

Hillside Elementary School

PTO BOARD MEETING

Minutes

June 9, 2015

9:15 am

HES Teacher's Lounge

Meeting called by	Lori Benedict
Type of meeting	PTO Board Meeting
Facilitator	Lori Benedict
Meeting Minutes by	Michelle Barton
Attendees	Michelle Barton, Kelly Cockshaw, Mrs. Diane Cohle, Marcy DelOrefice, Kathy Gribb, Maura Harley, Mrs. Colleen Johnson, Tracy Johnson, Kate Kilgarriff, Jessica Littleton, Laura Mills, Lisa Nishikawa, Carla Ojha, Maria Rick, Allison Sanka, Nicole Scherer.

Agenda Topics

Call to Order/Welcome

Lori Benedict

Discussion	Lori Benedict called the meeting to order at 9:15 am.
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Principal's Report

Mrs. Diane Cohle

Discussion	Mrs. Cohle presented the Principal's Report.
<p>Upcoming Events: June 10 – Cultural Arts: The Bee Man June 11 – Field Day (Rain date: Friday, June 12) June 12 – 4th Grade Celebration Party (Glenhardie CC Pool) June 17 – Rescheduled Cultural Arts: Doc Gibbs Trio June 18 – Last day for Kindergarten June 19 – Last day for Grades 1-4 (Half-day)</p> <p>Mrs. Cohle thanked the PTO for all it does for the school – parents working together with the school provides so many wonderful opportunities.</p>	

Committee Reports – Cultural Arts Endowment Fund Fundraiser

Sian Keating

Discussion	Event will be Handbag Bingo and will take place offsite sometime next Winter – Sian Keating Chairperson.
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President's Report

Lori Benedict

Discussion	Lori Benedict presented the President's Report.
<p>Lori thanked Mrs. Cohle and Jessica Littleton and the out-going board members for a great year.</p> <p>PTO EXECUTIVE BOARD for the 2015-2016 school year:</p> <ul style="list-style-type: none">• Jessica Littleton – President• <i>Vacant</i> – President-Elec• Laura Mills – VP of Fundraising• Tracy Johnson – VP of Membership & Services• Maria Herr – VP of Social Functions• Nicole Scherer – VP of Cultural Arts• Kathy Gibbs – Secretary• Maura Harley – Treasurer• Maria Rick – Assistant Treasurer	

Vice President of Cultural Arts

Carla Ojha

Discussion	Carla Ojha presented the Cultural Arts Report
<p>Nicole Scherer (incoming VP Cultural Arts) has hit the ground running and doing a great job!</p> <p>Christine Neilon & Kim Zahlaway will co-Chair the Talent Show – November 2015.</p>	

Treasurer

Sian Keating/Maura Harley

Discussion	Maura Harley presented the Treasurer's Report.
<p>A Budget Committee meeting was held offsite this month to develop the suggested 2015-2016 budget and it will be presented to the new Board in September for approval.</p> <p>Current Financials were emailed to board members prior to the meeting and reviewed with attendees:</p> <ul style="list-style-type: none">• Hawky Campaign raised over \$18K – this includes the \$12K for the playground.• Spring Fair – the numbers are not final yet, waiting for final invoices to be submitted.• Yearbook numbers do not appear to include any of the online orders – still expected to net around \$300.	

Vice President of Fundraising

Laura Mills

Discussion	Laura Mills presented the Fundraising Report.
<p>Spring Fair went well – Laura asked if the invoice from Fun Services had been received?</p> <ul style="list-style-type: none">• Maura Harley suggested the PTO post an FAQ for parking at Hillside for special events (Spring Fair, Halloween)• Tracy Johnson mentioned some parents complained they had to pay "full-price" if they were arriving for just the last couple of hours of Spring Fair. The consensus was offering a lower rate for late comers was not beneficial in the effort to raise money at the fundraiser and difficult logistically.	

Vice President of Social Functions**Marcy DelOrefice**

Discussion	Marcy DelOrefice presented the Social Functions Report.
Upcoming events: 4 th Grade Celebration & the end of year Appreciation Lunch for Hillside staff & teachers (open position for next year).	

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

Discussion	Lisa Nishikawa presented the Membership & Services Report.
Lisa Nishikawa is updating the PTO Org Chart – please provide edits if you have them. Lisa will then transition the Org Chart to Tracy Johnson (in-coming VP of Membership & Services)	
A suggestion was made to add an item to the Volunteer Sign-up sheet that goes home in the Opening Day packets for volunteers to help Mrs. Braun (Art Teacher) update her displays periodically during the year. Maria Rick suggested adding Field Day also.	
Lisa & Laura Mills will be putting together a Save-the-Date for the Fun Run (Fall 2015) for the Opening Day packets.	

