Hillside Elementary School

### **PTO Board Meeting**

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| Minutes | January 13, 2016 | 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 | Michelle Barton, Mrs. Diane Cohle, Kathy Gribb, Mrs. Chrystine Haldeman, Maria Herr, Tracy Johnson, Jessica Littleton, Laura Mills, Nicole Scherer | | |

Agenda Topics

**Call to Order/Welcome Jessica Littleton**

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| **Discussion** | Jessica Littleton called the meeting to order at 9:18 a.m. She apologized for any confusion there may have been regarding the meeting date changes. Jessica motioned for a vote to approve the December 2015 meeting minutes. A vote was taken and the board approved. |

**Principal’s Report Mrs. Diane Cohle**

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| **Discussion** | Mrs. Cohle presented the Principal’s Report. |
| Mrs. Cohle said that everyone was getting back into a “normal” routine after the winter break. With the colder temperatures, the students have not been able to go outside for recess.  **Upcoming Events:**  Monday, January 18th – No School – Martin Luther King Day  January 25-26 – Kindergarten Registration – Spread the word! Knowing the number of new students helps with planning  Thursday, February 4th - 2nd grade Chinese Tea  Art Class and Book Discussion – Big Nate Lives it Up  Kindergarten Math Night at Beaumont Elementary School  Friday, February 5th – Spirit Day  Mrs. Cohle solicited the HES staff to find out what charitable organizations they were involved with and compiled the Calendar of Giving, which she distributed. Some highlights include:    **January** – **Hearts from Hillside** - PTO  **February** – **Meals on Wheels** – 3rd Grade  **Rachel’s Helping Hands** – HES – The entire school community is encouraged to wear pink on Mrs. Paster’s  birthday and to bring in change which will be collected/donated to Rachel’s Helping Hands.  **March**  – **Book Fair** - PTO  **April**  – No events due to PSSA testing  **May**  – **Jump Rope for Heart** – 2nd Grade  **June**  – **School Store Donation** – 4th Grade  **October** – **Great Valley Food Cupboard** – HES – this was moved up from December  **November**  – **Halloween Candy Collection to My Brother’s House** – HES   * **Meals on Wheels** – 3rd Grade – making placemats for Thanksgiving * **Toy Drive** – PTO? * **The Montgomery County Sheriff’s Department** – Mark Husser   **December – My Brother’s House** – HES – the staff would like to continue; staff makes food, retired teachers and  neighbors also participate. The students donate mittens/gloves and hats.   * **Meals on Wheels** – 3rd Grade     The PTO will include the Calendar of Giving Projects in the Back to School packets along with a note from Mrs. Cohle. Nicole Scherer thought it was great to get the students involved in these events. Sending the information to parents will be helpful so that they are aware of each event, who sponsors it and why. | |

**President’s Report Jessica Littleton**

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| **Discussion** | Jessica Littleton presented the President’s Report. |
| **Sunshine Fund –** Jessica has placed a box in the school office for people to submit notifications to the Sunshine Fund of any family situations in which the Sunshine Fund could assist. Larissa Leon will continue to be the Committee Chair for the Sunshine Fund and will contact the additional volunteers. Larissa will also send a note explaining the committee, how to submit notifications and the location of the suggestion box. Information will be included to the 2016-2017 Back-to-School packets.  **Parent Social –** Jessica asked the board if they were interested in doing a group donation to the HES Parent Social. Everyone agreed. Jessica with follow up with the committee co-chairs, Lori Benedict and Shannon David, to see what items were most desired. Laura Mills thought the Parent Social committee might be short wine bottles for the wine pull. Tracy Johnson stated that a date/time/location was needed for wine donations. A suggestion was made to have a box placed outside at the drop-off location so people could leave their bottles even if no one was home. There will be a special “Blast” email with a call to action to sign up for the social and to donate wine. In addition, Silent Auction items are still in need. Maria Herr asked if there was a special form to use when soliciting local business to donate to the Silent Auction. Laura will ask Lori and Shannon. She also reminded the group to check with Lori and Shannon before contacting a business to make sure there’s no overlap. | |

**Vice President of Cultural Arts Nicole Scherer**

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| **Discussion** | Nicole Scherer presented the Cultural Arts Report |
| **Mother Goose – “**Mother Goose” visited with the Kindergarten students the week of January 4th. She will return in February as “Betsy Ross” for the 4th Grade.  **Writer’s Workshop –** During the week of January 18th there will be a “Writer’s Workshop” for the 3rd Graders. The students will be broken into two groups and will visit with nine local writers from various backgrounds.  **Master Cheng –** Master Cheng will display his paper-cutting skills to the 2nd Grade on Tuesday, January 26th.  **Step Afrika! –** DELTA has booked Step Afrika! for Friday, March 4th at Radnor High School. There will be an additional performance for Hillside students on Tuesday, March 1st. The Hillside performance and will be shortened and will only include about half of the dance troop. The hope is that in addition to presenting this wonderful show to our students, it will also build excitement and encourage families to purchase tickets to the Friday event. The Radnor High School auditorium seats 1,000 so it would be nice to see every seat filled!  **Author Visit –** This year David Wiesner will be visiting Hillside. Nicole is working with the teachers to get title suggestions for the book pre-sale and hopes to distribute in early February. These will be sold at a 20% discount.  **Planning for Next Year –** Some ideas for the 2016-2017 school year include: Riverbend, Great Valley Nature Center presentation on ponds and streams, Franklin Institute Science shows, Delta acrobatic show by an Allegany Dance troop, Author visit by Jerry Pinkney.  Laura Mills asked if anything was ever decided regarding using the Classroom Parents to communicate/promote the various Cultural Art activities to the parents/families. A grade specific newsletter has also been suggested. Jessica Littleton said that she has mentioned this to the Classroom Coordinator, Jane Balsan, and said that she would follow-up with her on this. | |

