

Hillside Elementary School

PTO BOARD MEETING

Minutes

September 9, 2015

9:15 am

HES Teacher's Lounge

Meeting called by	Jessica Littleton
Type of meeting	PTO Board Meeting
Facilitator	Jessica Littleton
Meeting Minutes by	Kathleen Gribb
Attendees	Meg Burgo, Mrs. Diane Cohle, Kathleen Gribb, Maura Harley, Maria Herr, Tracy Johnson, Jessica Littleton, Mrs. Lisa McIntyre, Laura Mills, Allison Sanka, Nicole Scherer, Jessica Tinneny

Agenda Topics

Call to Order/Welcome

Jessica Littleton

Discussion	Jessica Littleton called the meeting to order at 9:15 am and called for a vote to approve the June 2015 meeting minutes. The board approved.
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Principal's Report

Mrs. Diane Cohle

Discussion	Mrs. Cohle presented the Principal's Report.
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Mrs. Cohle thanked Jessica and the PTO for all their help over the summer and especially for getting the Back to School packets assembled. Mrs. Cohle said that the new school year has gone smoothly and there were currently 437 students enrolled. Class breakdowns were as follows:

3 Kindergarten classes
 5 First grade classes
 4 Second grade classes
 4 Third grade classes
 5 Fourth grade classes

Upcoming Events:

September 10 – Open House from 5:00 – 7:00 pm – Special Area and Support teachers will be available
 September 16 - Curriculum Night for Grades 1 and 2 from 6:30 – 8:00 pm
 September 21 & 22 – Health Screenings
 September 24 - Curriculum Night for Grades 3 and 4 from 6:30 – 8:00 pm
 September 30 – Picture Day
 October 5 – ERBs begin

Volunteer Clearances will not go into effect until the 2016-2017 school year. We will follow the same procedure as last year: volunteers will continue to sign-in and wear nametags.

As per Regulation 1124 & 1131, Promotional Materials from outside organizations cannot go home via backpacks. They can be included on the PTO website and via the PTO Blast emails. Laura Mills asked if we could still send home memos with the PTO disclaimer as we did last year. Mrs. Cohle thought this would be OK. Laura also inquired about actual brochures going home. Mrs. Cohle will check with the new district supervisor. Laura will forward examples to Mrs. Cohle.

Chester County has contacted Mrs. Cohle to find out when our Walk to School Day would be held. Currently this is an open position. Maria Herr offered to help fill the position. Jessica Tinneny volunteered to chair this event. Tracy Johnson will have the prior chair forward the information to Jessica. Mrs. Cohle requested that a date for Walk to School Day be communicated to her by the end of the week.

Mrs. Cohle thanked the PTO again for the new playground equipment. Everyone is very happy and enjoying the new playground! Suggestions for upcoming gifts include a facelift for the lobby and t-shirts for 4th graders participating in the Conestoga Relay.

President's Report

Jessica Littleton

Discussion	Jessica Littleton presented the President's Report.
OPEN POSITIONS - There are still many open PTO positions. Since there is no Yearbook Chair yet, there was no one to coordinate taking pictures at all the beginning of the year events. It was suggested that calls be made to other volunteers and ask them to fill any openings. Please email flyer of openings to Jessica to have on the Open House table.	
RACHAEL PASTER FUND – The PTO will be making a donation to The Rachael Paster Fund but need to confirm the mailing address. Mrs. Cohle mentioned that there would be a run in December at Wilson Farm Park in her memory. She will forward the details so we can include in the PTO Newsletter.	

Vice President of Cultural Arts

Nicole Scherer

Discussion	Nicole Scherer presented the Cultural Arts Report
UPCOMING EVENTS: <ul style="list-style-type: none"><input type="checkbox"/> October - Dr. Recess will hold two assemblies on the playground. This program teaches kids new games while promoting anti-bullying (to tie into Pride Day).<input type="checkbox"/> November - Indian dance troop (to tie into Diwali)<input type="checkbox"/> Franklin Institute<input type="checkbox"/> Betsy Ross<input type="checkbox"/> Mother Goose<input type="checkbox"/> Author Visit – David Wiesner – the recipient of two Caldecott Awards.<input type="checkbox"/> Theme Week - "Dance Week" hosted by Contempra Dance in Paoli.	
Nicole mentioned that next year's Theme Week would be focus on Art. She is looking for suggestions for a project that would involve the entire school, possibly a tile mosaic or something for the lobby or cafeteria. She is also looking for artist suggestions. The last Art Theme Week created the mosaic bench near the playground. In previous years, the four mosaics in the Large Group Room were created as were the giraffe and Hawky statue near the art room. The statues were created from "junk" the students recycled from home. The topic of murals came up as a possible project but Nicole said that in discussing this with others, the children were often upset if the artist "cleaned up" their work and no longer felt like it was their own.	

Treasurer

Maura Harley

Discussion	Maura Harley presented the Treasurer's Report.
Maura welcomed all the new faces to the PTO Meeting.	
Maura presented the current budget. She said she a comparison was done of the old and new budgets. Amazon and the Spring Fair numbers may need to be updated. We do have a cushion and will be able to fund the 4 th grade Conestoga Relay t-shirts. Maura motioned that we vote to approve the budget. It was seconded, a vote was held and the budget was approved.	
We have been approved for Sales Tax Exemption. Maura has a flyer to give to vendors if anyone needs it. She will forward to Allison to have the flyer added to the website.	
Checks over \$500 will need two signatures. Jessica Littleton, Maura Harley and Maria Rick are all approved signers. Nicole mentioned that Cultural Arts will need some large checks soon. She will communicate details to Maura.	

