**Hillsdale Elementary School**

**PTO Membership Meeting**

**Friday, October 21, 2016**

**Attendees:**

 Kate Semon (PTO Co-President)

 Joanne Crowley (PTO Co-President)

 Jessica Cohen (PTO Secretary)
 Tara O’Meara (PTO Treasurer)

 Julianne Pecorella (Principal)

 Karen Horan (Past PTO President)

 Beth Stiles

 Cristin Mowrer

 Jen Dickerson

 Christine Boyle

 Jennifer Carlson

 Tricia Sokurenko

 Rose Jagielo-Manion

 Nancy Wood

 Karin Orkin

 Colleen Kirschner

1. Introduction and Attendance
2. Principals’s Report

 A. Activity Fees - Parents will be reminded that activity fees are due by paper as well as email

 B. Citadel Heart of Learning - Nominate teachers

 C. Conferences

 - Same site as last year will go up at the end of October

 - Report cards will go out after the conferences; they will be electronic only. Parent must have access to parent portal - they should contact Denise Clark or Ms. Ortiz if there is a problem.

 D. Assemblies - Planning is going well

3. Teacher’s Report

 Nothing at this time

4. Co-President’s Report

 A. PTOC

 - Issues about dissemination of HR classes information by teachers; this is a district wide issue. FRPA forms have been sent out, questions will be clarified and they will get back to schools with information

 - Cyber-safety: Facebook page for access to items regarding social media safety

 - Conversations will be occurring regarding how to help appreciate our staff

 - Activity fee review, it will probably increase

 B. School Supply Drive Issues

 - The supplies we’ve collected have been shipped to other schools. However, we need those supplies here because we have a population of students that needs them. This year our need was greater.

 - Why were we short this year in terms of supplies and money ear- marked for supplies?

 - Possibility of ordering supplies in bulk; would that help? Request for a talk with Ms. Ortiz

 C. Financial Aid

 - How is financial aid being handed out? Is it first come first served? - We only have $750.00 to give out, the check is given to Mrs. Clark and she gives out the aid (?)

 D. Newsletter

 - The newsletter is going out every Monday and will be kept (if possible) to one page.

 - Will still provide paper newsletters to families who are not on-line

 - All Committee Chairs need to have their information and needs sent to Joanne Crowley by Sunday

 - Request that all Committee Chairs start keeping good notes regarding their process, timelines, tips, etc for future chairs

5. Co-Vice President’s Report

 A. Dining Out - first dining out will be Tuesday, October 21, 2016 at Iron Hill

 B. Teacher Requests

 - Mrs. Lupotsky $61.78 - Approved ( 5 earphones, 22 pencil pouches, a dry erase board and markers, classic board game for Fry words)

 - Mrs. Zwizanski $104.43 - Approved (speaker for interactive white board, speaker auxiliary cable, CD player with an output jack for listening center)

 C. Giant A+ Program

 - This program made $8,000.00 last year. Please keep people aware of the program, it has already started for the year.

6. Treasurer’s Report

 A. Cash Campaign

 - The cash campaign has a goal of $6,000.00; we have raised $4,453.34 so far

 - Another campaign drive will be made in the Spring

 - The new on-line directory will have thermometer reflecting how much has been raised

7. Secretary’s Report

 Nothing at this time

8. Past President’s Report

 A. Outdoor Classroom

 - Ground breaking will be done on November 9, 2016

 - We are working with the district to get a walking path put in

 - Phase 2 will be plantings and overhead arches; working with Kevin Campbell

9. Committee Chair Reports

 A. Directory (Nancy Wood)

 - Online set up is going well; getting feedback from the beta testing group and 190 families have already confirmed their data for the directory (school has 431 families). October 31st is the date goal for sending out links for school wide sign up, emails with links and passwords will be sent out

 - Between now and when the directory goes live, there are a few items still to finalize

 - A note should be sent out to teachers/staff asking if they would like to be included in the directory

 - Mobile app will be available

 - Ideas for sponsors of the directory: Think Like a Scientist, To Be Social, ATA/SLA Financial

 - Should we post a link on the directory to a list of the people who donated in the Cash Campaign?

 - Reminder to share/like the school’s new Facebook page. The Facebook page is going well; we already have around 146 likes but we need to boost that. The strategy of the Facebook page is to provide communication between school/PTO/familes, a spot for reminding the community about upcoming events,

 - Will start pushing the Amazon fundraising/ sponsor program (0.5% with Amazon Smile and 4 - 10% with Amazon Associates) next month

 - Need to make sure that the content is spaced out in a relevant way

 B. Trunk or Treat (Christine Boyle/Jessica Cohen)

 - In good shape for the event

 C. Sprit Wear (Joanne Crowley/Kate Semon)

 - Spirit wear has been delivered and will be distributed next Wednesday

 D. 5th Grade Committee (Michelle Lintelman/Stephanie Heron Birl)

 - WC Halloween Parade is next Wednesday, the 26th

 - Letter will be sent out requesting baby pictures

 - Field trips are being picked out

 - Collecting one time dues as opposed to multiple fund raisers

 - Working on either a Paradise Farm trip or Brandywine Battlefield trip; possible in the Spring

 E. KidStuff (Cristin Mowrer)

 - Only 102 books have been returned and there is a substantial amount of money still outstanding (~ $2000); there will be a follow up in a week to see status

 - Need to promote the books better and see if there is an on-line version

 F. Yearbook (Kim Chotkowski/Susan Weaver)

 Nothing at this time

 G. Book Fair (Tricia Sokurenko/Kate Semon)

 - Budget is $2,000.00

 - Same dates as last year; it will run the week of Thanksgiving through December 2, 2016

 - Friday, November 18, 2016 for setup

 - Meeting with rep to discuss the size of the fair

 - Request will be made for less adult books

 - Can we ask the teacher’s to hold off Scholastic book ordering for the months of November and December?

 - Can we link to a Book Fair website or is there an online option?

 - VSP Breakfast usually has a large group of people that attend, can a note be included in the envelope reminding them that the Book Fair is running?

 - Remind parents/guardians that they need to include tax on their checks

 - Need to apply for a certificate to get exempt from state sales tax specifically for the Book Fair

 H. Box Tops (Laina Raffaele)

 - We are down about $200.00 from our usual

 - Trying to make box tops easier/more accessible

 - Remind parents to be mindful of expired box tops

 - Only need one baggie with the teacher’s/child’s name on it

 - Classroom with the most will get a prize each month

 - At the end of the year, the class who raised the most will get a pizza party

 I. Foreign Language (Dely Lugo)

 - Classes started this week; they go on for 15 weeks

 J. Science Explorers (Karen Horan)

 - Started week of October 17th

 - 17 people are involved so far

 - A special thanks to Mr. Fitch for helping with the scholarship funding

 - Program will have 3 sections

 - Will be working with Science Explorers for an assembly as well

 K. Very Special Breakfast (Karen Horan)

 - Week of Thanksgiving

10. New Business

 A. Parents in the classroom for parties

 - Parents are complaining

 - We currently limit 3/5 parents per class with the teachers deciding how many can come; parents should be rotated so that every parent can get a turn

 - All parents are welcome to come to the Halloween Parade

 - Parents do not need clearances to go to the parties but they CANNOT leave the classroom if they don’t have clearances

 - What is the status of classroom photographers? Do they need to have clearances?

 B. PTO Meetings

 - Feedback on meetings should be collected

 - How can we increase participation?

 - Should we have speakers?

 - Should we try and institute a mentorship program with previous leaders and chairs?

 C. Volunteer Reception

 - When should it occur and who should be invited?