**Treasurer Maura Harley J**

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| **Discussion** | Jessica Littleton presented the Treasurer’s Report for Maura Harley. |
| Maura Harley and Maria Rick were unable to attend the meeting so Jessica Littleton presented the Treasurer’s report. The Step Afrika! assembly was added to the report. Maura also added the Winter Camp that Mr. Pechin and Mrs. Braun ran as an additional fundraiser. They generously donated half of their proceeds to the PTO ($1,095.00). | |

**Vice President of Fundraising Laura Mills J**

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| **Discussion** | Laura Mills presented the Fundraising Report. |
| **Barnes and Noble –** Laura thought the Barnes and Noble fundraiser was going to net about $600.  **School Fair –** Laura has been reviewing the games and events for the HES School Fair. The inflatables need to be approved by the board. Laura passed around pictures and descriptions. They were approved.  **Garden Club T-shirts-** Laura sent the vendor information to Mrs. Pechin. Her order will be combined with Mr. Pechin’s order for the 4th Grade Relay t-shirts. It was suggested that we also include the Theme Week shirts.  Nicole Scherer asked that we look into the “Fun Run” by Boosterthon. They coordinate a school-wide fun run on school property and help build excitement and get all students (even Kindergarten) involved, which in turn increases fundraising. Nicole said that another school raised over $20,000. The Boosterthon does take a percentage of the profits, but the more money you raise the lower the percentage is. | |

**Vice President of Social Functions Maria Herr**

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| **Discussion** | Maria Herr presented the Social Functions Report. |
| Maria informed the group that Lisa Nishikawa is coordinating the Ice Skating Party at Ice Line in Oaks. The tentative date is Friday, February 26th. The snow date will be Saturday. February 27th. Maria asked to the board to approve the dates and they did. | |

**Vice President of Membership & Services Tracy Johnson**

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| **Discussion** | Tracy Johnson presented the Membership & Services Report. |
| **After School Clubs -** Lingo Kids started the week of January 4th and Bricks4Kidz started the week of January 11th. Chess Club will start January 13th.  **Yearbook –** The cover has been approved and the CD’s to plan and pick photos have been received. Tracy has not heard from Carolyn Noll about the editor position. She will try to contact her again now that her busy season is over. Tracy asked if we could resend the information about uploading photos to the shared drive and Jessica Littleton said that she would resend to all the shutterbugs. | |

**Old Business**

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| **Discussion** | **T&E Care and FLITE Fundraisers -** Tracy Johnson asked if we could add T&E Care and FLITE to the Giving Projects List. This year we collected gift cards and healthy snacks and Tracy was concerned that if the teachers were not aware of this project they may have lumped the gift cards in with another fundraiser. Jessica Littleton wanted to hold off on including until we had decided what we would be collecting in 2016-2017 as this may change the timing (i.e. we don’t want to have two food collections running simultaneously). After discussing, it was decided that (1) Tracy would contact T&E Care in June to plan for the next school year and (2) we would continue to use the classroom coin collection for our FLITE fundraiser.  **FLITE Fundraiser –** Nicole Scherer distributed buckets to each of the classrooms for the coin collection. Each month the coins will be counted and donations will be made in a teacher’s name. The idea of incentives (i.e. pajama party or extra recess for highest class) was mentioned. Mrs. Haldeman stated that the buckets were really big which made it hard for the students to see the impact each donation was making. Nicole will get clear containers and would add markings to make the impact more noticeable.  It is important to remember that in February, HES students will also be collecting coins for the Rachel Paster’s Helping Hands and we will need to make sure to keep the two donations separate.  Mrs. Haldeman asked that we make sure to give the teachers information on these fundraisers to share with the classrooms. Mrs. Cohle asked that we forward the information to her and she will have it distributed to each classroom. |

**New Business**

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| **Discussion** | **School Store Donations:** Michelle Barton attended the meeting to discuss the School Store donation. For the past 3 years, the School Store has been donating their profits to local charities. Darcy McGroarty started this. Previous recipients include: Chester County SPCA, Greater Chester County Food Bank and Tredyffrin Township's Foundation for Parks and Recreation.  Jen Bachman (4th grade mom) emailed the parents of the school store volunteers and asked for suggestions. Suggestions for this year are: Volunteers in Medicine, St. Jude, SPCA, Greater Chester County Food Bank, T & E Cares, Wounded Warriors, Moyer Foundation, Main Line Animal Rescue and Gathering Hope House.  After a discussion, the board decided to focus on local charities. Mrs. Cohle suggested adding Rachel Paster’s Helping Hands. The board narrowed the list to: (1) Rachel Paster’s Helping Hands, (2) T & E Care and (3) Main Line Animal Rescue. The 4th Grade students will vote on the three nominees and the winner will be published in the Hillside Highlights in February. The amount raised will be announced at the 4th Grade Graduation Celebration. Michelle expected the donation to be around $700. |

**Adjournment Jessica Littleton**

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| **Discussion** | The meeting was adjourned at 10:20 A.M. |