

## **PTO Meeting Minutes – November 12, 2013**

**9:10AM, Hillside Elementary School**

### **Attendance**

Arionne Achackzad, Michelle Barton, , Diane Cohle, Ann Davidson, Mrs. Halderman, Maura Harley, Sian Keating, Lisa Nishikawa, Dana Zdancewicz

### **Approval of Minutes**

The meeting minutes from October 9, 2013 were approved.

### **Principal's Report – Diane Cohle**

- The recent book fair was great – promoting reading.
- November 8<sup>th</sup> Hillside we had an Author Visit – Peter Catalanotto . Mrs. Cohle said he worked well with all age groups and she was pleased with the choice of author.
- Halloween parties went well – thank you to the PTO for sponsoring.
- American Education Week is coming up soon. Hillside is inviting parents in the school to observe lessons in the classroom and have lunch with their children.
- Upcoming Cultural Event: Allegany River Dance on Thursday of American Education Week.
- Parent / Teacher conferences will take place on November 25, 26 and December 2, 2013.

### **Committee Report – Holiday Shop (Arionne Achackzad)**

- Holiday Shop will be different this year. Last year the event was in the evening and there were too many people at once, it was a mad rush, and included an ice cream social. This year the Holiday Shop will take place during the day on Dec. 5 & 6<sup>th</sup> in the Large Group Room. There will be no ice cream
- This year Arionne expects it to be easier to staff since it will be during the day. The vendor will provide Android Tablets for the volunteers to ring up the purchases. There will be no taking inventory, which will also improve the event.
- Arionne mentioned Sales Tax – Sian will look into when the PTO needs to pay and when not.
- Similar to last year, the envelopes will go home for the parents to help the children plan for whom to buy gifts and how much to budget for each.
- It was discussed whether to have children shop during recess, as with the Book Fairs. Mrs. Halderman stated that the Kindergarten students will not be sent to shop on their own. A communication needs to go home to the K parents to let them know when the shop will be open so they can help their Kindergarten students shop.
- Spirit wear will be available. This year Spirit Wear pre-ordered merchandise for such events.
- Volunteers – Arionne asked what is the best way to enlist volunteers. She has not received a list from the Volunteer Committee. It was advised that she request the list. Also, using Volunteer Spot was suggested.
- The need for a general volunteer pool was discussed. Parents who may be willing to help out in general, not just a specific committee.
- Diane Cohle asked about children who may need financial assistance. The Holiday Shop committee will provide coupons, like the Book Fair committee provides, for Mrs. Cohle to distribute appropriately. Mrs. Cohle thanked the PTO.

### **VP Fundraising – Ann Davidson (Not Present)**

- The Innsbrook Wrapping Paper fundraiser earned approximately \$1900 this year, which is up \$150 from last year.
- Spirit Wear has made approximately \$780, which is ahead of last year. Also, the Spirit Wear committee pre-ordered \$400 of merchandise to sell in between Fall and Spring events.

- Target fundraiser is at \$1200 so far this year.
- Costume sale at the Bingo Night earned \$120.
- Girls Scouts are going to make blue & white Rainbow Loom bracelets to sell.
- Box Tops have earned \$537. The funds will arrive in December.
- Fall Book Fair numbers are still coming in – Ann will update us at the next meeting.
- Elementary Connections is at \$200.
- We will have another Handles Night and the Pint Sale in December.
- December 11<sup>th</sup> will be the Barnes & Noble day for Hillside – shop all day and mention Hillside at the checkout. During the evening, the Hillside Chorus will perform.
- Parent Social will be a more casual event without a formal silent auction. It will be Jan. 31<sup>st</sup> and it will be a “Beef and Beer”. Tickets will be \$22 per person (advance sales) or \$35 at the door.

#### **VP Membership and School Services – Lisa Nishikawa**

- No updates

#### **VP Social Functions – Marcy DelOrefice (Not Present)**

#### **VP Cultural Arts – Carla Ojha (Not Present)**

#### **Treasurer – Sian Keating/Maura Harley**

- Sian described the issue with the PayPal account. The monies deposited into the PayPal account have to be manually transferred to the PTO’s checking account. All updates to email addresses, etc. have been completed.
- So far this year, approx. \$700 has been transferred.

#### **President’s Report – Dana Zdancewicz**

#### **Committee Reports**

- T&E Cares – cleaning products drive is underway. Each school chose a “theme”. There is a bin in the lobby.
- Other fundraisers are also taking place for Holiday donations – toys and food.

#### **Old Business**

- Halloween parties – allergy conscious baker: what has been the feedback? Moving forward what is the plan and how do we handle the budget issues. It was suggested that the Board contact Kim Zahlaway and Jenn Howell as the Core Parents Committee Chairs. Michelle Barton offered, as the 4<sup>th</sup> Grade Coordinator, to follow up with Kim & Jenn.

#### **New Business**

- None

**The meeting was adjourned at 10:30am. The next PTO meeting will take place on Wednesday, December 11, 2013 at 9:10am at Hillside.**