

# Hillside Elementary School

## Minutes

Date: Tuesday, March 3, 2020

Time: 6:30pm

HES Teacher's Lounge

<b>Meeting called by</b>	Kathleen Thomas
<b>Type of meeting</b>	PTO Board Meeting
<b>Facilitator</b>	Kathleen Thomas
<b>Meeting Minutes by</b>	Colleen Decker
<b>Attendees</b>	Colleen Decker, Steph Costabile, Krishna Patel, Emily Phelan, Jami Barnett, Jacqui Cosgrove, Kathleen Thomas, Kate Miller, Tracy Fauls, Molly Bogan, Jen Gaiski, Michele Staves

## Agenda Topics

### Call to Order/Welcome

<b>Discussion</b>	February minutes were approved and sent into record.
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### Principal's Report

Mrs. Michele Staves

<b>Discussion</b>	Mrs. Staves gave her report
<p>Staff appreciation breakfast was a great success. Art Goes to School in progress – students are enjoying it. Spirit Day on Friday – crazy hat/hair day. REACH to visit 4<sup>th</sup> graders, which consists of middle school students who help them prepare for the transition. Bus Evacuation Week is next week (3/9-3/13). Fourth graders will visit TEMS and VFMS to see their school plays on 3/11 and 3/12. FLITE sponsored basketball game – T/E vs the Wizards on March 13<sup>th</sup>. HES students should wear yellow. Group photos will be taken on March 17. March 18<sup>th</sup> – Mayhem Poets assembly March 19<sup>th</sup> – PALS fair March 25<sup>th</sup> – Talent show rehearsal March 27<sup>th</sup> – Talent show as well as 3<sup>rd</sup> grade fun night at Conestoga March 27<sup>th</sup> – 1<sup>st</sup> grade weather show Spring Book Fair – last week of March into the beginning of April. T&amp;E Cares clothing drive coming soon.</p> <p>Michele stated that she has more awareness now of what details to include during Open House. We can reach more parents in the beginning of the year regarding PTO needs and will head that direction for 2020-2021.</p>	

### President's Report

Kathleen Thomas

<b>Discussion</b>	
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<b>Discussion</b>	
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2020-2021 Programming discussion continued from February meeting. We focused mostly on fundraising. Krishna and Kathleen discussed that the goal for next year is to cut down on the number of fundraising activities and push Friends of Hillside. If we scale back, we can compare what funds are generated in the next school year and what we can add back in the future.

We decided not to do the Boosterthon Fun Run next year. We may try to simulate the run itself (perhaps with fundraising) but not hire the company to run it, as it is quite expensive.

We will eliminate the Spring Book Fair. Everyone agreed that the December one is a good idea, as well as having the chorus sing there rather than Barnes and Noble. Jacqui wondered if we're utilizing all scholastic dollars raised during the book fair for class libraries. Michele explained that all scholastic dollars are used not only for classroom books, but for other items on the teachers' wish lists such as new rugs, etc. They were able to build classroom libraries for new teachers. With the scholastic dollars benefit, Jacqui wondered if we should eliminate the second book fair? The challenge right now is that we currently don't have a chairperson for 2020-2021. Kate discussed that if parents knew that this was the only bookfair for the school year, they could be persuaded to purchase more. We should market it as such, as well as explaining to parents that this helps teachers build their classroom libraries.

Directories for 2020-2021 will most likely be online next year. Online costs are about \$500 but may not have a large profit. (Krishna will explore online ads). Kate will connect with Krishna, as TEMS and Devon have both gone to online directories. The plan is to have parents "opt-out" if they choose not to publish their information – this will create less work for those managing the directory.

Friends of Hillside – goal is to have a big push for this next year. We want to let parents know the specifics of what cultural arts programs cost per child (approximately \$100 per student), which can aid them in knowing how much to donate or sponsor a family. Kathleen discussed coordinating this with "Giving Tuesday", and letting the students get involved.

Plant sale – although not a huge fundraising event, the teachers love it and want to keep it, especially around Mother's Day.

Back to School Kits- also not a huge money maker but it's convenient and successful.

Jami was curious what were the biggest fundraisers in the past. The top 4 are Fun Run, Friends of Hillside, Spring Fair, and Book Fair.

We need a VP of Social! Difficult to solidify 2020-2021 programming without one. The board has been asked to help fill this position asap. Perhaps a flyer in backpacks can help get it filled? We also need chairs for pizza bingo and a possible dance. Jacqui may have someone interested in pizza bingo.

