

Hillside Elementary School

PTO BOARD MEETING

Minutes

October 14, 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	Ari Achackzad, Archana Anne, Mrs. Diane Cohle, Sandi Gorman, Kathleen Gribb, Maura Harley, Maria Herr, Tracy Johnson, Jessica Littleton, Lisa McIntyre, Laura Mills, Nicole Scherer

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 September 2015 meeting minutes. The board approved.
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Principal's Report

Mrs. Diane Cohle

Discussion	Mrs. Cohle presented the Principal's Report.
<p>Pizza Bingo went really well this year and was more manageable with the smaller crowd (i.e. there was no line to get in and everyone fit more comfortably in the cafeteria.</p> <p>Walk to School – More families participated than anticipated. There were stations at both the front and back doors. Prizes were handed out to those participating.</p> <p>ERB Testing is almost completed.</p> <p>Upcoming Events: Friday, October 16th - Pride Day promotes good citizenship among the Hillside students. Students will be broken into groups, mixing K-4th grade. There will be an assembly along with classroom activities. Wednesday, October 21st – Dr. Recess Thursday, October 22nd – First Grade Field Trip to Milky Way Farm and Kindergarten Field Trip to Sugartown Strawberries Friday, October 31st - Halloween Parades Tuesday, November 3rd – In-Service Day, No school for students Friday, November 6th – 3rd Grade Field Trip to Churchville Nature Center Sunday, November 8th – 2nd Annual Fun Run at Wilson Farm Park Monday, November 9th – Franklin Institute Weather Show for 1st Grade</p> <p>Halloween Parades – Due to traffic problems/concerns, there will be two Halloween Parades this year: 9:45 AM for AM Kindergarten, 1st and 2nd Grades and 1:00 PM for PM Kindergarten, 3rd and 4th Grades. Students will be able to watch the other parade. Any questions can be directed to Mrs. Cohle.</p>	

Committee Report: T & E Cares

Sandi Gorman

Update on T&E Cares

T&E Cares was created 10 years ago in the wake of Hurricane Katrina when area residents wanted to do something to help the families along the Gulf Coast. Today, T&E Cares focuses their efforts on families within our own community primarily helping with "life experiences" such as rent, utilities, car and medical expenses.

T&E Cares talks to school counselors and church representatives to determine what families may have a need. There are various drives held each year (school supply, Holiday and Clothing Drives) are held to try to "plan" for any hardships that the community families may experience.

College Assistance – FLIGHT works with students from K-12 and T&E Cares wanted to continue this program through college. Currently they are working with 6 students, 7 students have already graduated. Kids are interviewed in their Junior and Senior year for eligibility. T&E Cares helps them get scholarships, financial aid, and jobs to help support their college tuition. They also help with the cost of books.

Fall Fest – T&E Cares will be holding their largest fundraiser, Fall Fest on Saturday, November 7th at St. David's Country Club. There will be dinner, dancing, an online auction and raffles for a week in Avalon and \$1000 worth of premium wines and beer. Tickets can be purchased on their website www.tecare.org/.

Additional fundraisers include:

- **Mojo Fitness** will be hosting a **Thanksgiving Turkey Burn** fundraiser for the T&E Care Holiday Drive on **Saturday, November 28th**, at 9:30. Cost is \$10/person. Saturday, November 28th, at 9:30
- **30 Main**, in downtown Berwyn, will host **The Blue Sky Band on Saturday, December 5, 2015 at 7:30 pm**. Cover charge: Bring a gift card for the T&E Care 2015 Holiday Drive. Any amount - \$5 to \$50 will be accepted! PLUS - If you go to dinner at 30 Main in advance of the performance, 30 Main will donate 10% of the proceeds to T&E Care.

Since T&E Cares is a non-profit and relies on local donations they are looking to area PTOs to consider them when making donations. They would also like to add as many email addresses as possible to their distribution list to reach as many people in the community as they can. They do not share email address and us them for internal purposed only.

