

Hillside Elementary School

PTO BOARD MEETING

Minutes

May 11, 2016

9:15 am

HES Teacher's Lounge

Meeting called by	Jessica Littleton
Type of meeting	PTO Board Meeting
Facilitator	Tracy Johnson
Meeting Minutes by	Kathleen Gribb
Attendees	Mrs. Andrea Bruce, Mrs. Diane Cohle, Kathleen Gribb, Maura Harley, Maria Herr, Tracy Johnson, Laura Mills, Nicole Scherer

Agenda Topics

Call to Order/Welcome

Tracy Johnson

Discussion	Tracy Johnson called the meeting to order at 9:20 am and called for a vote to approve the April 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>PSSAs – All PSSA testing has been completed.</p> <p>Teacher Appreciation Luncheon – Mrs. Cohle thanked the PTO for the wonderful luncheon complete with the red carpet treatment. Everything was wonderful including the theme and activities.</p> <p>Theme Week – Mrs. Cohle stated that Theme week was amazing! The students really enjoyed the time machine and how they came into a different decade each day. The Dance Parties at lunchtime were also a big hit.</p> <p>Upcoming Events:</p> <p>Monday, May 16 – Fourth Grade visit to TE and Valley Forge Middle Schools</p> <p>Thursday, May 19 – Kindergarten Orientation - 9:30 am – PTO volunteers needed – Maura Harley and Maria Herr will help (Note: this position should be added to the Volunteer List so it is filled next year); All students will participate in "Move Up Day" and learn a little bit about what the next year will bring. There will be special activities for the Fourth Grade in the Large Group Room.</p> <p>Friday, May 20 – Teddy Bear Picnic for Kindergarten and Third Grade Field Trip to The Colonial Plantation</p> <p>Tuesday, May 24 – Field Trips for Kindergarten and Second Grade; Conestoga Relays for Fourth Grade</p> <p>Wednesday, May 25 – Fourth Grade Field Trip to The Hagley Museum</p> <p>Friday, May 27 – Memorial Day program – K-3 will sing songs and the Fourth Grade will recite the Gettysburg Address</p> <p>Monday, May 30 – No School, Memorial Day Holiday</p> <p>Wednesday, June 1 – Spring Concert for Band, Orchestra and Chorus</p> <p>Thursday, June 2 – Third Grade Performance Dress Rehearsal</p> <p>Friday, June 3 – Third Grade Performance; Author's Tea; Last day for library books; Spring Fair</p> <p>Wednesday, June 8 – Volunteer Breakfast</p> <p>Laura Mills asked Mrs. Cohle if the grade level performances could be videotaped. Mrs. Cohle stated that Mrs. Siegle videotapes the performances for Hillside use but that they are prohibited from sharing due to privacy issues. Tracy Johnson stated that privacy issues were a concern for her when working on the yearbook. Tracy has called all families who indicated that they did not want their child photographed on the District forms to make sure they were OK having their child included in the yearbook. In all instances, the families were fine having their children in the yearbook.</p>	

Clearances – There is a meeting Monday with District to discuss clearances. The basic guideline is that anyone responsible for a student, or who might be alone with a student (i.e. field trips) will be required to have clearances. After school clubs are not the responsibility of the district, this is the responsibility of the vendor. Tracy Johnson asked if the PTO should do their “due diligence” to check vendor clearances each summer. If so, Tracy asked whose responsibility this would fall under? Membership? President? Nicole Scherer recommended including the “Not a PTO sponsored event” verbiage to remove the liability from the PTO. It was agreed that we would ask for a copy of the vendor clearance policy as opposed to the actually vendor employee clearances.

Mrs. Cohle stated that it will be the principals' responsibility to send notices to all the families detailing the clearance requirements. She will be communicating the final requirements via letter and will post a copy on the school website. Mrs. Cohle informed the group that they will no longer be using the Rapture system but the TE District system instead. The system will only indicate whether a volunteer has clearances or not. If clearances have been denied, the reason will remain confidential. A Hillside employee will have access to the system and will be verifying volunteer clearances for any event where clearances are required. All Grade Facilitators will need to update field trip forms to ask whether volunteers have their clearances. It was suggested that during field trips chaperones “buddy up” when taking bathroom breaks to help manage the children. Mrs. Bruce said that she would mention this to the other teachers.

Communication – Mrs. Cohle was concerned that some of the parents have been unhappy with communications from Hillside. Nicole Scherer stated that when she brought this up at a previous meeting her intent wasn't to complain, but rather to see how the classroom volunteers could be more help to the teachers, possibly taking on additional tasks.

Tracy Johnson thought that there was confusion surrounding the First Grade Show and that some families weren't aware that the performance was such a big event for the students even though there were multiple reminders being sent. Tracy thought it was probably newer families having these issues. Shannon David will be the new Classroom Volunteer coordinator so Tracy said she'd make sure to have important dates communicated via the Homeroom parents. The Classroom Volunteer coordinators are only scheduled to meet with the Core Parents once a year, maybe next year this can be increased to twice a year or once a quarter.

Kathy Gribb mentioned that there have been discussions about having a “buddy” system created where a more “seasoned” parent “buddies up” with a new family to make them aware of important dates and events. This would be especially helpful for families who come to Hillside during the school year. Laura Mills thought maybe a grade specific calendar might be helpful as well. Tracy and Laura will meet with Shannon David to discuss the role of Core Parents in more details. Another idea was that since we no longer are able to serve food at classroom parties we will have extra funds available if needed.

