

Hillside Elementary School

PTO BOARD MEETING

Minutes

December 6, 2017

9:15 am

HES Teacher's Lounge

Meeting called by	Tracy Johnson
Type of meeting	PTO Board Meeting
Facilitator	Tracy Johnson
Meeting Minutes by	Andrew Snyder
Attendees	Mrs. Diane Cohle, Tracy Johnson, Andrew Snyder, Laura Mills, Emily Phelan, Nicole Scherer, Kate Kilgarriff, Natalie Hoffmann, Xiaomei Shao, Steve Rayme, Krishna Patel.

Agenda Topics

Call to Order/Welcome

Tracy Johnson

Discussion	Tracy Johnson called the meeting to order at 9:15 am and called for a vote to approve the November, 2017 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 gave her report;</p> <p>Kindergarten Registration: February 12-13. This is later than in previous years.</p> <p>Junior Achievement: December 18th. A new program for 4th Grade sponsored by Jansen Pharmaceuticals and Junior achievement. Fourth graders will attend 5 separate presentations throughout the day.</p> <p>Winter Parties: December 21+22.</p> <p>Winter Break: December 25-January 2.</p>	

President's Report

Tracy Johnson

Discussion	Tracy Johnson presented the President's Report.
<p>Tracy gave an update on the school lobby: School District decided to use the existing fixtures and replace the bulbs with LED bulbs. District will also paint the ceiling. Once painting has been completed, art can be hung on the wall.</p> <p>Closet Clean Out: A bin of Halloween costumes was found.</p> <p>Tracy inspected the PTO Closet near the teacher's lounge, and discovered that the back needs to be nailed on to strengthen the structure.</p> <p>Tracy circulated on a spreadsheet of information of the PTO President's responsibilities, so that the President's work load can be divided up.</p>	

Social Functions

Tracy Johnson

Discussion

Tracy reported that "**Friends of Hillside**" raised \$2,500 since the last PTO meeting.
Villanova Basketball tickets are sold out. Tracy is trying to obtain more. March 3 at 5p.m. at Wells Fargo Center.
Father Daughter Dance: Approved for January 19th. Candy Land theme is planned.

Vice President of Cultural Arts**Nicole Scherer****Discussion**

Nicole presented her report

"**Ball in the House**" was a big success.
 Franklin Institute came for first graders and gave a presentation about the weather.
December 7: Allegheny Indian River dancers from the Seneca Tribe will perform. Two assemblies for the entire school.
January 12- "Mother Goose" will come to Kindergarten.
Theme Week- Philadelphia School of Circus Arts will come.

Treasurer**Steve Rayme****Discussion**

Steve Rayme and Emily Phelan provided updates.

"**Friends of Hillside**" campaign has picked up steam.
 Steve reconfigured the budget spreadsheet to make it easier to read.
 The coin counter was purchased and is in the PTO closet by the teacher's lounge.

Vice President of Fundraising**Kate Kilgarriff****Discussion**

Kate presented her report

Kid Stuff Coupon books, one leftover. PTO to use as a prize at a future event.
 Wednesday December 13th is the Barnes and Noble fundraiser. Free gift wrapping all day. Volunteers needed. Mention Hillside at checkout. 4th grade chorus will perform that night.

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

Laura presented her report.

Sunshine club will be chaired by Claire Gallagher.
 3-4 families with new babies. Laura will update procedures and gift amounts and submit for board approval.

New Business**Discussion**

Role of President: The Board reviewed Tracy's spreadsheet of the President's responsibilities and divided them this way:
Emails: Secretary/Social functions
Highlights: Social Functions
PTO Mailbox: Assist. Treasurer
Run PTO Mtg: Shared between co-presidents.
Open Positions: Create a new position to handle this. Natalie Hoffmann volunteered.
Gift Coordinator: Tabled
Back to School Packets: Kate Kilgarriff and Emily Phelan to handle.
Curriculum Nights: Mrs. Cohle will handle.

	<p>Bank Signer: Tracy to continue.</p> <p>Open House: Shared between presidents.</p> <p>January Letter: President</p> <p>Budget: Treasurer</p> <p>Field Day: Laura Mills</p> <p>Next Year's Calendar: Open</p> <p>Opening Day Flyers: Kate and Emily volunteered.</p>
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Adjournment

Tracy Johnson

Discussion	<p>The meeting was adjourned at 10:45. Next meeting: Tuesday January 2.</p>
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