replacement for Mrs. Strouse;
- Anne Dengler (CST) is the new hire in place of Mrs. DePasquale;
- Elizabeth Smith is the new LA/Reading Specialist at Satz;
- Chantal Simonelli is our new Spanish 7 & 8 teaching transfer; and

- Nicole Fiorletti (Math) is the maternity leave replacement for Mrs. Gerbino.

### **Assistant Principal Lisa Marino's Report**

- Dress Code – reminders on length of shorts (when hands are placed at sides, as long as your longest finger) and tops (two-finger strap test). All the students generally following;
- Bags students carry between classes – generally don't fit three-inch binders; she recommends going to locker between every class if they can;
- After School Late Bus – parents should communicate with their children to see if they are staying after school; there was an incident where a student stayed after school and didn't tell parents who were worried and called police;
- Recycling Center – possibly moving location since we want to minimize the number of parents in the building to drop off items in the cafeteria. Anissa and Dina said they would work with Todd (custodian) and propose a solution;
- Security Doors installed near main office and in a few areas inside the building – main office doors will be locked at all times; others within the building will be open except in a lockdown situation.

### **Teacher Representative Lisa Imbro's Report**

- Anti-Bullying Videos
- Math Club Forming
- Music Teacher starting Bucket Drumming – looking for 5-10 gallon buckets or water cooler jugs
- Mini Grant Received – would like to use toward beautification of Satz – painting murals.

### **Executive Board Announcements:**

#### **Co-Presidents Report: Dina Hamwi & Anissa Quirk**

- AQ - We will be passing around an orange folder with a sign in sheet for today's meeting as well as other sign up and help sheets for various events coming up that the Executive Board and Appointed Board will be elaborating on shortly;
- AQ - You should have received your BTS Packet last week – please review it as it has a lot of pertinent information;
- AQ - I mentioned our PSG website – please refer to it often as we plan to keep it current;
- AQ - One thing we would like to try new this year is develop a Parent Resource Group – a 'go-to' list of individuals who would like to help out with anything the PSG sponsors throughout the year. I have had people come to me saying 'I don't want to run anything, I don't want to be in charge of anything, but if you need me I will work – just tell me what to do' – there is a Volunteer Form that was included in the BTS Packet that you can fill out or simply email us your availability;
- AQ - We booked an Assembly scheduled for Sept. 30<sup>th</sup> called The Brain Show Assembly, it is an educational game show – set up like a real life game show – supposed to be very entertaining – there will be one for 7<sup>th</sup> graders and a separate one for 8<sup>th</sup> graders – there will be audience participation – the questions will have a 'green' theme. It should be a good show.
- DH - Beautification of Satz – we purchased 21 awesome posters – all motivational and inspirational – had them framed and hung – so during BTSN when you walk the halls, take notice of them – a big thanks to the custodians who hung them for the start of school;
- DH - Recycling – Satz now has a recycling center located in the cafeteria - we are collecting boxtops and labels for education. We've added two new programs: the first is Shoebox recycling – we will take your old shoes, cleats and other types and the second is for Terracycle – recycling Beauty products such as empty shampoo bottles, deodorant sticks, shaving cream and makeup – again please refer to the BTS Packet for more information on these programs;

- DH - Water Filtration – finally installed in the cafeteria – gifted from the PSG – we encourage your children to bring refillable water bottles;
- DH - Spiritwear – keep your eyes open for the new Spiritwear – order forms coming soon – hope to have a preview at BTSN.

#### **VP 1 & 2 Fundraising Report: Robin Anderson & Christina Pinnero**

- Had a fundraiser at Moo-A-Lisa's over the weekend; will report results once we receive final numbers;
- Write-A-Check Campaign – letters went out in the BTS Packet; we encourage you to donate;
- Market Day is Back
  - Please place your orders at [www.marketday.com](http://www.marketday.com) using code 29919;
  - Sign-up sheet for volunteers – parent/teen duos or just parents – please include your email addresses;
  - Volunteers needed from 2:30-3:30pm with their teens arriving directly after school; they will receive one hour of community service;
  - This job requires accuracy and some speed as we only have a short window of time to unpack, count, re-pack and check orders.
- Bertucci Dining for Dollars
  - 2<sup>nd</sup> Tuesday of every month
  - October 8<sup>th</sup> is the first scheduled date
- Clothing Drive
  - November 11-16
  - Save your bags of clothing for Satz

#### **VP Membership Report: Debbie Brew**

- \$10 membership fee per family;
- Membership Incentive – sign up by Oct. 15<sup>th</sup>, your name will be entered in a drawing to win a \$50 American Express Gift Certificate to be drawn at the Oct. 21<sup>st</sup> PSG Meeting (Winner need not be present);
- PSG Facebook Page – W.R. Satz School Parent Support Group – please 'like' us;
- Satz Go-To Guide – you and your child should read; input from parents and students;
- Teacher Membership - \$5 per teacher; membership incentive: \$25 Visa Gift Card.

#### **Treasurer Report: Jen Lee**

- Presented and reviewed Budget for 2013-2014
- Presented and reviewed Treasurer's Report for month ending 8/31/13
- Introduced new Financial Procedures and included Deposit and Reimbursement forms.
- VP Membership – Debbie Brew
  - Treasurer – Jen Lee
  - Recording Secretary – Andria Wojtunik

#### **Appointed Board Announcements:**

- Welcome Back BBQ for Students – Tuesday, Sept. 24<sup>th</sup> – Bianca Mackey – we need volunteers to help with Set-up, Grilling, Serving Food and Drinks and Clean-up; Chartwells closed that day;
- Teacher's Luncheon – Wednesday, Oct. 9<sup>th</sup> – Linda Fernand and Bianca Mackey – we are looking for people to sponsor luncheon food (\$15 – Silver, \$25 – Gold and \$35 Platinum); your name will be displayed in a beautiful frame for all to see;

- Hospitality Committee - Linda Fernand - looking for people to sign up to provide a food item for each PSG Meeting;
- Advocating Rights In Special Education (ARISE) Announcements - Ana Vander Woude
- Holmdel Board of Education Announcements (HBOE) - Ana Vander Woude
- Holmdel Creative Arts Association (HCAA) - Julie Stolker - encouraged all to join; purchase an ad journal.
- Holmdel Drug and Alcohol Alliance (HDAA) - Andria Wojtunik - Not in attendance; no report given.
- Holmdel Foundation for Educational Excellence (HFEE) - Ann Marie Harrison - encouraged all to join and donate.
- Other Announcements from the Floor -
  - Debbie Bergamotto - announced that the High School parent group is selling Kid Stuff Coupon Books to support Project Graduation which are \$25 each.

**Attendance Drawing Winner Chosen - Congratulations Chimin Hu!**

**Thank You's**

Dina thanked the following:

- Mr. Howard, Ms. Marino & Mrs. Imbro for taking the time to come to our meeting
- Linda Fernand for setting up the hospitality table
- Robin Anderson & Christina Pinnero for having Market Day samples available
- Debbie Brew for creating an awesome PSG logo
- Jen lee for all the hard work in getting our finances in order

**Closing**

Anissa Quirk made a motion to adjourn the meeting. Tara Brunner second the motion. All approved and the meeting was adjourned at 10:50am.

The next PSG Meeting is scheduled for Monday, October 21<sup>st</sup> at 9:30am in the Satz Cyber Center.