

Hillside Elementary School

PTO BOARD MEETING

Minutes

February 10, 2015

7:30 pm

Lori Benedict's Home

| | |
|---------------------------|--|
| Meeting called by | Lori Benedict |
| Type of meeting | PTO Board Meeting |
| Facilitator | Lori Benedict |
| Meeting Minutes by | Michelle Barton, PTO Secretary |
| Attendees | Michelle Barton, Lori Benedict, Cherie Cremer, Amy Langan Garzio, Cory Greenwell, Sian Keating, Gwenn Mascioli (ARCH), Laura Mills, Lisa Nishikawa, Tara Steketee, Kim Zahlaway. |

Agenda Topics

Call to Order/Welcome

Lori Benedict

| | |
|-------------------|--|
| Discussion | Lori Benedict called meeting to order at 7:30pm and given several new faces suggested introductions. |
|-------------------|--|

Liaisons to Organizations – ARCH

Gwenn Mascioli/Kim Zallaway

| | |
|--|--------------------------|
| Discussion | Annual ARCH Presentation |
| <p>Gwenn Mascioli gave an overview of ARCH:</p> <p>Arch was founded in 1981 in the response to a local tragedy; focusing primarily on Drug & Alcohol abuse prevention. With time, ARCH widened its focus to include issues such as how technology affects our kids. ARCH is an organization made up of community members coordinating efforts with the T/E Police Department, School District Administration, subject matter experts. It is a friendly group that strives to spark and facilitate conversation, sharing best practices. ARCH is a non-profit organization which accepts donations.</p> <ul style="list-style-type: none"> ❖ ARCH role at elementary schools <ul style="list-style-type: none"> a. Familiarizing parents with ARCH b. 4th grade transition meetings c. Developing new Elementary programming – Kim Zahlaway has joined the ARCH Board and is leading the effort. ❖ HES PTO relationship with ARCH <ul style="list-style-type: none"> a. Complimentary Directory Ad (Thank you!) b. Promotions c. Donations ❖ A few tips for elementary parents <ul style="list-style-type: none"> a. Parenting is inconvenient b. Messaging – think about what your habits say to your kids c. The more involved, the more you know, the more you can help your kids <p>Michelle Barton stated that in an effort to better understand the Organizations that the Hillside PTO liaises with, each group has been invited to present to the PTO at least once a year to share their mission, how it relates to the elementary school, and how the PTO can help.</p> | |

Principal's Report**Mrs. Diane Cohle**

| | |
|-------------------|------------------------|
| Discussion | Mrs. Cohle not present |
|-------------------|------------------------|

President's Report**Lori Benedict**

| | |
|-------------------|--|
| Discussion | Lori presented the President's Report. |
|-------------------|--|

Lori updated the attendees on the PTO Board Open Positions flyer advertising for volunteers for the 2015-2016 school year:

1. VP of Membership
2. PTO Secretary
3. President-elect
4. VP Cultural Arts
5. VP of Social
6. Assistant Treasurer

Lori posed the question to everyone: How do we involve more parents? Cherie Cremer offered that when she attended her first PTO meeting she met someone who offered to help her become involved – it turned out to be like a “mentor”. Cherie suggested starting up a Mentor Program (and offered to help get it off the ground). Sian Keating suggested Volunteer Spot to help connect mentors with new parents. Cherie also suggested a Twitter feed to help keep parents connected to Hillside. The idea was discussed but the current focus has been on the brand-new website and migrating parents from tons of paper-based communications with the new PTO website, PTO blasts and the Hillside Highlights. It was suggested it would be a good project perhaps next year.