Maura will add the Whole Foods fundraiser to the Budget. Proceeds will be split between all five elementary schools in the district with each school getting 1% of total sales.

The Handles Ice Cream fundraiser will be held on Monday, September 21, 2015. It was suggested that a Blast email be sent out the day before as a reminder to all families. Allison will send out a Facebook message. All PTO members were encouraged to "Like" all PTO Facebook posts so that we spread the news to all our "friends". There will also be flyers promoting the Handles fundraiser at the Open House.

Vice President of Fundraising

Laura Mills

Discussion	Laura Mills presented the Fundraising Report.
OPEN POSITION – Spring Fair Chair	
ONGOING FUNDRAISERS:	
Target Box Tops Coke Rewards – We might change the procedure for this since it is time consuming with little reward.	
Laura is going to review all fundraisers to determine if anything needs to be discontinued or changed. She has been trying to decide whether to continue the Innisbrook Wrapping Paper fundraiser or not as this did not do well last year.	
<u>Funding Factory</u> – Last year we ran this fundraiser in conjunction with Earth Day. The goal is to recycle used printer cartridges and old phones for cash. Laura is rethinking this because the return was low.	
<u>Amazon</u> – Encourage people to use the Amazon link on our website as this will yield the most revenue for the PTO; even more than simply "tagging" Hillside in "Your Account".	
<u>Five Below</u> – The Spring fundraiser did much better than the one held in the fall. This may be due to timing.	
<u>Chipotle</u> – Exton store never got back to Laura. She will explore the King of Prussia location.	
<u>Holiday Shop</u> – Laura asked if we should resume the Holiday Shop. There seems to be a love-hate relationship with the Holiday Shop. Maura Harley commented that she ran this a few years ago and it is a lot of work. It was decided to have this discussion at a future meeting.	
All ongoing fundraisers are listed on the PTO website; everyone was encouraged to review the list.	
Allison Sanka will write an item to highlight fundraising for Jessica to include in her Curriculum Night speech.	
It was suggested that we use homeroom coordinators to help communicate any upcoming fundraisers to all families.	

Vice President of Social Functions

Maria Herr

Discussion	Maria Herr presented the Social Functions Report.
October 2 nd – Pizza Bingo There are a limited number of tickets available, as this event sold out last year and was too crowded. The event will be held at Hillside again this year. The maximum we can accommodate is 180 ppl. We may need to pursue other options if attendance continues to grow.	

Vice President of Membership & Services

Tracy Johnson

Discussion	Tracy Johnson presented the Membership & Services Report.
THEME WEEK – The Walnut Street Theater did such a great job with Theme Week last year, Meg Kampf restructured Drama Club in order to partner with The Walnut Street Theater again. The director has moved from Theater Horizon to The Walnut Street Theater so this change will be transparent to the children.	

Committee Report – Communications Committee

Allison Sanka

Discussion	<p>The PTO will continue to send weekly emails alternating with Highlights and Blast. We will try to stick to this schedule but an occasional “as needed” email is fine. Email has a 60% open rate on a good day.</p> <p>Allison stressed that she has a son in 3rd grade and will only be available to run the Communications Committee for the next two years. It was suggested that we find a replacement that can shadow her before taking over.</p> <p>Everyone was encouraged to “like” the Hillside PTO on Facebook if they haven’t already. Make sure to “like” or “share” all PTO postings to spread the word to anyone who doesn’t already receive the PTO Facebook posts.</p> <p>Allison is on the Tredyffrin Library Fundraising Committee and suggested we support local businesses by asking them to donate prizes for Bingo Night. Another suggestion was a Library movie/game rental gift card. She will also share other fundraising ideas from the library and encouraged us to think of the Library when looking for a non-profit to donate to.</p> <p>Volunteer Spot – It is \$99/year to set up a school account. Anyone can use it, there is a simple sign-up process and everyone who does will have access for the entire year. The TE School District is also looking into using this and will be piloting it at Valley Forge Elementary School for their Parent Teacher conferences.</p>
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Committee Report – T & E Care

Tracy Johnson (on behalf of Bernie Logan)

Discussion	T & E Care will be hosting their big Fall Fest fundraiser on November 11, 2015. Please help support this cause as they help fund the Dental Clinic.
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New Business

Discussion	<p>YEARBOOK - The 2014-2015 Supplemental will be mailed to the 4th grades students shortly. This has been a lengthy process to coordinate the distribution of the supplemental. It was suggested that maybe we don't offer a supplemental this year or see if maybe the publisher can mail directly to the families purchasing. In addition, some parents were disappointed that they purchased a copy and their children weren't included.</p> <p>SCHOOL SUPPLY BOXES- This year some items were missing from the School Supply Boxes. The company we used went directly to the teachers for the supply lists and should have used Beata's. Mrs. Cohle will make sure the PTO has an “official” list. In the future, the “official” list should come from the school office (Beata).</p> <p>HES Folders – Only 1st and 2nd grade get complimentary folders.</p> <p>Next Meeting – to be held at Jessica’s house beginning at 7:15 PM.</p>
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Adjournment

Jessica Littleton

Discussion	The meeting was adjourned at 10:30 AM.
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