

# Hillside Elementary School

## PTO BOARD MEETING

Minutes

March 13, 2015

9:15 am

HES Teacher's Lounge

<b>Meeting called by</b>	Lori Benedict
<b>Type of meeting</b>	PTO Board Meeting
<b>Facilitator</b>	Lori Benedict
<b>Meeting Minutes by</b>	Michelle Barton, PTO Secretary
<b>Attendees</b>	Michelle Barton, Lori Benedict, Diane Cohle, Marcy DeOrefice, Pam Emel, Maura Harley, Tracy Johnson, Sian Keating, Laura Mills, Lisa Nishikawa, Carla Ojha, Dr. Rich Smith.

## Agenda Topics

### Call to Order/Welcome

**Lori Benedict**

<b>Discussion</b>	Lori Benedict called meeting to order at 9:15am and called for a vote to approve the January and February 2015 meeting minutes. The board approved the minutes and they will be posted on the PTO website by Allison Sanka.
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### Principal's Report

**Mrs. Diane Cohle**

<b>Discussion</b>	Mrs. Cohle presented the Principal's Report.
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UPCOMING SPECIAL EVENTS  
 March 23: Arthur Goes To School  
 March 30-April 6: Spring Break – school resumes Tuesday, April 7<sup>th</sup>  
 April 9: Group pictures  
 Week of April 13: PSSA testing – information going home regarding tests occurring on which days. Grades 3 & 4 will take ELA and Math tests. Grade 4 will also take the Science PSAA.

CLEARANCES  
 Volunteers in the Schools: new PA Law requiring volunteers with direct contact with students to obtain clearances. The district will be sending home a letter with explanation and instructions (Mrs. Cohle passed out copies of the policy). The PTO will not be responsible for tracking the volunteers with clearances and without. The District's Personnel Office will institute procedures and the school principals will be responsible for tracking – details of which are currently being worked out.  
 Required for everyone: PA Criminal Background Check & PA Child Abuse History Clearance. Additionally, any volunteers who have lived in PA less than ten years will also need to obtain a fingerprint based Federal Criminal History Clearance through the FBI. If a volunteer has lived in PA ten or more year, he/she may submit a sworn statement affirming that they are not disqualified for volunteer service due to a conviction.  
 Clearances are good for three years. FAQs about the clearances, directions and forms will be posted:  
[www.tesd.net/volunteers](http://www.tesd.net/volunteers)

WELLNESS & ALLERGY POLICY  
 New committee will be issuing revisions to the policies regarding food in schools – new FAQ coming out soon.

<b>Discussion</b>	Lori presented the President's Report.
<p>2015-2016 PTO Board</p> <p>The open Board positions are almost filled:</p> <ol style="list-style-type: none"> <li>1. VP of Membership – Tracy Johnson (Lisa Nishikawa outgoing VP)</li> <li>2. PTO Secretary – Kathy Gribb (Michelle Barton outgoing Secretary)</li> <li>3. VP of Social – Mari Herr (Marcy DelOrefice outgoing VP)</li> <li>4. Treasurer – Maura Harley (Sian Keating outgoing Treasurer)</li> <li>5. Assistant Treasurer – Maria Rick (Maura Harley outgoing Asst. Treasurer)</li> <li>6. VP Cultural Arts – Nichole Scherer (Carla Ojha outgoing VP)             <ol style="list-style-type: none"> <li>a. Cultural Arts has been restructured so the VP position is not too overwhelming</li> <li>b. Chairpersons for Assemblies, Author Visit and Co-Chairs for Theme Week</li> </ol> </li> <li>7. <i>President-elect – OPEN</i></li> </ol> <p>HILLSIDE PLAYGROUND UPDATE</p> <ul style="list-style-type: none"> <li>✓ Mr. Pechin &amp; Mrs. Braun have graciously donated the money raised from their Winter Break Camp to the Playground Fundraising Campaign and plan to donate the proceeds of their Spring Break Camp also.</li> <li>✓ Laura Mills applied for a Grant through Pfizer on behalf of the HES PTO and is waiting to hear back.</li> <li>✓ Allison Sanka suggested a Funding Factory fundraiser and tie it into Earth Day in April. Printer Ink Cartridges and other recyclables (old phones for example) can be dropped off in the school lobby – Funding Factory supplies the box and once collection is over, seal up the box and ship it. The PTO would receive a small amount. Laura Mills will coordinate with Kim Koelle (Earth Day Chairperson).</li> <li>✓ A deadline for donations for the playground was set at June 1<sup>st</sup> - this allows enough time to coordinate the final approvals, purchase, and installation.</li> <li>✓ Pam Emel suggested Pennies for the Playground – students can be encouraged to bring in coins to their classrooms to donate toward the playground. Marcy mentioned the buckets used at the Book Fairs – one for each Teacher's wish list of books – could be used in the classrooms to collect the coins. Mrs. Cohle gave her blessing. Lori will talk with Grade Facilitators (head teacher for each grade) to explore the idea.</li> <li>✓ Tracy Johnson suggested Core Parents email the parents as a friendly reminder to send in donations and especially if their employers match donations – perhaps in April.</li> </ul> <p>PTO PRESIDENTS' MEETING</p> <p>Lori attended the recent PTO President's meeting and mentioned Beaumont has a Welcome Committee that, as new families arrive during the school year, provides the new families with information about the school, the area, etc. Lori suggested this as something to consider for Hillside.</p> <p>The idea of Shared Directory Ads across all T/E Schools was off the table.</p> <p>CLEARANCES</p> <p>Lori suggested the PTO Board Members set a good example by getting their clearances despite whether the members will be required (many volunteers do not have direct contact with students).</p>	