Playground Update:

- ✓ Lori created a poster with a rendition of the new playground designed by the Playground Committee, involving Mr. Pechin. The Poster provides a visual for parents to better envision what the PTO is trying to raise funds for, in to supplement the amount the PTO has already pledged.
- ✓ An installer has been identified, someone who is approved to work for the schools by the District – the costs are higher than originally anticipated – the cost of the playground equipment, installation, removal of old playground, mulch.
- ✓ At a recent Executive PTO Board meeting, the board voted to allocate \$20k to fund the playground project – PTO still needs to raise funds – at least \$6k.
- ✓ A flyer with an envelope attached is going home via backpacks this week – it was suggested to add a reminder about employers that will match parent's donations

Lori attended the recent PTO President's meeting where the topic of all volunteers needing background checks, now including parents, continued from the previous meeting. This is state mandated; the district does not have a choice. The background check will cost the volunteers approximately \$50 (good for 3 years). All PTO's are concerned they will lose volunteers. It was also suggested that perhaps donations to the PTO will decrease if parents view this cost as their donation. Still more details to come before we announce this to the Hillside Parents.

Treasurer**Sian Keating/Maura Harley**

| | |
|-------------------|--|
| Discussion | Sian Keating presented the Treasurer's Report. |
|-------------------|--|

Sian sent the January financials via email prior to the meeting. Sian reviewed the report with the Board. Sian did not have a final amount raised by the Parent Social; she is waiting for some deposits. The PTO's goal for the event is \$7k.

- Hawky Campaign - \$4584 (Goal is \$6000)
- Yearbook – PTO had to pay a deposit to the vendor, Sian stated that the Yearbook Committee needs to increase the price this year – last year the PTO lost money on the Yearbooks.

Sian has been trying to get in touch with the Waynesborough Country Club for the potential Golf Fundraiser, but has not received a call back – Lori said offer to call.

Vice President of Membership & Services**Lisa Nishikawa**

| | |
|--|--|
| Discussion | Lisa Nishikawa presented the Membership & Services Report. |
| Dental Clinic fundraiser on the PTO Website – Yankee Candle: please consider ordering candles to help fund the volunteer run dental clinic for under-privilege children in our district. | |

Vice President of Social Functions**Marcy DelOrefice**

| | |
|-------------------|------------------------------|
| Discussion | Marcy DelOrefice not present |
| | |

Vice President of Fundraising**Laura Mills**

| | |
|--|---|
| Discussion | Laura Mills presented the Fundraising Report. |
| <p>Laura presented an update on the amusements for the Spring Fair – one item was not approved by the district (Big Baller); replacement is the Defender Dome. Other popular items will return: Dunk Tank, carnival games. Laura has the certificate of insurance, if anyone needs a copy. Michelle Barton mentioned she will need a copy for the permit application.</p> <p>Handels – Chairperson Rebecca Zellefrow is looking into a possibility of a 2nd Pint sale for Handel's Ice Cream. Handel's has not allowed more than 1 fundraiser per school in the past, but it's worth a try.</p> <p>Art to Remember – Laura asked for more information about this fundraiser – is it one that the PTO wants to run again this year? Hillside's Art Teacher, Ms. Braun, typically coordinates the creation of the art with the kids and sending it to the vendor. Many members of the PTO offered they support this fundraiser – it is a favorite among many providing a permanent version of their children's art in the form of mugs, t-shirts, notepads, magnets and more.</p> <p>Five Below – Laura asked the board for suggestions on whether Hillside holds another Five Below fundraiser. It was decided it was worth a try since it's a very simple fundraiser to hold. Spring, before Easter, was suggested as the timing.</p> | |

Vice President of Cultural Arts**Carla Ojha**

| | |
|-------------------|------------------------|
| Discussion | Carla Ojha not present |
| | |

Secretary – By-laws revision**Michelle Barton**

| | |
|---|-------------------------------------|
| Discussion | Proposed changes to the PTO By-laws |
| <p>Michelle Barton attempted to reconcile a couple versions of the By-Laws that were handed down by previous Boards. It appears some changes were voted on by previous Boards, but not all of the changes were incorporated into newer versions of the By-Laws.</p> <p>In addition, this year the Board has voted to change various policies and some responsibilities of the PTO Board. These changes affect various sections of the By-Laws, requiring changes to existing clauses, additional sections, and deletion of portions of others.</p> <p>Michelle outlined the changes from previous Boards (text highlighted in yellow) and the changes due to recent votes (text in red) and sections to be removed, as they are no longer required (text in gray). The motion to approve the changes to the By-Laws, as proposed, passed – see Addendum A.</p> <p>Michelle will create a final version and provide a copy to the Board members and keep a copy with the official records of the PTO (paper & digital copies).</p> | |

