

## HILLSBOROUGH HIGH SCHOOL IB ALLIANCE BOARD MEETING

August 22, 2017, 6:30 pm

Jimmie B Keel Regional Library

Attending: Bonnie Amsterdam-Miele, Ann Collins, Lisa Joseph, Jen Lesley-Scanlon, Johna Rawls, Nivia Cuevas, Denise Hamilton, Andy Hamilton, Wendy Carrion, Tina Majchrzak, Yupa Sanne, Jennifer Crisafulli, Leslie Schipani-Anderson, Jamie Bott, Lynn Mendelsohn, Angie Moreschi-Jadick, Malini Kaimal, Carla Strobl, and Michelle Perez.

Meeting was called to order by President Bonnie Amsterdam-Miele. Introductions were made.

President's Report- Bonnie Amsterdam-Miele

- Bonnie reviewed processes and procedures. Discussed communication avenues which are website, Facebook, & remind. Requests 3-day notice for information requests to be sent to appropriate person and posted.
- Discussion of senior committee responsibilities and spaghetti dinner. Discussion that funds from spaghetti dinner go to the senior banquet, should senior banquet committee handle it? Clarification offered that Spaghetti dinner chair can be anyone, it does not have to be a senior or freshman parent. The funds from dinner go into the general budget and then we will decide where to allocate the proceeds based on what is needed.

Treasurer's report- Lisa Joseph

- Lisa distributed and reviewed budget.
- Amazon smile- we received \$97 from Amazon Smile. Discussion of name & confusion with Hillsborough High School PTSA vs. IB Alliance. Lisa will research and clarify name and then we will send out "School Spirit" reminder blast to use Amazon Smile. Believe it is under IB Alliance Tampa which is our legal name, we will need to make sure everyone knows correct name.
- Kona Ice- only made \$25 due to rain, Discussion of other possible locations for them.
- Paypal- fee is higher, we do not know why. Lisa will research.

Committee reports:

- Senior banquet-
  - Committee will be selling slices of cheesecake at football games. They will need senior student volunteers. They will also selling bracelets. Johna suggests assign each home room a game to volunteer at. Discussion including suggestions for recruiting volunteers- Sign up genius, email blast, and remind. First come, first serve for set up at football games. Suggest when we set up by concession stand, there is one on each side.

- Mascot Universe will be set up. They are making 12 of each design tumblers. No money put out. Prices are \$12 for plastic cup, \$15 for metal cup. These will be available on website to order.
- Membership:
  - Roughly \$5700 in membership money has been collected. Overwhelming number of class of 2021, Lynn is not sure how many are from other classes. Myschoolanywhere will correct this. Discussion of needing the correct data put in to generate results. Tina created form. In lieu of sending info home in first day packet, they had students enter information and waiting on Tricia's approval to share the information. Denise stated that this was the purpose of that.
  - Thank you to teachers, Johnna sending these once she gets a complete list.
- Spirit Wear:
  - Denise reports on the Spirit shirt of the year, approx. 40 sold, need to sell 100. Posters and display at school. Negatives are shirts run large as they are unisex sizes. Will provide courier service for delivery to the school through the end of Sept. All money goes directly to Mascot, does not go through Alliance account.
  - We sold over \$3000 of merchandise at YMCA & Open house.
- IB Pinning
  - Michelle asks the budget for refreshments . Lisa confirms that budget is \$400 but basically the kids pay \$10 so will depend on number of kids. We include feeding teachers, decorations and some type of refreshments. Last year we had cookies and that went well. The year before they did appetizers and they were not eaten.
- Freshman Update
  - Freshman Camp had 85 attendees. We provided lunch for every day.
  - Facebook page is looking good, over 100 followers. There is a Freshman Facebook page and then there is a general page for all. Discussion of Facebook group options, should there be one for each grade level? Most felt one page was sufficient.

#### Old Business:

- MySchool Anywheres- Myschoolanywhere will provide reports. We pay for constant contact, if we get things up by end of October, then we could shut that down. Correspondence can be done by grade level.
  - My school anywhere discussion: We are waiting for code from Yupa and Tina to test the program. We have a 60-day trial period. We cannot get in to test the program since we don't get a code. Yupa has registered and will send out code to all board members.
  - Jamie asks where database is coming from. Ann explains that the program sends an invitation to become a part of the database. Jamie gets occasional opt outs or two emails for one family. Constant Contact does not allow you to re-add after a person has opted out. Will Myschoolanywhere allow that and does it replace constant contact? We were advised that It condenses everything and makes it more streamlined.

- Andy suggests that we pursue the purchase of myschoolanywhere. Denise raises the question, can we assign multiple administrators? Group decided to stay with the trial until it ends and we will have a board meeting prior to the trial expiring, If anyone needs further information, go to myschoolanywhere to learn more.
- Website- Myschoolanywhere is an add-on. It and website are 2 separate things. Currently we have a website that doesn't work. In the past we have had volunteers and have still not gotten to be where we need. We would like our website to be up and running to the standard of Robinson's IB site. We and the administration feel we need a good website for recruiting students & communication. All are agreed.
  - Yupa has a website living on a different domain that she has designed and she and Tina showed and demonstrated some features of the website. Lisa asks how long until the website is up and actually running? There are lots of things seniors are missing out on right now and that need to be up on website, guidance counselor has items, the calendar, and information for prospective students. This is time sensitive. We will proceed with Yupa's website which she has put a lot of work into and has taken classes to enhance her skills. Discussion that By-laws say that someone can be compensated for this type of work. Further discussion of who will maintain the website down the road? Yupa says she could mentor someone to take over in future years.
  - Ann sees problem as we do not have procedures for communication when we need something posted on site. Suggested is having weekly deadlines for sending in information and updates. Jamie suggests to Yupa to let everyone know what is needed for submissions.
  - Website needs to be complete by Sept 21 as Mrs. Fitzgerald is challenged by not having a website for prospective students and families. Ann refers back to Robinson's website as being an example of what we want. Monday Sept 18 is targeted "go live" date for the website. Johna questions why we can't just launch this website now. Tina says currently we have the functionality of a shopping cart on the old site which we do not have yet with new website.

#### New Business:

- Spanish workbooks-Discussion. Alliance will not get involved with Spanish workbooks.
- Next meeting is our general meeting on Sept 19. No board meeting in September. Denise suggests the board can have a brief meeting prior to general meeting on the 19<sup>th</sup> to vote to purchase Myschool anywhere. Another option would be an email vote. If voting by email, email should be addressed to voting members and CC'ed to the rest of the board. Discussed transparency and keeping everyone informed.
- General Meeting- Mr. Brady & Mrs. Fitzgerald will be hosting a Q&A, we need to send an email blast out asking for questions. Tricia has arranged for a few teachers to come and have breakout sessions.
- Future general meeting dates- 9/19, 12/5, 2/6 and 4/24. All are at 7:00 pm.

- We need speakers and topics for future meetings. Wendy suggests Robert Devine who works with Plant High School and presents topics such as essay workshops, private university & admission interviews. We have used him in the past and he was well liked. Some past workshops he did we paid by students and as a bonus parents could come for only a small or no fee. Wendy has made contact with him. Another suggestion was Dr. Wendy Rice, who talks on how to parent an IB student.
- Next board meeting- Wednesday, Oct 18 at 6:30 at the library.

Meeting was adjourned at 8:50 pm.