

Hillside Elementary School

PTO EXECUTIVE BOARD MEETING

Minutes

September 10, 2014

9:10 am

Teacher's Lounge

Meeting called by	Lori Benedict
Type of meeting	PTO Executive Board Meeting
Facilitator	Lori Benedict
Meeting Minutes by	Michelle Barton, PTO Secretary
Attendees	Michelle Barton, Lori Benedict, Yuanfang Cai, Diane Cohle, Marcy DelOrefice, Maura Harley, Sian Keating, Christin King, Cheri Lotan, Lisa McIntyre, Laura Mills, Lisa Nishikawa, Carla Ojha, Allison Sanka, Molly Zangrilli, Dana Zdancewicz

Agenda Topics

Call to Order/Welcome

Lori Benedict

Discussion	Lori Benedict called meeting to order at 9:10 am and called for a vote to approve the June 2014 meeting minutes. The board approved.
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Principal's Report

Mrs. Diane Cohle

Discussion	Mrs. Cohle gave the Principal's Report.
<p>Mrs. Cohle welcomed everyone back to Hillside and told the board the start of the year has gone smoothly. Mrs. Cohle shared current school news:</p> <p>September 11 – Open House from 5-7pm 9/16 – Health Screenings 9/17 – 1st and 2nd Grade Curriculum Night beginning at 6:30pm 9/23 – 3rd and 4th Grade Curriculum Night beginning at 6:30pm 9/25 – No School</p> <p>Over the summer several improvements were made: fence, A/C in the Cafeteria and A/V department improvements</p> <p>District News: Smart Snacks in School Guidelines for foods offered outside the school breakfast and lunch program – “competitive foods”. Mrs. Cohle provided copies of the guidelines, click here www.tesd.net/Page/11810 The guidelines apply to fundraisers and classroom parties/ holiday celebrations.</p> <p>As of September 11, Hillside has 473 students and the number of classes in each grade are as follows: 4 Kindergarten 4 1st Grade 5 2nd Grade 4 3rd Grade 5 4th Grade</p> <p>Hillside was sad to see Mr. Klass move to T/E Middle this year. Mrs. Morel is currently on maternity leave as is Mrs. Burke. Mrs. Strayer is the long term sub for Mrs. Burke's 3rd Grade class.</p> <p>On the School Digger website Hillside is ranked 4th in Pennsylvania! www.schooldigger.com/go/pa</p>	

President's Report**Lori Benedict**

Discussion	Lori gave the President's Report.
<p>Lori welcomed everyone to the first PTO Board meeting of the 2014-2015 school year. Lori introduced the board members. Laura Mills is the new VP of Fundraising Jessica Littleton is the President-Elect Emily Martin will chair the Hillside Blasts Committee Allison Sanka is the PTO website administrator Thank you to all of these new PTO members for taking on these responsibilities.</p> <p>Lori presented a draft of a temporary paper version for a newsletter to help ease the transition to paper-less. Feedback from the PTO was to make the newsletter all about the website, don't put too many details on the paper newsletter, instead drive traffic to the website. Allison Sanka suggested using a countdown, perhaps 4 during the year – so parents know that it's temporary. Lori thanked everyone for the feedback and she will incorporate the suggestions and email out the revised version before sending it home via the student's backpacks.</p> <p>Lori brought up the subject of PTO gifting to the school. At Hillside, we have not donated a large gift in a couple of years. In the past, the PTO donated the large fans for the gym and other gifts. iPads were suggested by Dana, asking Mrs. Cohle if that would be something the teachers would want. Mrs. Cohle suggested new playground equipment for the large playground. The current equipment is 20 years old and the company who manufactured it is no longer in business, so it is increasingly difficult to maintain. The cost for a new playground could be in the range of \$10k-\$20k, perhaps more.</p>	