Committee Report – Student Directory

Michelle Barton

| | |
|---|-----------|
| Discussion | Directory |
| <p>Michelle Barton briefly outlined the previous discussion re: reverting the Directory to a fundraiser. The motion to run the Student Directory as a fundraiser, requiring reinstatement of the Directory Ads and Directory Sales positions reporting the Directory Chairperson, with pricing of \$5 per directory where teachers and staff will continue to receive one directory and the pdf at no cost, was passed.</p> | |

Adjournment

Lori Benedict

| | |
|-------------------|--------------------------------------|
| Discussion | The meeting was adjourned at 9:35pm. |
|-------------------|--------------------------------------|

Addendum A

Hillside Parent-Teacher Organization

Hillside Elementary School Berwyn, Pennsylvania By-Laws

Article I

NAME

The name of this organization shall be the Hillside Parent-Teacher Organization, a home rule organization.

Article II

OBJECTIVES

The objectives of the Hillside Parent-Teacher Organization shall be:

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the child.

To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

Article III

POLICIES

SECTION 1. This Organization shall be noncommercial, nonsectarian and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the Organization.

SECTION 2. This Organization shall not directly or indirectly participate or intervene in any way, in any political campaign. Nor shall they devote more than an insubstantial part of their activities to attempting to influence legislation by propaganda or otherwise.

SECTION 3. This Organization shall seek neither to direct the administrative activities of the school nor control its policies.

SECTION 4. This Organization may cooperate with other organizations and agencies acting in child welfare, such as conference groups or coordinating council, provided its representative make no commitments that bind the group they represent.

SECTION 5. All net proceeds earned by any fund raising efforts, and/or the dues of this Organization, shall be used exclusively for the improvement of the school and/or its programs.

SECTION 6. In the event of dissolution of this Organization, the assets of the Organization shall be distributed for one or more of the exempt purposes specified in Section 501c (3) of the Internal Revenue Code of 1954 as from time to time amended. Since incorporation the Articles of Incorporation govern the dissolution of this Organization.

Article IV

MEMBERSHIP AND DUES

SECTION 1. All Hillside parents are members of the PTO.

SECTION 2. Annual dues are determined each year.

SECTION 3. The membership at large must turn in all receipts for reimbursement of PTO expenses for the current academic year, **within 30 days of purchase.** ~~no later than June 30th of that year.~~

Article V

OFFICERS AND THEIR ELECTION

SECTION 1. The officers of this Organization shall be a President, **a President-Elect**, a Vice President of Fundraising, a Vice President of Social Affairs, a Vice President of Membership and School Services, a Vice President of Cultural Arts, a Secretary, a Treasurer and an Assistant Treasurer. **The President and President-Elect shall both serve a one (1) year term. At the conclusion of the President's term the President-Elect shall assume the role of President.** All other Officers are elected for a two (2) year term with the option of resigning after completion of one (1) year, or an option of running for office at the completion of the (2) year term. Spring elections will be held as required to fill vacant positions. Officers shall be installed and assume their official duties at the close of the last regular PTO meeting of the school year.

SECTION 2. The nominating committee shall consist of five (5) members; two shall be members of the Executive Committee, but not the outgoing President nor any member who will be running for the office of President, and three appointed from the Membership at Large. Member at Large positions shall be solicited publicly by the sitting Executive Committee. The nominating committee shall elect its own chairman. Nominations for officers shall be solicited in writing by the nominating committee. If there is more than one nominee for any office the nominating committee shall formulate a ballot for each such office. If there is only one nominee for a given office, then that office need not appear on the ballot and the sole nominee shall be deemed elected. The nominating committee will be responsible for distributing any ballots to the Membership at Large.

SECTION 3. All nominations for President-**Elect** shall have served a minimum of one year on the Executive Committee prior to being nominated. However, should there be no available candidates having

served on the Executive Committee, the nominating committee may nominate a candidate from the Membership at Large deemed sufficiently active in the PTO to have adequate knowledge of the PTO to act as President.