**Liaisons to Organizations – T & E Care**

**Pam Emel / Sandi Gorman**

<b>Discussion</b>	Annual T & E Care Presentation
<p>Unfortunately, Sandi Gorman is very sick and unable to attend the meeting to deliver her presentation; luckily, Pam Emel, Hillside's Rep to T &amp; E Care, was able to fill in for Sandi.</p> <p>T &amp; E Care</p> <ul style="list-style-type: none"> <li>❖ Provides temporary or emergency assistance to families in Tredyffrin &amp; Easttown Townships who have recently lost their jobs. T &amp; E Care provides home &amp; hearth assistance: rent, utilities, household goods, furniture, gift cards for food, and kids clothing, school lunch program for those who do not qualify for Federal program</li> <li>❖ Non-profit organization (501c3) raises money through local donations and grants</li> <li>❖ Lean organization – no paid staff, 7 Board members, 50+ auxiliary board members</li> <li>❖ Email distributions list of 2000</li> <li>❖ Other assistance: College tuition, summer camp tuition, school supply drive, computers, resume writing, job interview preparation, budget prep</li> </ul> <p>How can Hillside help? Visit the website <a href="http://www.tecare.org">www.tecare.org</a> and sign up for the email list – and of course donate your time</p>	

**Treasurer****Sian Keating/Maura Harley**

<b>Discussion</b>	Sian Keating presented the Treasurer's Report.
<p>Sian sent the February financials via email prior to the meeting. Sian reviewed the report with the Board.</p> <ul style="list-style-type: none"> <li>▪ Parent Social \$6347</li> <li>▪ Hawky Campaign is at approximately \$7588 (Playground \$4197)</li> </ul> <p>Sales Tax Exempt status – Sian asked Michelle Barton for an update. Michelle filled out the application with the help of her work colleagues and submitted it. No word yet – not sure how long the process will take.</p>	

**Committee Reports****All**

<b>Discussion</b>	Spring Concert – Performers' refreshments
<p>Food will be able to be served. It will be served only for the performers and it will only be store bought, packaged foods.</p>	
<b>Discussion</b>	Spring Book Fair – Theme
<p>This Spring Book Fair will have a Summer Reading Theme and the Book Fair Chairpersons will do their best coordinate the teachers' suggestions with Scholastic.</p>	
<b>Discussion</b>	4 <sup>th</sup> Grade Party – Jen Kleppe
<p>This year's party will take place at Glenhardie Country Club – budget is \$3300.</p>	

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

<b>Discussion</b>	Lisa Nishikawa presented the Membership & Services Report.

**Vice President of Social Functions****Marcy DelOrefice**

<b>Discussion</b>	Marcy DelOrefice presented the Social Functions Report.

**Vice President of Fundraising****Laura Mills**

<b>Discussion</b>	Laura Mills presented the Fundraising Report.
<p>Handels – Chairperson Rebecca Zellefrow is looking into a possibility of a 2<sup>nd</sup> Pint sale for Handel's Ice Cream in the Spring. Hillside would take orders for the Pint Cards (buy for \$3, sell for \$5.50). Potentially sell through our PayPal site – Allison Sanka will work on this.</p> <p>Art to Remember – Flyers going home this week.</p> <p>Five Below – Laura has organized a 2<sup>nd</sup> Five Below fundraiser to run from March 25 through April 4<sup>th</sup>.</p> <p>Innsbrook Wrapping Paper – what is the plan for this fundraiser going forward?</p>	

**Vice President of Cultural Arts**

**Carla Ojha**

<b>Discussion</b>	Carla Ojha presented the Cultural Arts Report.
<p>March &amp; April have a lot going on:</p> <ul style="list-style-type: none"><li>❖ 1<sup>st</sup> Grade – rescheduled due to snow days</li><li>❖ Audio Body this Thursday – school day show and an evening show</li><li>❖ Kate McMullin Author Visit</li></ul> <p>DELTA meeting – already starting to plan for next year.</p>	

**Adjournment**

**Lori Benedict**

<b>Discussion</b>	The meeting was adjourned.
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