Back to School Packets – Mrs Cohle questioned the date that the flyers were due for the back to school packets. Tracy stated that this was just a Hillside PTO deadline since Jessica Littleton wanted to have everything before submitting to Beata to make sure that all important documents were included this year. Mrs. Cohle asked that everything the PTO sends to the office be sent to both her and Beata since Beata will be out of the office for three weeks over the summer.

President's Report

Jessica Littleton

Discussion	Tracy Johnson presented the President's Report.
<p>Open Positions - So far only one person has responded to the emails asking for volunteers for the upcoming school year. Nicole stated that she only had one more position to fill – Talent Show Coordinator. Tracy is planning on meeting with Jessica Littleton to discuss all the openings so please make sure to update the Org Chart tonight so they have the most current information.</p> <p>Maria Herr questioned what the job responsibilities for the Spring Concert Coordinator were. Since we are no longer able to server food it was decided to remove this from the Org Chart.</p> <p>Tracy encouraged the board members to forward the emails to all our friends and to solicit new volunteers. The PTO will have a table at the Kindergarten Orientation. There are about 80 incoming kindergarten students. Maria Herr said she would man the table and hand out flyers. The PTO will also be able to speak to the new families and promote the openings. Tracy will also make sure all the Homeroom Coordinators send out the information to all the current families.</p>	

Vice President of Cultural Arts

Nicole Scherer

Discussion	Nicole Scherer presented the Cultural Arts Report
<p>Franklin Institute – The Franklin Institute visited Hillside on Tuesday, May 3rd for the Second Grade presentation on FLIGHT. Mrs. Bruce said that the presenter was amazing and asked if it was possible to request the same presenter for future presentations. Nicole said that she thought we could, but that all Franklin Institute presenters have been really good. Next</p>	

year there will be a presentation on astronomy for the first graders.

The Bee Man – The Bee Man, Cliff Sunflower, will be visiting on June 10 for the Third Graders. There will be a grade level presentation in the morning, followed by individual classroom sessions in the afternoon. Volunteers will be needed for all the afternoon sessions. All the Elementary school facilitators have agreed at one of the district meetings to use a new vendor for this presentation next year. Nicole will be attending a presentation at Valley Forge Elementary School by the new vendor "The Bee Girl" from Oregon.

Chinese Tea – Each year the Cultural Arts committee works with the Second Grade teachers to host a Chinese Tea for the students. With the new "no food" policy Nicole has looking for alternative activities. One school does a "round robin" with various activities like Master Chang the paper cutter, Chinese puppets and a calligrapher. Nicole will continue to brainstorm to make sure this event continues and will be fun for the students. All other events have been planned for the 2016-2017 school year.

Fun Run – The Rep for the Fun Run will be at Hillside on May 16 to meet with Mrs. Cohle. Nicole plans on meeting with the rep at 11:00 if anyone would like to attend the meeting.

Treasurer

Maura Harley

Discussion	Maura Harley presented the Treasurer's Report
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Spring Fair Parking – Since parking is typically an issue at the Spring Fair, Catherine Gauthier contacted Maura to see if there were funds available to cover a shuttle bus for the night. The shuttle would run from Conestoga High School to Hillside and cost \$400. There will be a police officer directing traffic and making sure families only park in designated areas. Maura thought it would be helpful to have a Google Map showing the surrounding streets and indicating where parking was allowed and not allowed. She asked if anyone knew someone "tech savvy" to assist with this. The board agreed that we should not pursue the shuttle bus since it was unclear if families would actually use it and to pursue the map instead.

Budget Meeting – Maura would like to hold a Budget meeting on Tuesday, May 31st to discuss and finalize the budget for next year. Ideally the whole board should be in attendance. Maura will follow up with an invitation.

Budget Highlights:

- **FLITE** made \$184 from the classroom coin collections
- **Dental Clinic** – Typically the PTO donates to the Dental Clinic every other year and would be due to donate again this year. In the past, we have donated \$200.
- **Handles** – Final figures are not in yet.
- **Theme Week Family Dance Night** – Budgeted for \$450 and are already at \$900! 147 people have signed up to attend the Family Dance night. Maximum capacity is 200-250.
- **Artwork Framing** – Maura gave the "go-ahead" on the art work from David Wiesner's visit to be framed since it looks like we will have more than enough funds to cover the cost.

Vice President of Fundraising

Laura Mills

Discussion	Laura Mills presented the Fundraising Report.
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Open Positions – There are still a lot of open Chair and Co-Chair positions.

Spring Fair – Laura checked with Lori Benedict about having Master Chang at the Spring Fair. Lori told her that he didn't draw as much business as they had anticipated and was rather expensive. Laura will not be pursuing for this year. There will not be a used book sale at the fair this year since it is very labor intensive with low returns. There are still a lot of volunteer slots to be filled so our efforts will be on getting those filled. There will be a separate flyer for Dunk Tank volunteers.

Calendar of Giving – The Giving Events calendar will need to be updated with 2016-2017 dates.

Programs Ending – Both Target and Campbell Soup labels will be ending this year.

Vice President of Social Functions

Maria Herr

Discussion	Maria Herr presented the Social Functions Report.
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Nothing to report.

Vice President of Membership & Services

Tracy Johnson

Discussion	Tracy Johnson presented the Membership & Services Report.
Tracy's update was covered during the President's update and discussion on Open Positions.	

Adjournment

Tracy Johnson

Discussion	The meeting was adjourned at 10:50 am.
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