SECTION 4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee.

SECTION 5. Any officer who elects to resign prior to the end of their two (2) year term shall be required to give notice to the Executive Committee four (4) months prior to the last PTO Executive Committee meeting of the school year, in order for elections to be held two (2) months prior to the last regular PTO meeting of the school year.

SECTION 6. New officers shall be elected two (2) months prior to the last regular PTO meeting of the school year. New officers shall meet with the outgoing Executive Committee at a minimum of one (1) Executive Board Committee meeting in order to discuss on going issues and to provide continuity.

Article VI

DUTIES AND OFFICERS

SECTION 1. The President shall preside at all meetings of the Organization and of the Executive Committee; shall perform such other duties as may be prescribed in these by-laws, or assigned to her/him by the Organization or by the Executive Committee; shall coordinate the work of the officers and committees, in order that the Objectives may be promoted. The President must sign all contracts obligating the Organization. The president is a co-signor for the Cultural Arts Endowment Investment Fund.

SECTION 2. All Vice Presidents shall act as aides to the president and shall perform the duties of the office they serve and oversee the activities assigned to that office as outlined in the Organizational structure decided upon by the Executive Committee (see Article VIII, Section 2).

SECTION 3. The Secretary shall record the minutes of all meetings of the Organization and the action items discussed during the Executive Committee Meetings and shall conduct the correspondence of the Organization. The secretary shall further be responsible for keeping all records except financial, of the Organization, shall keep the Corporate Seal, and shall attest to any legal documents drawn by this Organization and other such duties as may be delegated to him/her. The secretary shall additionally be responsible for donation thank you notes for the Hawky Fund; organizing and monitoring the mail in the PTO mailbox in the school's main office, as well as checking and responding to messages in the PTO voice mailbox.

SECTION 4. The Treasurer shall receive all monies of the Organization; shall keep an accurate record of receipts and expenditures; shall pay out funds in accordance with the budget approved by the Executive Committee; shall be a member ex-officio of all special financial committees created for disbursement of funds and shall notify the Executive Committee of all special financial committee meetings. All checks written in excess of \$500 ~~\$250~~ shall have two signatures, to be obtained from the President and the Treasurer or the Assistant Treasurer. The Treasurer, Assistant Treasurer and President are co-signors for the Cultural Arts Endowment Investment Fund. The treasurer will make reports to the board on the status/performance of the Cultural Arts Endowment Fund.

SECTION 5. The Assistant Treasurer is responsible for assisting the Treasurer in all the duties of the

Treasurer. The Assistant Treasurer is also a member of the Budget Committee.

SECTION 6. Annually, at the close of the school year and prior to the end of the fiscal year, the PTO accounts shall be reviewed by an independent accountant, auditor or other person with appropriate qualifications appointed by the PTO membership. The reviewer may be a member of the PTO, but may not be a current or incoming member of the Executive Committee. The reviewer shall submit a signed report to the PTO upon completion of account review.

Article VII

MEETINGS

SECTION 1. Unless otherwise provided by the Executive Committee or the Organization, the organization will meet once per month at times designated by the Executive Committee. Notice of each meeting or change in meeting dates shall be given to members.

SECTION 2. Special meetings may be called at any time by the Executive Committee upon notice to the members.

SECTION 3. Those members present shall constitute a quorum for transaction of business in any regular or special meetings of this Organization called in accordance with these by-laws (Article VII, Section 1 and 2).

SECTION 4. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the Organization.

Article VIII

EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall consist of the officers of the Organization, and the Principal of the school.

SECTION 2. The duties of the Executive Committee shall be:

- A. To conduct the business of the PTO as it relates to the student body, teachers and parent volunteers for the current PTO year;
- B. To create standing and special committees as needed;
- C. To oversee the work of standing and special committees;
- D. To present a report at the regular meetings of the Organization;
- E. To appoint an auditor to audit the Organization's accounts;

- F. To insure that the Organization's budget for the new school year is drafted prior to the end of the present school year. The proposed budget will be approved at the first PTO meeting of the new school year;
- G. To carry out all business until the last day of the school year.
- H. To hold an Executive Committee meeting at least once with all outgoing and incoming officers for the purpose of familiarizing the new officers with their specific responsibilities.

