

# Hillside Elementary School

## PTO BOARD MEETING

Minutes

May 13, 2015

9:15 am

HES Teacher's Lounge

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| <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  |
| <b>Attendees</b>          | Michelle Barton, Kristin Becket, Lori Benedict, Diane Cohle, Marcy DeLorefice, Maura Harley, Sian Keating, Jessica Littleton, Laura Mills, Lisa Nishikawa, Carla Ojha, Nicole Scherer. |

## Agenda Topics

### Call to Order/Welcome

**Lori Benedict**

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| <b>Discussion</b> | Lori Benedict called the meeting to order and motioned to approve the meeting minutes from the March and April 2015 PTO meetings. |
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### Principal's Report

**Mrs. Diane Cohle**

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| <b>Discussion</b> | Mrs. Cohle presented the Principal's Report. |
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PSSAs are complete!

Thank you to the PTO and especially the Book Fair committee and volunteers for another wonderful Book Fair.

Theme week is underway.

Upcoming events:

- May 18 – 4<sup>th</sup> Grade visit the Middle Schools
- May 19 – No school – In-service day
- May 20 – Conestoga Relays
- May 21 – K Orientation & Move up day
- May 22 – Hillside's Memorial Day program
- May 25 – No school – Memorial Day
- May 27 – K Field trip to Riverbend
- May 28 – 4<sup>th</sup> Grade Field Trip to Hagley & 3<sup>rd</sup> Grade Performance at 2 pm (Dress Rehearsal)
- May 29 – 3<sup>rd</sup> Grade Performance for parents 9:30am
- June 3 – Chorus performs for Surrey
- June 4 – 2<sup>nd</sup> Grade performance at 2pm (Dress Rehearsal)
- June 5 – 2<sup>nd</sup> Grade performance for parents 9:30am
- June 18 – 4<sup>th</sup> Grade Ceremony

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| <b>Update on ARCH</b>   |  |
| <p>Kristin offered to be Hillside's Rep to ARCH next year. Kristin attended the PTO meeting to provide an update on ARCH. A recent event hosted by ARCH was a presentation by Tricia Ferrara, author of Parenting 2.0 – this event was geared more toward the Elementary School parents. Approximately 60 parents attended.</p> <p>Other updates:</p> <p>Kristin is working on updating the Cell Phone Contract that ARCH posts on their site – will be posted soon – HES PTO can link to it from our site (Allison Sanka to handle).</p> <p>Fundraiser – ARCH typically raises funds through community donations, this year ARCH will host a fundraiser.</p> |  |

**President's Report**

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| <b>Discussion</b>  | Lori presented the President's Report. |
| <p>HILLSIDE PLAYGROUND UPDATE</p> <ul style="list-style-type: none"> <li>✓ The playground has been ordered!</li> <li>✓ Installation scheduled for August 1<sup>st</sup></li> </ul> <p>Lori suggested the PTO continue to solicit suggestions for the PTO to gift to the school, especially to provide more lead time in times of very large gifts. Michelle Barton and Sian Keating stated that this is exactly what the Financial Review Committee was meant for – the FRC had been discontinued years ago, but never removed from the By-Laws, so it can be resurrected, if the Board decides to, as has been discussed in prior meetings. Earlier in the year, it was discussed that the current board (and representatives from each grade, which a board member can serve, if needed) would include the Team Facilitators. Mrs. Cohle was asked for her input – would that be too difficult, to schedule something that includes the Team Facilitators? Mrs. Cohle suggested the FRC members could attend one of the Team Facilitator's meetings which are held every Monday.</p> <p>Publishing Center – does PTO pay for publishing center supplies? The supply list has been given to Lori by staff. Lisa stated that Membership &amp; Services typically takes care of the ordering of supplies – yes, the PTO pays for them. Lisa will pass on the supply list to the incoming VP of Membership &amp; Services (Tracy Johnson) to order next year, there are plenty of supplies for this year's Publishing Center.</p> <p>Clearances – due by July 1, 2015 in order to volunteer in center areas next year. The district is currently working on how visitors who come to Hillside to volunteer will be verified.</p> <p>PTO representation at the Kindergarten Orientation is requested to provide a quick introduction to the PTO, ways to volunteer, etc.</p> <p>4<sup>th</sup> Grade Celebration – only PTO presentation is for the School Store – Michelle Barton will let current School Store Scheduler know and ask that she present certificates as has been done in the past.</p> |  |