PTO Website Committee**Dana Zdancewicz/Allison Sanka**

Discussion	Dana and Allison provided updates on the new PTO website.
<p>Dana and Allison explained the most recent changes/enhancements: Amazon Associates Program, Hillside Fun Run Forms posted, Calendar (Hillside Calendar feed), mightynest – need only to choose Hillside once to receive proceeds.</p> <p>Committee needs members – for example, someone to monitor the Facebook page and looking for a graphic designer</p> <p>Hillside's website should provide a link to the PTO website, as do the other District's school sites for their PTOs – Allison will follow up with Dr. Smith.</p> <p>Volunteer scheduling website – should the PTO chose just one site for all committees to use? Volunteer Spot was chosen.</p> <p>Thanks to Kevin Howell and Allison Sanka for all of their hard work establishing the website. The Board also thanked Dana for taking on this project at the end of last year and thru the summer!</p>	

Treasurer**Sian Keating/Maura Harley**

Discussion	Sian Keating gave the Treasurer's Report.
<p>Sian presented the 2014-2015 budget reviewing budgets for committees and projected profits for fundraisers.</p> <p>Sian explained the check request and cash/check deposit forms. Members are to submit check requests within 30 days and any check requested that is over \$250 takes 5 days, requiring 2 signatures.</p> <p>PTO changed from TD Bank to PNC Bank over the summer with the hopes of lower fees.</p>	

Vice President of Membership & Services**Lisa Nishikawa**

Discussion	Lisa Nishikawa gave the Membership & Services Report.
<p>Maria Rick is doing a fabulous job with compiling the volunteer lists for the various committees and distributing them quickly. T-shirt design contest for the Hillside 5k 1k Fun Run is underway – submissions deadline is September 30th. Fun Run Fundraising website is up and running – all students are listed (First name and Last Initial).</p>	

Vice President of Social Functions**Marcy DeOrefice**

Discussion	Marcy DeOrefice presented the Social Functions Report.
<p>Open House tomorrow night (Sept. 11) 10/10 Pizza Bingo PTO needs a Spring Concert Chair – Melanie Bradish is willing, but only responsibility is the food for the performers – will food be served? 10/8 – Walk to School day Fall coffees have all been scheduled – flyers will be sent home via students backpacks.</p>	

Vice President of Fundraising**Laura Mills**

Discussion	Laura Mills presented the Fundraising Report.
<p>PTO Fundraising will have a table at the Open House with the hopes of helping to advertise the events given the flyers cannot go home via backpacks. Plant Sale committee needs a chair. Kid Stuff Books – decision that the books can go home via backpacks, good news for the fundraiser. Kelly Cockshaw is the Chair.</p>	

Vice President of Cultural Arts**Carla Ojha**

Discussion	Carla Ojha presented the Cultural Arts Report.
<p>Carla is looking for volunteers to shadow her and some of her committee chairs in preparation to take over. 9/29 – The Fisherman and the Flounder Assembly – ties in with this year's Theater Theme Week</p>	

Directory Committee**Michelle Barton**

Discussion	Michelle provided a brief update on the progress of the Directory Committee.
<p>Still looking for a co-chair or perhaps just someone to take it over for next year – too late for someone to shadow all stages of the project. Anyone interested should contact Michelle and Lisa.</p> <p>Directory Ads – we have more than enough ads to cover the cost of the directories again this year. Michelle has been contacted by 3 advertisers who want to secure the back cover for next year. Michelle plans to increase the costs, more in line with other T/E PTOs. TEMPO (T/E Music Parent's Organization) has requested a complimentary ad in the Hillside Directory (value \$100). Discussion followed, the Board voted not to approve the request.</p>	

New Business**All****Discussion**

Gifts for Specials Teachers

Nicole Schere has suggested Classroom Coordinators also collect donations from parents for the Specials Teachers, similar to what is already done for core teachers. Perhaps once a year, each family donates \$1-\$2? Nicole and Jane Balsan should discuss.

Adjournment**Lori Benedict****Discussion**

The meeting was adjourned at 10:45am.