Committee Reports – Playground Committee**Lori Benedict**

Discussion	<p>HILLSIDE PLAYGROUND UPDATE</p> <ul style="list-style-type: none"> ✓ The playground has been ordered! ✓ Installation scheduled for early August ✓ PTO raised over \$12K
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Old Business – Reinstatement of Financial Review Committee**All**

Discussion	<p>The history of the Financial Review Committee has been discussed in previous meetings. Lori included the reinstatement of the committee on the agenda. The Financial Review Committee, as outlined in the PTO By-laws, is responsible for soliciting and recommending requests for school purchases. Each year, the PTO strives to gift to the school – some years the gifts are larger than others. The committee was disbanded years ago, but never removed from the PTO By-laws. Thus, the PTO Board has discussed on a number of occasions the reinstatement of the Financial Review Committee to facilitate the solicitation of requests from the school and in the tracking of such requests year after year – to provide consistency. The committee is made up of the present Executive Committee (President, President-Elect, Secretary, Treasurer, Assistant Treasurer, VP Cultural Arts, VP Social, VP Membership, VP Fundraising and the Principal) along with one representative from each grade. If no representative from a specific grade is found, a PTO Board Member with children in the grade is allowed to serve as both their PTO Board position and the grade representative. The Board passed a motion to reinstate the Financial Review Committee. The first meeting will be scheduled for the beginning of next school year.</p> <p>Mrs. Cohle offered a suggestion that she has discussed with the teachers and staff for the Financial Review Committee to consider - the school main lobby could use a "refresh". Mrs. Cohle recognizes this could be another large undertaking so soon after the new playground. The discussion included the possibility of a multi-year lobby renovation. Nicole Scherer mentioned in 2 years the Cultural Arts theme for Theme Week could yield a permanent art project to be installed in the lobby.</p> <p>Michelle Barton offered her impression of the variety of items that past Financial Review Committees have considered – the copies of lists in the PTO Secretary Archives ranges from small items to large wish-list items. It was suggested the committee obtain a variety of suggestions from the school so that the PTO can gift each year as the budget allows – this seemed to be how the committee functioned in the past.</p>
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Old Business – Welcoming Committee Discussion**Lori Benedict**

Discussion	<p>Lori Benedict mentioned that the PTO has decided to break-out the welcoming of new families to Hillside that arrive during the school year from the Sunshine Committee and form its own committee. Lori made a motion to establish the committee's budget at \$100 to cover gift certificates to favorite local ice cream stores, permission pads and other items to be determined later. Other items to be included in the Welcome "kit" were suggested: names of local youth sports organizations for baseball, soccer, football, etc. and PTO specific information to help the new families acclimate to both the school and the area. The motion received a second. A vote was taken and the motion passed. The Welcoming Committee will be added to the PTO Org Chart and the Volunteer Signup Sheet.</p> <p>Discussion regarding the Sunshine Committee included a suggestion to solicit for more volunteers for the Sunshine Committee. Also, the Classroom Volunteers and the Sunshine Committee need to improve their coordination. Lori will ask Jane Balsan (Classroom Volunteers Chairperson) to help remind the Classroom Volunteers of their responsibility to communicate with the teacher and/or other class parents regarding situations that may warrant Sunshine Committee involvement.</p>
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Old Business – New Communications Committee**Michelle Barton**

Discussion	<p>As briefly mentioned in the May PTO meeting, there is a proposal of creating a new committee involving the website and other communications positions. Lori asked Michelle Barton to explain her suggestion. Michelle made a motion to create a Communications Committee and nominated Website Chairperson, Allison Sanka, as the new committee's chairperson. The motion received a second. Discussion included a more detailed description of which committees and their chair-people that would re-organized under the Communications Committee: Website, Facebook, Highlights and Email Blasts would all be under one committee. Further discussion included under which VP this committee would be organized – should this committee be a new group with its own VP, under the President? Michelle felt it should be a new group with Allison as its VP, but recognized that the general consensus was to keep it as a committee with sub-chairpersons. A vote was taken and the motion passed. The new committee will be added to the PTO Org chart (Excel file: PTO Chairs Contact List - managed by VP of Membership & Services) and the existing committees (Facebook, Website, Highlights and Email Blasts) reorganized under the Communications Committee.</p>
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New Business – Community Organization Donation**Michelle Barton**

Discussion	<p>Michelle Barton made a motion for the PTO to make a donation to one of the community organizations with which the PTO works: ARCH – in the amount of \$500. The basis of the suggestion is the donation the PTO approved for FLITE during the previous school year. The motion received a second. Discussion included that given ARCH relies on donations from the community and their increase efforts to develop more content aimed at the Elementary School level, they can certainly use our support. Discussion continued regarding whether the Hillside PTO would have a surplus this year given the large gift of the new playground equipment and that the Spring Fair numbers were not final – can a decision be made? Michelle proposed the motion be amended to include a suggested dollar amount of \$500, pending the finalizing of the 2014-2015 school year financials. A vote was taken and the motion passed.</p>
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Adjournment**Lori Benedict**

Discussion	The meeting was adjourned at 10:20 am.
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