

# Hillside Elementary School

## PTO BOARD MEETING

Minutes

October 11, 2016

9:15 am

HES Teacher's Lounge

<b>Meeting called by</b>	Tracy Johnson
<b>Type of meeting</b>	PTO Board Meeting
<b>Facilitator</b>	Tracy Johnson
<b>Meeting Minutes by</b>	Kathleen Gribb
<b>Attendees</b>	Ms. Robin Briggs, Mrs. Diane Cohle, Kathleen Gribb, Tracy Johnson, Kate Kilgarriff, Beth Lee, Laura Mills, Miss Kelly Payne, Nicole Scherer, Kristen Wik

## Agenda Topics

### Call to Order/Welcome

Tracy Johnson

<b>Discussion</b>	Tracy Johnson called the meeting to order at 9:18 am and called for a vote to approve the September 2016 meeting minutes. The board approved.
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### Principal's Report

Mrs. Diane Cohle

<b>Discussion</b>	Mrs. Cohle presented the Principal's Report.
<p><b>Past Events</b></p> <ul style="list-style-type: none"> <li>• <b>Walk to School Day</b> was a great success. The weather was great and many families participated.</li> <li>• <b>Pizza Bingo</b> went really well this year and it seemed like everyone had lots of fun.</li> <li>• <b>Water Ice Social</b> was a great idea and was well attended. Mr. Hauer was very helpful and pitched in wherever he was needed; even staying late to help with clean up.</li> </ul> <p><b>Upcoming Events:</b></p> <p><b>October 12<sup>th</sup></b> – No School</p> <p><b>October 13<sup>th</sup></b> – 1<sup>st</sup> Grade Field Trip to Milky Way Farm</p> <p><b>October 14<sup>th</sup></b> – Pride Day which helps build community and good citizenship. There are cross-class assignments so children work with students in different grades. This year there will be a singer and classroom lessons that focus on mindfulness and Being Bucketfillers! Dana Zdancewicz who is the ISC representative would like to attend the Pride Day festivities to video tape some of the events to include in her presentation to the ISC board at the end of the month.</p> <p><b>October 18<sup>th</sup></b> – Apex Fun Run Kick-off</p> <p><b>October 19<sup>th</sup></b> – Scarecrow Day for the 2<sup>nd</sup> Grade</p> <p><b>October 21<sup>st</sup></b> – Kindergarten Field Trip to Sugartown Strawberries</p> <p><b>November 2<sup>nd</sup></b> – Cultural Arts Presentation CSI Crime Scene</p> <p><b>November 8<sup>th</sup></b> – No School</p> <p><b>November 14<sup>th</sup>-18<sup>th</sup></b> - American Education Week – Parents are invited to attend Language Arts classes this year. Subjects are on a rotation so parents can attend each subject during their time at Hillside. The grades will be spread out over the week to help with parking. No siblings will be allowed in the classrooms, however, they are welcome to come for lunch. The schedule is as follows:</p> <ul style="list-style-type: none"> <li>• Monday – First Grade at 10:30 – lunch</li> <li>• Tuesday – Author Visit with Jerry Pinkney</li> <li>• Wednesday – Second Grade at 11:15 – lunch</li> <li>• Thursday – Third Grade at 11:50 – lunch</li> <li>• Friday – AM Kindergarten 9:30, PM Kindergarten 1:10 and Fourth Grade 12:15</li> </ul>	

**Halloween Parades** – The flyers for the Halloween Parades went out. Please note that there is an additional paragraph this year emphasizing NO clown costumes this year due to the recent news stories about clown sightings. Hillside and the T/E School District on watch for any suspicious activity.

**Lobby Renovation Update** – Mrs. Cohle talked to the District Maintenance Office and they have approved painting of the walls and railings and said that the lights can be replaced as well.

## President's Report

Tracy Johnson

<b>Discussion</b>	Tracy Johnson presented the President's Report.
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**Parking Map** – The parking map is done and has been distributed. Tracy will have it added to the website and ask Maria Rick to add it to the Directory. She will also have it included in the Highlights email right before Halloween to direct families to the approved parking spots for the Halloween parades.

**President's Meeting** – Volunteer Guidelines were finalized and distributed. The main area where proper clearances will be needed will be field trips.

**Lobby Renovation Update** – After the initial meeting with White Horse Fabrics and discussing preliminary budget Tracy felt it wasn't a good fit and has found a new designer to help with the lobby renovations. Jennifer is an Interior Designer who has worked very closely with architects and is very familiar with all the building codes. She has seen the lobby and would like to "enhance" the space not change it. She works with commercial furniture dealers and may be able to get us a good discount on furniture. A suggested color pallet was in the Navy family to stick with the school colors. It was suggested that we check with District purchasing to see if they have the same discount as designers have or if we would save more money by purchasing the furniture through them. Tracy asked what the timing for the renovation should be and it was agreed that summer might work best since the painting could be completed without disrupting the students, teacher and staff.