**Treasurer**

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| <b>Discussion</b>  | Sian Keating presented the Treasurer's Report. |
| <p>Sian sent the April 2015 financials via email prior to the meeting. Sian reviewed the report with the Board.</p> <ul style="list-style-type: none"> <li>▪ Hawky Campaign over \$12,000!</li> <li>▪ Kids donated \$2681.19 in coins</li> <li>▪ Yearbook, although not a fundraiser, expected to net \$300</li> </ul> |  |

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

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| <b>Discussion</b>  | Lisa Nishikawa presented the Membership & Services Report. |
| <p>Last call to add a committee to the Volunteer sign-up sheet distributed through the Opening Day packets. Lisa asked Laura Mills if the Innsbrook Wrapping Paper fundraiser will run next year – Laura confirmed it will.</p> <p>Nicole Scherer offered that some Kindergarten parents don't understand what some PTO positions mean – for example; core parents. It was suggested that at K Orientation and other opportunities, the PTO should explain the committee positions more clearly.</p> |  |

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

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| <b>Discussion</b>   | Marcy DelOrefice presented the Social Functions Report. |
| <p>Spring Book Fair did very well. The Book Fair Committee was considering cancelling the Spring Book Fair, but given the Spring Book Fair did so well, probably due to being scheduled later in the year – further from the Fall Book Fair, the committee has decided to keep both.</p> <p>Upcoming events:<br/> 4<sup>th</sup> Grade Celebration coming up<br/> End of Year lunch for Hillside staff &amp; teachers</p> |   |

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

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| <b>Discussion</b>  | Laura Mills presented the Fundraising Report. |
| <p>Laura will be continuing as VP of Fundraising next year and is busy planning. One new idea Laura suggested is promoting "Fundraiser of the Month"</p> |   |

**Vice President of Cultural Arts****Carla Ojha**

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| <b>Discussion</b>   | Carla Ojha presented the Cultural Arts Report |
| <p>Theme week is currently underway and this year it is fabulous.</p> <p>June 10<sup>th</sup> – The Bee Man<br/> June 17<sup>th</sup> – Doc Gibbs (rescheduled)</p> <p>Open positions – Chairperson for Talent Show – contact Nicole Scherer (incoming VP Cultural Arts)</p> <p>CA Fundraising – given the new Cultural Arts Endowment Fund Guidelines to be voted on later in the meeting, how to best coordinate with the typical PTO fundraisers so as not to step on each other's toes? When is it best to solicit for donations to the CA Endowment? A fundraiser specifically for Cultural Arts for next year was discussed – Sian suggested her idea for a bingo event, ladies only, to win purses, bags, etc.</p> <p>Carla asked for feedback from the group as to whether Cultural Arts should revive the donation box during the show at the end of Theme Week? Discussion went back and forth, but settled on – why not, it can't hurt.</p> <p>Another suggestion was for the Cultural Arts committee to be very clear during the year on the value of the events the PTO sponsors – for example, when inviting the school community to join the Audio Body performance at Hillside – incorporating the value of a ticket, if the parents had to purchase tickets.</p> |   |

**Committee Reports – Cultural Arts Endowment Fund Guidelines****All**

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| <b>Discussion</b> | Carla Ojha made a motion to approve the final draft of the Guidelines produced by special Executive Board meetings and Meg Kampf's review. The motion was seconded, the vote was taken, and the motion was approved. |
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**Committee Reports – Cultural Arts Endowment Fund Treasurer Nomination****All**

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| <b>Discussion</b> | <p>The Board discussed the nomination process for the new position created by the Endowment Fund Guidelines – Endowment Fund Treasurer. Carla Ojha mentioned the Guidelines strongly prefer an experienced Accountant or Attorney with expertise in the area of Estate, Trusts, etc. be considered for the position of C.A. Endowment Fund Treasurer.</p> <p>It was discussed that the PTO currently has one volunteer interested in the position. If members of the Board want to speak with the candidate to gain insight into his qualifications, please do so. In addition, Board Members are encouraged to seek out additional volunteers, if they choose to do so.</p> |
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**Committee Reports – Spiritwear Update****All**

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| <b>Discussion</b> | Discussion around possibly changing vendors. Sales are low – how can the PTO increase them. Sending something home in Back to School Packets. |
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**New Business – Website Committee Discussion****All**

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| <b>Discussion</b> | Proposed new committee to put website, Hillside Highlights and Email Blast under one committee. Discussion tabled until June meeting. |
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**Adjournment****Lori Benedict**

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