Committee Report: FLITE

Ari Achackzad

Update on FLITE

FLITE (The Foundation for Learning in Tredyffrin/Easttown) helps public school students in TE (preschool - high school) with their educational needs. They work closely with T&E Cares so if you donate to one you are actually helping both organizations. FLITE is volunteer based and they're always looking for more volunteers. They are also largely "word of mouth" so please help get the word out!! It was suggested that we might be able to use the Homeroom Coordinators to help spread the word.

FLITEs biggest fundraiser is the FLITE vs Wizards game held each spring. All proceeds go to FLITE.

If the HES PTO is interested in hosting a fundraiser for FLITE please speak with Ari first to make sure we use the proper wording in our advertising materials.

President's Report

Jessica Littleton

Discussion

Jessica Littleton presented the President's Report.

Organization Chart – Responsibility for the Org Chart has moved from Membership Services (Tracy Johnson) to Secretary. Please forward any updates to Kathy Gribb.

Pizza Bingo – The recent Pizza Bingo was such a success and was much more manageable with the smaller crowd, Jessica asked if it might make sense to hold another event. Last year there were over 250 attendees compared to about 200 this year. This event used to be held at Conestoga High School, however, due to scheduling conflicts we have had to hold it at HES for the past two years which limits attendance as there are only 238 seats in the HES cafeteria. There are also food constraints – we served 50 pizzas this year, but cannot increase this by much, maybe to 60. We fell below our projection, which may be due to the change in attendance figures and the fact that we didn't hold a Bake Sale this year. It was decided that we would not plan another Pizza Bingo because the spring is typically a busy time of year.

Vice President of Cultural Arts**Nicole Scherer**

Discussion	Nicole Scherer presented the Cultural Arts Report
<p>Dr. Recess – Dr. Recess will be visiting Hillside on Wednesday, October 21st. There will be two morning assemblies, one at 9:00 and one at 10:00. Assemblies will be held on the playground. Dr. Recess promotes positive ways to deal with conflict. Any equipment he uses during his assemblies will be left with Hillside. Nicole and Beth Lee will take pictures.</p> <p>DELTA – Nicole recently attended the DELTA meeting. Everyone was very interested in Pride Day because Hillside is the only school who currently offers this. Mrs. Cohle said that Pride Day was suggested by one of the parents years ago and the Cultural Arts team has kept it going every since. DELTA as sponsored “Cello Fury” to perform at Valley Forge Middle School on Friday, November 13th at 7:30 PM. VFMS has about 600 seats. Tickets for AudioBody sold out quickly, so anyone interested in attending should purchase tickets early. Mr. Haines will be attending and will coordinate with his music/chorus students so they can all sit together.</p> <p>The Bee Man – One of the events held for the Third Grade is The Bee Man. Other schools are switching to another company as they have been hosting this event for a number of years and felt that they needed to revamp the program. Hillside has only been hosing The Bee Man for a few years and have been really happy with his program so we will be continuing with him and discuss making a change next year.</p> <p>Step Afrika! – Step Afrika! Is a dance group from Washington D.C. They incorporate the history of African dance from inception through current day. They will be performing at Hillside on Tuesday, March 1st and will also offer another event that Friday evening.</p>	

Treasurer**Jessica Littleton for Maura Harley**

Discussion	Jessica Littleton presented the Treasurer's Report for Maura Harley.
<p>Pizza Bingo - We fell below our projection, which may be due to the change in attendance figures and the fact that we didn't hold a Bake Sale this year.</p> <p>School Directories brought in more money than projected .</p> <p>We net \$1,180 from the Whole Foods Fundraiser held in September.</p>	

