

Hillside Elementary School

PTO BOARD MEETING

Minutes

June 8, 2016

9:25 am

HES Teacher's Lounge

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| Meeting called by | Jessica Littleton |
| Type of meeting | PTO Board Meeting |
| Facilitator | Jessica Littleton |
| Meeting Minutes by | Kathleen Gribb |
| Attendees | Mrs. Diane Cohle, Kathleen Gribb, Maura Harley, Maria Herr, Tracy Johnson, Kate Kilgarriff, Jessica Littleton, Mrs. Lisa McIntyre, 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 9:25 am. She thanked the board members for all their hard work this past year and announced that Tracy Johnson would be taking over as President for the 2016-2017 school year. Jessica then called for a vote to approve the May 2016 meeting minutes. The board approved. |
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Principal's Report

Mrs. Diane Cohle

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| Discussion | Mrs. Cohle presented the Principal's Report. |
| <p>Upcoming Events: Thursday, June 9th - 4th Grade Chorus performs at Surrey Services Monday, June 13th - Field Day Tuesday, June 14th - 4th Grade Celebration at Hillside Wednesday, June 15th - 4th Grade Award Ceremony at 1:45 PM Thursday, June 16th - LAST DAY OF SCHOOL; Lunch will be served; Flag raising ceremony, students will sing The Star Spangled Banner and Kids for Character song</p> <p>Improvements over the Summer:</p> <ul style="list-style-type: none"> • Path to Wyncote Circle • Flag pole • Removing the silt buildup in the basin • New carpet in the Large Group Room • New ceiling tiles • Bathrooms • Hot water heater <p>2016-2017 Classroom projections: Kindergarten – 4 classes First Grade – 4 classes Second Grade – 5 classes Third Grade – 4 (maybe 5) classes Fourth Grade – 5 classes</p> | |

Clearances – Mrs. Cohle informed the board that a letter will go home on Friday detailing the new Volunteer Clearance requirements. The letter will also be posted on the school website. Everyone is encouraged to obtain their clearances over the summer. Laura Mills stated that she completed the forms but has not received anything to confirm. Mrs. Cohle suggested that she contact Jeanne Braun to confirm.

Mrs. Cohle thanked the board members for a great year and stated that she's looking forward to summer and seeing everyone again in August!

President's Report

Jessica Littleton

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| Discussion | Jessica Littleton presented the President's Report. |
| <p>2016-2017 Board Positions – President – Tracy Johnson President Elect – Open VP Fundraising – Kate Kilgarriff VP Membership – Laura Mills VP Social Chair – Jessica Littleton VP Cultural Arts – Nicole Scherer Secretary – Kathy Gribb Treasurer – Maura Harley Assistant Treasurer – Maria Rick</p> <p>Back to School Packets – If anyone has flyers to include in the Back to School packets, email them to Jessica ASAP.</p> <p>Field Day – This year the Homeroom Coordinators sent emails soliciting volunteers for Field Day. There has been a tremendous response. We have about 30 volunteers for both morning and afternoon sessions.</p> | |

Vice President of Cultural Arts

Nicole Scherer

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| Discussion | Nicole Scherer presented the Cultural Arts Report |
| <p>The Bee Man – The Bee Man will be here on Friday, June 10th for the 3rd Grade Assembly. In the morning he will have a large presentation for the entire grade. In the afternoon there will be individual class activities.</p> <p>Nicole has most of the activities for next year planned. Some of the events include: Crime Scene, Enchantment Theater (Sept.), Poetry and Percussion demonstration in April, and an author visit by Jerry Pinkney.</p> | |

Treasurer

Maura Harley

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| Discussion | Maura Harley presented the Treasurer's Report |
| <p>2016-2017 Budget Planning - Maura Harley stated that there was a budget planning meeting last night. Her projection is that we will have a surplus of \$13,000 which will be earmarked for the lobby improvement project to be completed during the 2016-2017 school year. Some of the smaller fundraisers will be eliminated next year in order to focus our fundraising efforts on the Fun Run scheduled for October. Maura will present the new budget at the September PTO Meeting and have the Board vote to approve.</p> <p>Whole Foods Fundraiser - Laura Mills suggested that if the opportunity for another Whole Foods fundraiser is present that we participate since it was an easy way to raise funds. However, the woman from Whole Foods who coordinated and promoted through all the elementary schools, is no longer working there. Tracy Johnson said she would follow up with her replacement.</p> <p>Spring Fair - There are still some outstanding Spring Fair invoices (police, janitor, food service, prizes, snow cones, games). Laura Mills stated that the food service, prizes, snow cones and games should all be on one invoice. Maura will update the budget once they are received. The general feeling was that even though attendance was down, it was easier to move around the fair. Parking worked better this year largely due to the temporary signs we got from the Police Department, however, people still parked on Irish Road. It was suggested that we get some signs to use for other school functions. The Police Department also gave us verbiage to use on the map directing families to appropriate parking locations. The map should be finished by the weekend.</p> | |

Dental Clinic Donation - Maura motioned for the PTO to donate \$200 to the Dental Clinic. Jessica Littleton seconded the motion and the board voted to approve. Tracy Johnson asked if now was an appropriate time to make a donation in memory of Mrs. Paster now that the waiting period per Jewish tradition has passed. Mrs. Cohle said that there were new regulations regarding gifts in memoriam. She will review the regulation and report back to the Board. If something at the school cannot be done, other suggestions included having a tree planted in Israel or buying a star.

