

**HEMPFIELD SCHOOL DISTRICT  
LANDISVILLE ELEMENTARY CENTERS  
PARENT - TEACHER ORGANIZATION**

**Executive Board Meeting  
November 8th, 2023**

**Meeting called to order at 6:05 by Mike Sebergandio.**

**Members in Attendance: Mike Sebergandio, Jeff Spiker, Danielle Cardone, Ian Daecher, Ron Swantner, Ganesh Seeniraj, Paula Buohl, Rachel Campbell, Jenn Meyer, Alicia Brumbach, Anna Reiff**

**Community Members in Attendance (Signed in): Helen Roda & Stacy Lauter**

- Ron Swantner will be fulfilling the secretary role and taking notes during this meeting in Julia Ressler's absence.
- Introductions of full board and any guests (M. Sebergandio)
- HCBI said they cannot attend. Supposed to send me introduction of the organization "Hempfield Community Belonging Initiative" by their members in attendance (TBD)
  - Mike gave background on request from HCBI leading up to Members invitation this evening to offer opportunity to share vision, mission and goals of the organization
  - General overview of the organization, mission, etc.
  - Goal to bring large community together with common focus to help other Hempfield Community members across the District while offering an understanding of diverse cultures (specifically the cultures represented by HSD families in our community)
  - Description of upcoming events
  - Questions from the board - What is HCBI looking for from the PTO? Support in sharing and spreading communications of upcoming events to educate community residents regarding the diverse cultures of our neighbors
  - Discussion ensued regarding the lack of information regarding the HCBI goals and mission and reason a vote was taken to share their information related to their initial presentation
  - PTO officers will make an effort to attend HCBI presentations to share more with the Board when considering support for their requests
- Secretary's Report- Julia Ressler (Mike Sebergandio in Julia's Absence)
  - Holiday Shoppe flyers arrived and were distributed to teachers.
  - The Shoppe will be held at both LIC and LPC from 12/4-12/7.
  - Family shopping will be on Thursday evening the 7th, from 4-6:30 at LPC.
  - A volunteer sign up will be sent out once class slots are finalized. Teacher Reps/Principals to work on these schedules and get them to PTO and online
  - Patents will be informed of class shopping times and Shoppe dates via PEP Rep emails, teacher emails and 4:00 news blast.
- Treasurer's Report - Jeff Spiker
  - Fit Walk was a great success this year (almost making the goal and restoring a healthy balance for the PTO to cover future Budgetary requests)
  - Plug for watching Hempfield Happenings in December was offered; check out HH soon
- PEP Coordinators' Report –Alicia Brumbach (LIC)
  - LIC PEP meeting held on 11/6
  - PEPs are working with teachers to plan fall/winter parties
  - [A sign up for snacks and foods](#) was created and shared for Math Family Game Night at LIC (over 100 people set to attend next week - limited space available)
  - Staff Appreciation Day #2 at LIC is Nov 21 – a pizza party supported by parent donations.
  - Chairs named: LIC VIP Dance (Erin Willman); 6th Grade Picnic (Melissa Wolfork)
  - Next LIC PEP meeting date TBD in January
- Pep Coordinators Report-Anna Reiff (LPC)

- Next meeting 11/9
- Planning Staff Appreciation - 11/21- pizza party
- Holiday Celebration plans
- Giving Tree
- Volunteer Opportunities
- Movie Celebration
- Ways and Means Report- April Custer, Paula Buohl, Jenn Myers
  - FitWalk Donations Breakdown:
    - Funds raised
      - Sponsors \$10,750.00
      - Facebook Fundraiser \$3,135.00
      - Mail/sent in/Day of Contributions \$1,841.50
      - Parent/Family Shirt Sales - Advance \$1,959.00
      - Parent/Family Shirt Sales - On Site \$1,345.01
      - Parent Conference Sales \$23.00
      - **TOTAL \$19,062.51**
      - (\$937.49 away from goal)**
    - Patel family donation of \$500 - we sent a thank you note
    - Shirts for every staff member and student will be deducted from overall fundraising
    - Made more donations in sponsorships this year but less in parent donations/shirt sales
    - Successful shirt design contest and shirt vendor was great partner
    - Inquired about possible Venmo account for PTO given parent feedback at Fit Walk (other organizations have moved to Venmo with great success)
    - No fee with Venmo if not doing an instant deposit - discussion ensued regarding Venmo (Jeff has created Venmo transfers to checking accounts with other organizations; he will look into doing this for PTO)
    - Motion to set up Venmo was seconded by Mike and unanimous vote ensued to investigate Venmo account for PTO
  - Domino's Dinner Night Out
    - Share suggested dates; thankful for partnership with Domino's
    - Avoiding Wednesdays (school Domino day) and weekends when they do their best
    - Uncertain of amount raised from initial Domino's night
  - Upcoming Fundraisers
    - Tuesday before Thanksgiving: Urban Air night out or Sky Zone?
    - Holiday Gift Card sale fundraiser
      - Will this affect the holiday gift shop?
      - Timeline: Nov 20th? Or 27th (Mon after Thanksgiving) till Dec 8?? (Friday) Gift Cards Delivered to students on Dec. 18
      - 3-5 Options including a sit down restaurant, fast food, retail
      - All cards will be purchased by parents - parents pre-pay, no pre-purchases from PTO.

