

Hillside Elementary School

PTO BOARD MEETING

Minutes

Wednesday, November 9, 2016

9:15 am

HES Teacher's Lounge

Meeting called by	Tracy Johnson
Type of meeting	PTO Board Meeting
Facilitator	Tracy Johnson
Meeting Minutes by	Kathleen Gribb
Attendees	Mrs. Diane Cohle, Maura Harley, Tracy Johnson, Laura Mills, Miss Kelly Payne, Nicole Scherer, Jessica Tinneney

Agenda Topics

Call to Order/Welcome

Tracy Johnson

Discussion	Tracy Johnson called the meeting to order at 9:17 am and called for a vote to approve the October 2016 meeting minutes. The board approved.
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Principal's Report

Mrs. Diane Cohle

Discussion	Mrs. Cohle presented the Principal's Report.
<p>Mrs. Cohle thanked the PTO for all their efforts over the past month. There was a lot going on: Apex, Book Fair, CSI assembly, Pride Day, Halloween and ERB Testing.</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> November 10th – ESL Family Night at 6:30 PM November 15th – Author Visit – Jerry Pinkney November 18th – Talent Show at 6:00 PM November 21st and 22nd – Half day for Thanksgiving and Conferences November 28th – No School December 1st – 2nd Grade Field Trip to The Franklin Institute December 2nd – 1st Grade assembly on Astronomy by The Franklin Institute <p>Apex feedback - There was a lot going on in October so it was really busy for all the teachers. One concern was after the Apex presentations in the classrooms it was hard to get the kids to calm down once they all got excited. Maybe this wasn't the best time of year? Teachers didn't like the prizes. Maybe we should do one run per grade. For example: 3rd and 4th kids were tripping over each other however it wasn't as bad in the younger grades. Also, there was some confusion about the minimum number of laps that were needed (25 or 26?) that would need to be discussed for next year. Beaumont is doing there run shortly. We will meet with them to see what we can learn from each other to make decisions for next year.</p>	

Discussion	Tracy Johnson presented the President's Report.
<p>Lobby - The designer came in to measure the first week of November. Once recommendations are back we can price furniture from a few suppliers to come up with a budget. Laura Mills suggested that maybe we need to look at the fixture for the school store. It's really falling apart. At the least we need to replace and update what's in the cabinet up above the school store display.</p> <p>Open Positions - Tracy asked again for the open positions for next year that need a shadow. So far we have: President, Treasure, Assistant Treasure, Book Fair chairs, one chair for the teacher appreciation breakfast. The positions were needed at this meeting so please provide ASAP since it's past due.</p> <p>Mother Son Social - We have no chair so Tracy will keep advertising. Tickets should be released in the next month and we can start ticket sales.</p> <p>Parent Social - The social will be on 3/18 at the Berwyn Tavern. The committee looked at over ten options but no one could offer the pricing that the BT could. Nicole and Laura have concerns about the BT but the committee have been asking around and people have all been happy it's moving to a more casual place with a lower price point than last year where attendance was low. There will be no raffle items on display since we'll have the app and it will save space. We'll also have the items displayed on a PowerPoint presentation that will run all night at the bar. The app pricing isn't confirmed since they are still meeting with vendors. They should be able to present at the next meeting. Nicole stated that she has concerns that the auction app would eat into profits. The app gives us a lot of advantages: 1) we'll be able to market the app before the event to gain excitement, 2) we'll be able to launch the auction early on the app so we'll have the auction live for a week or two to drive prices up, 3) you don't have to attend the event to bid. Anyone can bid: teachers, parents and grandparents etc. Even better you can do it from your couch if you cannot attend the event, and 4) Text Alerts! Every time you get outbid you will be notified. It will for sure drive up profits. Nicole was also concerned about the number of items that we'd have to bid on. Tracy specifically got more chairs so this event would be easier to run. Last year we had two chairs to run the auction, this year we have 5. Additionally, there are 8 volunteers that offered to help with the event. That's 13 people in total to get auction items compared to 2 last year. This alone will ensure more prizes, better marketing for the event and this will lead to better profits for the event.</p>	

Discussion	Nicole Scherer presented the Cultural Arts Report
<p>Fun Run - Still collecting pledges, Total pledged is \$34,000 but need to see how much we end up actually collecting. We should end up netting around \$15,000. We were budgeted to net \$10,000.</p> <p>Events of the past month – New Assembly Crime Scene Science went very well, children seemed to enjoy it and were very engaged with the presentation. Conflicted with Book Fair Grandparent's Day so we will need to make sure that calendar is double-checked next year for those things.</p> <p>Upcoming Events –</p> <ul style="list-style-type: none"> • Author Visit with Jerry Pinkney. Big day for Hillside and getting ready for it next week. Book order is done and will have a few extra books to sell on the day of the visit. Hoping to have more parents in attendance for his visit since it is during American Education Week. Kids have been working with teachers and in library on projects related to his work, learning about his background. • The Franklin Institute is coming December 2nd for First Grade Weather Show. 10 am in Large Group Room, to coordinate with their science curriculum. <p>Talent Show – The Talent Show is on November 18th. Maureen Sweet and Meg Kampf have everything all set and ready for the event. Rehearsals are going on and it is going well.</p> <p>Theme Week – Still need chairs for this year's Art week. Have set up a paint night with Painting With A Twist that can happen at Hillside. Would need to charge the same fee as PWAT charges at their store, but would be a break-even event for the school. Checking on max number for the evening with Robin Sweet, owner. PWAT would supply everything for the night.</p>	

Treasurer**Maura Harley**

Discussion	Maura Harley presented the Treasurer's Report
See attached Budget Report	

Vice President of Fundraising**Kate Kilgarriff**

Discussion	Kate Kilgarriff presented the Fundraising Report.
Nothing to report.	

Vice President of Social Functions**Jessica Littleton**

Discussion	Jessica Littleton presented the Social Functions Report.
Nothing to report.	

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

Discussion	Laura Mills presented the Membership & Services Report.
<p>After School Clubs – It would be helpful to have instructions for the process of forming new clubs. Also, we need to emphasize the need for a parent rep for each club.</p> <p>Shining Knights Chess Club - The chess club is returning in January.</p> <p>After-School Art Program – In addition to her new after-school program, Mrs. Braun is offering 3 Friday after-school programs in December. Students may attend any or all & they are open to all grades. Each class will run from 3:30-5:30 & will have a different theme.</p> <p>Volunteers-At-Large – We should be taking advantage of the parents on this list. Maybe the chairs should be reminded of this resource.</p> <p>Open Positions – Earth Day was the only open position & Jess Lee has offered to take it over.</p> <p>Open Positions Next Year – Laura is still waiting for replies from chairs. Book Fair requested shadows for the spring.</p> <p>Pictures – There are a lot of photos of students that exceed yearbook needs. Laura will look into setting up a Shutterfly page for 4th grade families.</p> <p>Book Fair, Grandparents Day – It was suggested that employees leave spaces in the main parking lot on Grandparents Day to make it easier for seniors to navigate.</p>	

Adjournment**Tracy Johnson**

Discussion	The meeting was adjourned at 10:20 am.
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