Vice President of Fundraising

Laura Mills

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| Discussion | Laura Mills presented the Fundraising Report. |
| <p>Spring Fair – Laura was pleased that the weather cooperated and we had a great night for the fair. Laura had to decide the day before the fair whether to have the inflatables set up inside or outside. If they were to be indoors, the company would need to bring 1,000 pounds of sand. With the forecast predicting rain, Laura decided to put one inside and if weather permitted, put the other outside. There were a large number of volunteers that didn't show up for their shifts, but luckily other attendees were flexible to switching shifts and filling in where needed. As a result, all went smoothly. With the lower attendance, the Cake Walk had to shut down early because they ran out of prizes. Having a list of chairs and cell phone numbers at each station worked well for troubleshooting. The lists were laminated this year which was a plus. Mrs. Cohle agreed that it was a nice, calm night and that parking worked wonderfully. The Spring Fair was held later this year which made the week leading up to the event more hectic since there were other end of year activities going on. We should try to hold the fair earlier if possible next year.</p> | |

Vice President of Social Functions

Maria Herr

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| Discussion | Maria Herr presented the Social Functions Report. |
| <p>Mr. Haines – Maria asked if the PTO could make a donation to thank Mr. Haines for all the hard work he put into the various class performances. Nicole Scherer stated that the money collected in the fall was split and all special teachers received half before Winter Break and will receive the other half at the end of the year.</p> <p>Word of the Week – Maria suggested that we include the Word of the Week in the Blast emails in addition to the board at the top of the stairs to promote awareness.</p> | |

Vice President of Membership & Services

Tracy Johnson

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| Discussion | Tracy Johnson presented the Membership & Services Report. |
| <p>Directory Ads - Last year the advertisements in the School Directory raised \$1,250. Based on this Tracy felt that they were worthwhile to keep, however, we need someone to coordinate. She stated that it is a fairly easy process, but needs to be done soon so that we have the information in time to print the directories. Laura Mills and Kate Kilgarriff offered to work together on this effort.</p> <p>Sunshine Fund – The Board has decided to keep the Sunshine Fund internal for the coming year to make sure all gifts are properly documented. A flyer will be added to the Back to School packets so all families are aware of this resource and we will also make sure to communicate to the teachers as well.</p> <p>Volunteer Spot – Tracy informed the Board that while it had previously been approved, we still didn't have a Volunteer Spot account. Tracy will sign up so that teachers, classroom coordinators and committee chairs can use Volunteer Spot for the various volunteer sign-ups throughout the year. Kathy Gribb offered to write instructions on how to set up a Volunteer Spot sign-up. The cost is \$99 for the year.</p> <p>Lobby Renovation – Tracy asked Mrs. Cohle if she had a 'vision' for the HES lobby renovation and how she would like the project to run. Mrs. Cohle indicated that she can't visualize what the new lobby might look like and was comfortable with the PTO overseeing the project. Laura Mills mentioned that there might be some issues with the front desk being too hot or too cold and thought we should get Keira's input. She also suggested that maybe there is a way to make it "flow" better. It was suggested that a committee should be formulated and that we see if there are any interior designers within HES that might be available to assist with the project. Kathy Gribb also suggested that a friend used indoor/outdoor fabric on one of her couches to make it more durable and easier to clean.</p> <p>KidStuff – Tracy suggested that we use the Classroom Coordinators to market the KidStuff Coupon Books. She also asked if maybe we could add them to the Back to School packets instead of sending them home via students. This year people had the option to opt out prior to receiving the books, if we put them in the Back to School Packets we wouldn't be able to offer this, however, it might increase the number purchased. Books should be available between Aug 12-29 and the PTO should plan to at least get them ready for distribution and adhere the labels prior to school starting.</p> | |

Parent Areas of Interest/Skills – Tracy had an idea about asking the parents what their areas of interest or skills might be and whether or not they'd be willing of volunteer their skills. It was suggested that to be most beneficial, we should send out a form with suggested skills to help gather information and give parents an idea of the skills we are in need of. Suggested skills were: Interior Design, graphic design, web design, etc. It was discussed whether Back to School Packets, HES Open House or Curriculum Night might be the best time for this. Mrs. Cohle thought Curriculum Night might work well

Yearbook – Yearbooks are still not in. Tracy has tried to call the rep numerous times but they are not answering calls. Once yearbooks are in, Tracy will send an email to see if anyone can come in to help with distribution. The supplements will arrive over the summer and will be mailed out to the 4th graders that do not have a sibling still at HES, all others will be included in the Back to School Packets. Cost for shipping to 4th graders is only about \$60. Tracy expressed her concern about upsetting families that had indicated their child should not be photographed via the District privacy policy. She has contacted all families that did not want their child photographed and was given the OK to include them in the yearbook, however, there is no documentation of this. She asked if maybe we should have a separate form just for yearbook photos. Mrs. Cohle thought this was fine to include but was concerned that they may not all be returned.

Classroom Coordinators – Tracy would like to have the Grade Level Coordinators (parents) to meet with the Grade Facilitators (teachers) twice a year to make sure that the coordinators are being as helpful to the teachers as they can be. Mrs. Cohle said that she thought that frequency was fine.

Website – Allison Sanka will begin to transition her duties this coming year. The Communications team has tried to send out the Blast emails weekly. Since this was a lot of work for the team, Allison has been preparing the emails every other week in order to keep them on a weekly basis. Tracy will meet with Allison and the new Chair in July to discuss future plans.

Back to School Packets – Tracy will send an email in August to get volunteers to put the Back to School Packets together.

New Business

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| Discussion | Mrs. McIntyre thanked the PTO Board for all they do and for all the wonderful programs they bring to the school. |
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Adjournment

Jessica Littleton

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| Discussion | The meeting was adjourned at 10:28 am. |
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