**Open Positions** – Tracy reminded the group that there are some key positions currently held by people with children in 4<sup>th</sup> grade (i.e. Treasurer, Directory, etc.). These positions will be open next year and it is important that we try to get them filled soon so the new person can "shadow" the current members to fully understand their duties. Tracy asked that everyone email any such position to her so we can discuss at the November PTO meeting.

**Mother Son Social** – There have been over 100 responses to the Mother Son Social Survey. The majority voted for a Villanova game. Most families were interested in 2-4 tickets. There are two ticket options at Villanova - \$15 and \$30 seats. Tracy asked the group if it made sense to offer both price points. Tracy will follow up with Villanova to secure the date before the 4 pack tickets go on sale. She will work with Villanova to pick the date that would allow us to all sit in the same section and to offer the opportunity to purchase extra tickets if there was a need. Tracy thought it would be a good idea to sell the tickets early to avoid a rush closer to the date. Christina Carberry may chair this event; however, she is currently working on the APEX Fun Run.

**Parent Social** – The Parent Social Committee has informed Tracy that the location for the Parent Social is no longer available. They are trying to secure something local but are struggling to find a place that is convenient, available and can accommodate us. They are leaning towards having it at the Berwyn Tavern as in previous years; however there are space issues at this location. King of Prussia was a consideration, but the committee worried that this would detract people who don't want to travel so far. The committee is looking into possibly using an Auction App that would allow for online bidding. This would cost between \$500-1,000 and would be good for 1-year. One nice feature is that you can bid from anywhere as long as you have the app.

## Vice President of Cultural Arts

Nicole Scherer

<b>Discussion</b>	Nicole Scherer presented the Cultural Arts Report
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**Lobby Renovation** – Theme Week this year will focus on Art. Nicole is working with an artist that specializes in fused glass and they are working together to create projects for the school to complete during the week. The plan is to have the 3<sup>rd</sup> and 4<sup>th</sup> Grades do fused glass panels that will be hung in the Art wing and K-2<sup>nd</sup> Grade could maybe do mosaic tables that can be used in the lobby.

**Constitution Center** – Nicole is working with the Constitution Center to schedule a presentation for next year. She is thinking about having an "Active Citizenship" presentation for K-2<sup>nd</sup> Grade and an African American themed presentation for the 3<sup>rd</sup> and 4<sup>th</sup> grades. She said that she could try to time it for Black History month or around the November election, but Mrs. Cohle said that she was free to schedule whenever it was most convenient.

**Enchantment Theater** - Enchantment Theater visited Hillside on September 26<sup>th</sup> and gave a presentation that was an exciting and unique take on Beauty and the Beast. The Kindergarten seemed a little afraid of the masks that the performers wore, but seemed OK by the end of the performance. The older students enjoyed the performance more than Nicole thought they would.

**CSI Crime Scene** – There will be two presentations on November 2<sup>nd</sup> one at 9:00 and one at 10:00. This is a new assembly. All parents are welcome to attend.

**Author Visit** – Jerry Pinkney books will be on sale through Friday to families and teachers. Please order through the book sale since Nicole doesn't plan on ordering a lot of extra books.

**DELTA** – There are no DELTA shows scheduled for Hillside this fall. There is a Comedy and Sports Improv show scheduled at Valley Forge Middle School on Tuesday, November 8<sup>th</sup>. Tickets are \$10 each. Contact Nicole for tickets or order online. In the spring, there will be a performance by The Almanac Dance Circus Theater. They are an acrobatic dance group that promotes "being more together than alone".

**Native American themed presentation** - The Third Grade Team has asked about getting a Native American themed presentation or performance. Nicole is looking into having the Allegany River Dance Troup do a performance for the entire school with a breakout session for just the 3<sup>rd</sup> graders.

**Theme Week** – Nicole is in the process of getting someone to chair Theme Week. Please forward any names to her.

**Apex Fun Run** – A letter went home explaining the Fun Run and giving dates and times for the Pep Rally to kick off the events. Each day there will be a 5-minute lesson in the classroom by an Apex representative. About 5 volunteers will be needed per grade to help with the actual run scheduled for Thursday, October 27<sup>th</sup>. Christine Carberry will send out an email soliciting volunteers. The run can be rescheduled for Wednesday, October 26<sup>th</sup> or Friday, October 28<sup>th</sup> depending on the weather.

**Non-Profit Opportunity** – Nicole is working with a non-profit, Social Fundraising and Gathering, that helps schools in the Strawberry Mansion section of Philadelphia. They are like a "virtual PTO" helping to make the schools better for the students. Nicole was wondering if Hillside would be interested in partnering with one of the schools. The idea is to find a project where the Hillside students can "swap" something with an inter-city school. Mrs. Cohle thought it was a nice idea especially since we weren't asking the families to supply anything and that it would come from the children. Miss Payne suggested having the students make key chains. Valentine's Day was suggested as an appropriate time to make the swap, but further discussion will be needed to decide timing – this year or next year.