Vice President of Fundraising**Laura Mills**

Discussion	Laura Mills presented the Fundraising Report.
<p>Hawky Donations – We have already received \$2,400 in Hawky Donations. Based on this, Laura wanted to increase the budget from \$5,000 to \$6,000.</p> <p>Fun Run – Registrations have been lower than expected. It was suggested that we send out a reminder via the Classroom Coordinators.</p> <p>Book Fair – Special notices will go out via the Highlights email to remind families of the upcoming Donuts for Dad and Grandparents events.</p> <p>Whole Foods – Laura will meet with Mrs. Pechin to discuss how the proceeds will be spent.</p> <p>Chipotle – Laura has booked January 14th for our fundraiser with Chipotle in King of Prussia. 50% of the proceeds will go to the PTO.</p> <p>Gift Wrap – Laura is still planning on doing the wrapping paper fundraiser. Devon Elementary is using a new vendor this year. The handout has been approved and will be distributed soon.</p> <p>Spirit Day – Spirit Days are held the first Friday of each month. Sending out a “gentle” reminder might help boost Spirit Wear sales. It was suggested that we add this to the Hightlights email and to the PTO calendar.</p> <p>Designer Bag Bingo – Sian Keating will chair this event and has been working hard on planning a fun night. Tracy Johnson</p>	

mentioned that she is helping to plan a similar event for another organization and offered to lend a hand as there were many gambling laws that needed to be taken into consideration (i.e. you cannot give away an item that has a worthy over \$250 but raffling higher ticket items was OK). Tracy said that they were planning on charging \$35-40 per ticket (not including food) and were going to have "themed" tables where attendees could decorate their own table, Laura will have Sian contact Tracy.

Vice President of Social Functions

Maria Herr

Discussion	Maria Herr presented the Social Functions Report.
Maria has received a request from two Third Grade mom's to be the Co-Chairs for next year's 4 th Grade Celebration. Kathy Gribb took the names and will start an Organization Chart for 2016-2017.	

Vice President of Membership & Services

Tracy Johnson

Discussion	Tracy Johnson presented the Membership & Services Report.
<p>Blast and Highlight Emails – Our goal is to send one email weekly alternating between the Blast and Highlights. Please try to send information ahead of time so we can stick to this schedule. Submissions should be sent to the new Communications email address: hillsideptoberywn@gmail.com.</p> <p>Backpack Handouts & Flyers - Tracy asked all committee chairs to remind their staff to notify the communications team prior to sending home flyers. This will give Allison time to update the website and eliminate confusion if people search the PTO website for more information.</p> <p>Yearbook - There is a "mission critical" push for a Yearbook Chairperson. It was suggested that we ask Jane Balsan to have the Homeroom Coordinators send a special email to the classroom parents soliciting help. Jessica said that her understanding was that there were "user-friendly" templates already set up and she would contact Christa Amos to find out how to access them. Another concern is pictures. Since there is no Yearbook Chairperson, no one has been coordinating taking pictures. Kathy Gribb stated that last year Christa Amos used Dropbox for volunteers to upload and store pictures. Kathy will look into whether this was a Hillside account or a personal account and will report back to Jessica.</p>	

Committee Report

Discussion	
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Old Business

Discussion	
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New Business

Discussion	<p>Classroom Coordinators: A few times during the meeting it was suggested that the PTO use the classroom coordinators to distribute information to the HES families. Nicole Scherer suggested that we come up with a way to manage the Classroom Coordinators more effectively and to be more productive. Maybe we can even tailor our message to be "grade specific" to make them more meaningful and possibly prompt a bigger response. This would also help communicate that there are various ways for families to get in involved with the PTO. Jessica will discuss with Jane Balsan.</p> <p>Sunshine Committee – At one of the PTO Meetings in the spring the PTO discussed evaluating the Sunshine Committee. The Sunshine Club was designed to help families in the Hillside community when they welcome a new member to their family or are faces with a serious illness, injury or operation. Due to confidentiality issues, the PTO isn't always aware of each need. Kathy Gribb distributed a Thank You note from Orlando Campos Cruz, he had broken his leg and received a 5 Below gift card that he was very thankful for. Jessica will ask Larissa Leon to attend an upcoming PTO meeting so we can discuss further and determine how best to serve the</p>
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Adjournment

Jessica Littleton

Discussion	The meeting was adjourned at
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