PTO by-laws have been finalized and approved, effective 3/3/20. Thank you all for your collaboration and feedback.

School Gift  
 Ideas for a school gift were discussed. Turf would be nice – it's expensive but would be ideal for the kids – less "blacktop only" recess and muddy playgrounds.

Staff bathrooms – the district has agreed to budget for this.

Upper playground equipment? Lower playground replaced not long ago.

**Communications** **Molly Bogan**

<b>Discussion</b>	
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Please contact Molly for any sign-ups to be posted on the website.

Ice Skating event was hosted on Friday, February 28, 2020.

Talent show: Friday, March 27, 2020

Phillies "Phamily" Day on April 18, 2020. SOLD OUT! Challenge with online purchasing AND manual registration with a check...since the event was selling out, it was difficult to know who registered first since the manual checks arrive later. Molly suggested perhaps they MUST register online and can send payment manually if they wish.

Hershey Park tix – Kathleen to follow up with Jacki Moroz.

Krishna asked the board if HES should participate in Malvern Restaurant Week. They offered a percentage of sales back to us. Board agreed it could be an easy event to make some money.

### Social Events

#### Vice President of Cultural Arts

Natalie Hoffmann, Maureen Sweet, Holly Tomlinson

Discussion	
	Dino Dig assembly was a success.
	Laura Dimery may take this position for next year. One change would be to ask the classroom coordinators to attend specific assemblies, or rather find volunteers at the beginning of the year when classroom party volunteers are being assembled.

#### Treasurer

Emily Phelan & Steve Rayme

Discussion	
	All treasurers to meet this week to go over financials. Steve working on a Quickbooks update.
	Reminder, please submit reimbursement and invoice payment requests through the website: <a href="https://hillsidepto.org/about-hillside-elementary-pto/check-requests-payments-reimbursements/">https://hillsidepto.org/about-hillside-elementary-pto/check-requests-payments-reimbursements/</a>
	We have about \$40K in a cultural arts endowment fund. We may only use the principle amount. We are learning more about this process. Our accountant made it clear that we should have a dedicated treasurer to handle this CA endowment fund. Alex Scherer (former HES parent) may be able to assist us in the transition. Molly Bogan may be interested in taking this on – although she will need proper clearances from her employer.

#### Vice President of Fundraising

Laura Dimery, Krishna Patel

Discussion	
	In addition to the 2020-2021 programming discussion, we discussed possibly giving parents a "token" of appreciation for a Friends of Hillside donation such as a car magnet. Tracy has some left from last year.

#### Vice President of Membership & Services

Kate Miller & Tracy Fauls

Discussion	
	<u>Spirit Wear</u> – Kate has been in touch with That's Sew Cool. They will be making short/long sleeved t-shirts and baseball hats for spirit wear sales. Coming soon.
	<u>Yearbook</u> : contract signed with Barksdale. Maureen Sweet chair.

Farm to Table (Veggie) Club: Registration now open:  
<https://hillsidepto.org/register-now-for-the-new-farm-to-table-after-school-club/>  
 Led by Lindsey Brown  
 PTO will collect 51% of the proceeds. No registrations yet – maybe we should post on FB site?

Earth Day: April 22, 2020. Jessica Lee is planning an event. Details will be posted soon. She got the ok for a flower garden.

Permission pads: Emily asked if an email is sufficient to send in lieu of the paper permission slip (for early dismissal, kids going home with other student, etc). Michele said that emails are just fine. We should do away with permission pads.

**New Business**

<b>Discussion</b>	<p><b><u>2020-2021 Board</u></b></p> <p>President: Kate Miller</p> <p>Co-President: Tracy Fauls</p> <p>President-elect: open</p> <p>VP of Communications: Molly Bogan will step down from her position at the end of the calendar year. Janet Malin has volunteered to join the board in this role next school year.</p> <p>VP, Cultural Arts: open position. Laura Dimery may take this on.</p> <p>VP, Social Programming: open position</p> <p>VP, School Services: Jami Barnett-Gallagher</p> <p>VP, Fundraising: Krishna and Laura? Krishna may want a co-VP if Laura takes CA</p> <p>Secretary: Stephanie Costabile</p> <p>Treasurer: Jacqui Cosgrove</p> <p>Assistant Treasurer: Emily Phelan</p> <p>2020-2021 PTO meeting dates to be determined.</p>
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**Adjournment**

<b>Discussion</b>	<p>The meeting was adjourned at 7:35pm</p> <p>Next meeting: Friday April 3, 2020 at 1pm</p>
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