To oversee the management of the Cultural Arts Endowment Fund.

- I. **To coordinate with the Cultural Endowment Fund Board in accordance with the Cultural Endowment Fund Guidelines.**
- J. To manage the Financial Review Committee. The Financial Review Committee will consist of the present Executive Committee along with one representative from each grade. If there is no representative from the general membership for a specific grade after soliciting in the **Hillside Highlights** ~~Section~~, an Executive Board member may also represent the specific grade. The responsibility of the Committee is to solicit and recommend requests for school purchases. The meetings will take place prior to or following the PTO meeting as needed. The Committee will determine when purchases shall take place.

SECTION 3. The Officers of the Executive Committee shall be held harmless and no member of the Executive Committee shall be personally liable for monetary damages for any action taken or any failure to take action unless: (a) the member has breached or failed to perform the duties of his/her office under Section 8363 of the Pennsylvania Director's Liability Act (relating to standard of care and justifiable reliance), and (b) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness; provided however, that the provisions of this shall not apply the responsibility or liability of a member pursuant to any criminal statute, or to the liability of a member for the payment of taxes pursuant to local, state or federal law. This amendment shall be applicable to any action taken and any failure to take any action on or after April 17, 1998.

SECTION 4. A majority shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the **Executive C**ommittee.

SECTION 5. The incoming Executive Committee shall have the responsibility for revising and/or approving the new budget, new fund raising and social events and new in-school PTO funded activities.

Article IX

STANDING AND SPECIAL COMMITTEES

SECTION 1. Standing Committees shall be created by the Executive Committee as deemed necessary to promote the objectives and carry on the work of the Organization. The Chairperson(s) of the standing committees shall be selected by the Officers of the Organization. Their term shall be one (1) year **with an option to extend the term to a second year**. Recommendations of the Standing Committee and Special Committees shall be approved by the Executive Committee and voted upon by the Organization.

SECTION 2. All fund raising projects shall be approved first by the Executive Committee and shall be confined to those in accordance with Article II, Objectives and Article III, Policies of these by-laws.

SECTION 3. The Chairperson of each Standing Committee shall report its activity directly to the appropriate Vice President for approval. The Vice President shall present the report to the Executive Committee for their consent.

SECTION 4. The power to form Special Committees and appoint their members rests with the Organization or the Executive Committee. Since a Special Committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

SECTION 5. The President shall be ex-officio a member of all committees, except the Nominating Committee.

Article X

PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER REVISED shall govern this Organization in all cases to which they are applicable.

Article XI

AMENDMENTS

SECTION 1a. These by-laws may be amended at any regular or special meeting of the Organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given prior to the meeting.

SECTION 1b. A committee may be appointed to submit a revised set of by-laws to be approved by a majority vote at a meeting of the Organization, or by a two-thirds vote of the Executive Committee. The by-laws shall be reviewed and adopted by the PTO Membership at Large every five (5) years.

Article XII

ARTICLES OF ORGANIZATION

The by-laws of this Organization shall be deemed to be part of its Articles of Organization.

ADOPTED AT A REGULAR BOARD MEETING
March 25, 1987 (January 16, 1997)

REVISED AT A SPECIAL EXECUTIVE MEETING
March 15, 1995 (January 8, 1997) (April 17, 1998), (June 3, 1999), (June 3, 2003)

TO BE EFFECTIVE

September 1, 2003, (September 1, 2002) (September 1, 1996) (January 16, 1997) (April 17, 1998)

REVISED AT A PTO Executive Board Meeting

June 3, 2003

Revised and Adopted at a Regular PTO Meeting

June 5, 2003

Revised and Adopted at a Regular PTO Meeting

June 7, 2005

Revised and Adopted at a Regular PTO Meeting

June 5, 2007

Revised and Adopted at a Regular PTO Meeting

March 1, 2011

Revised and Proposed at a Regular PTO Meeting

February 10, 2015