**Treasurer**

**Maura Harley**

<b>Discussion</b>	Tracy Johnson presented the Treasurer's Report
Maura sent out the Treasurer's Report via email for everyone to review. She was unable to attend the meeting, but wanted to let us know that the Water Ice Social and Pizza Bingo numbers are not finalized.	
<b>Water Ice Social</b> – Expenses were under \$300. Some of the items purchased can be reused next year.	
<b>Pizza Bingo</b> – The event wrapped up around 7:30 pm possibly because they ran out of prizes. \$143 was raised on concessions. Jessica Tinneny did a great job coordinating especially since she had not been to the past Pizza Bingos.	
<b>KidStuff Coupon Books</b> – Tracy asked Kathy Gribb to report the status. To date we have sold 126 books and have raised \$1,575.00. The fundraiser is winding down and we are in the process of tracking down the outstanding books.	

**Vice President of Fundraising**

**Kate Kilgarriff**

<b>Discussion</b>	Kate Kilgarriff presented the Fundraising Report.
<b>Book Fair</b> – The Book Fair will run October 31 <sup>st</sup> – November 4 <sup>th</sup> . Set up will occur on Friday, October 28 <sup>th</sup> . A chair is still needed for the Preview Breakfast. Kate is hoping to find someone who can do this for the next 2-3 years. Shannon David will be sending an email with a Signup link to the classroom coordinators soliciting volunteers and donations.	
<b>Barnes and Noble Fundraiser</b> – A date has been set, Wednesday, December 14 <sup>th</sup> . The chair for this event, Beth Lee, asked if it was OK to send flyers via backpacks. This is fine as long as the PTO disclaimer is included. Laura Mills will forward the disclaimer. Beth will also post information for this event on the website, Facebook and Highlight emails. Extra flyers will be available to distribute at the Talent Show and Winter Concert.	

**Vice President of Social Functions****Jessica Littleton**

<b>Discussion</b>	Tracy Johnson presented the Social Functions Report.
<b>Father Daughter Dance</b> - Kristin Becket is targeting January 27 <sup>th</sup> for the Father Daughter Dance. This would be the same weekend as the Mother Son Basketball Game.	

**Vice President of Membership & Services****Laura Mills**

<b>Discussion</b>	Laura Mills presented the Membership & Services Report.
<p><b>Water Ice Social</b> – There was a great turn out for the Water Ice Social. All comments were positive and everyone was in agreement that we should hold another event next year keeping with the mid-September timeframe. The water ice went fast and ran out before the end of the event. Attendees were supposed to only get one serving; however, this might not have been clear to the volunteers. Next year there should be a way to track who has received their serving, possibly a stamp or sticker to mark those who received their water ice.</p> <p><b>After School Art Program</b> – Mrs. Braun has offered to have an after-school art program for the students. She has her own LLC and can set up the program like all vendors do. She would have two sessions, one for K-2<sup>nd</sup> grade and one for 3<sup>rd</sup>-4<sup>th</sup> grade. The first session could be held in November and December. Her program would use all mediums and thus be different than the Drawing Club offered by Young Rembrandts. A vote was called and the board voted to approve this program.</p> <p><b>Back to School Packets</b> – A concern about the amount of paper that goes home was brought up. The district is aware of this and is making an effort to use technology to disseminate information to families. Next year more information will be sent to the families electronically, however, some items will still need to be mailed. Tracy Johnson will bring this up at the Presidents meeting to see how PTOs handle this. Maybe we can make all the PTO flyers electronic even if the rest of the Back to School Packets cannot be. One concern is that people may not read the flyers if they have to open a PDF. Mrs. Cohle reminded the board that Parent Teacher Conferences will be set up online again this year so the district is moving forward. An email will go out in November and District will be sending out letters to parents with the link and passwords.</p>	

**Committee Report – FLITE**

<b>Discussion</b>	Ms. Robin Briggs is the liaison between FLITE and the T/E schools. FLITE was created about 10 years ago in order to offer the same experiences for all students in the T/E school district. They started out by offering 450 students free or reduced lunches and decided that these families could use extra support. Today FLITE offers pre-school programs, ACP funding, after school homework clubs that include transportation and summer programs to avoid the "summertime slide". Their budget for the year is \$300,000; half of their funding comes from the school PTOs. The other big fundraiser is the Wizards game in the spring. Robin encouraged everyone to sign-up for their email to stay informed of FLITE events and volunteer opportunities.
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**Committee Report – Communications Committee**

<b>Discussion</b>	Tracy Johnson met with the Communications Committee on Friday, October 7 <sup>th</sup> . They are using a new format for the PTO website and the email. The new email format will make it easier and less time consuming to change the order of the articles. Weekly emails will now be sent out on Sundays so the cut-off date for submissions is now 5:00 PM on Tuesdays. This will allow time for the email to be approved on Friday before being sent out on Sunday. Tracy commended the team on all the improvements that they have been making. Nicole Scherer said that she did notice the new email format and liked how it seems to match the website.
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**Old Business**

<b>Discussion</b>	At the last meeting, limiting the Treasurer position to a two-year term to avoid "burnout" was discussed. Kathy Gribb confirmed that the By-Laws already have a two-year limit set.
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**Adjournment****Tracy Johnson**

<b>Discussion</b>	The meeting was adjourned at 11:00 am.
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