- Gift Card Options Shared and discussed: (I'm not good with formatting; sorry.....)
 

<ul style="list-style-type: none"> <li>○ Red</li> <li>○ Robin</li> <li>○ Kohls</li> <li>○ Bosco</li> <li>vs</li> <li>○ Dunkin</li> <li>?</li> <li>○ Millers</li> </ul>	<ul style="list-style-type: none"> <li>○ Shake Shack</li> <li>?</li> <li>○ Luca?</li> <li>○ Amazon?</li> <li>○ Chillis</li> <li>○ Issac's</li> </ul>
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  - Getrude Hawk - we need to discuss this and reply (need District approval for distribution or the disclaimer separate from the schools/District to have parents inquire with PTOP Board)
    - Pros of this FR: GH gives us 50% of sales
    - Cons in current structure: Setup and ordering is difficult with no pamphlet
- Programs Report – Rachel Campbell & Danielle Cardone
  - OBOS books have been ordered and a copy has been given to teachers to begin reading at LIC.
  - LIC is partnering with Millersville to conduct a Math Family Night on 11/16 from 6-7:30pm.
  - Denise Hicks, a representative from the Gertrude Hawk sales, contacted me (Danielle Cardone) asking for a contact for fundraising. I forwarded her original e-mail to Paula, April, and Jenn. Denise followed up again asking for contact information and I added your e-mails again.
  - FunRun - direct links for children to raise money for fit walk (Donation idea for future Fit Walks) Discussion about difference between pledging for individuals versus Community Fund Raiser to help both schools) Goal advertisement highlighted with links for families suggested and discussed (Returned to Venmo QR code for donations if PTO sets it up)
  - LPC voted on OBOS for Spring - keeping it a secret before releasing the title
  - Assemblies for PBIS Incentives - Jeff will see receipts for the items needed to pull off the assemblies
  - December PBIS Assembly will be a movie celebration in the AM
  - Special Thankful Days planned prior to Thanksgiving - parents will see a post on both LPC and LIC news soon...
  - Holiday Giving Tree between both schools in December (more to come at PEP meetings)
  - Thanks to PTO for Keurig Coffee pots
- LIC Principal's Report - Ian Daecher
  - Many thanks Fit walk and for funding our 6th Grade field trip!
  - New PBIS program- mini meetings going well
  - Parent Teacher conferences went well; Thank you to Alicia for snacks and our appreciation lunches
  - FitWalk was awesome! Well done Ways and Means and DJ Matty Nice
  - 86.6 School Performance Measure
  - School Supply Store letter from students
    - Budget line item for materials and resources to fund the School store
  - OBOS Family Engagement Reading Night question: Here is the text from Mr. Hershey's email:
    - I could do 3 mini shows of about 15 minutes each, separated by 15 minutes so I can reset the show between performances. It would be \$600 for the 3 mini shows.
  - Math Family Engagement Night
  - 5th Grade Concert: November 20th 7-7:45pm

- Winter Concert: December 11th 7-7:45pm
- LPC Principal's Report- Ron Swantner
  - Ron gave thanks - great PTO, great staff, great kids; super commitment and partnership in Landisville
  - Successful start to the school year; 3rd Grade mostly piloting Savvas & 2nd grade W&W
  - Special thanks to our volunteers getting the year started, with picture day, Fit Walk and the Book Fair
  - Playground coming along.....
  - We can always use support staff substitutes; thanks to several of our parents whom have applied to be substitutes in the last month
  - Electronic Conference sign up feedback ???
  - See Program Reports (reiterated / highlighted a few):
  - PBIS Incentive Assemblies have sparked excitement (Pie in the face)
  - We will be looking to show a PG Movie tied to our Zones of Regulation language and learning in the first week of December
  - Fill A Bucket Community initiatives throughout the year (first one coming out tomorrow)
  - Holiday Giving Tree to happen in December
  - Holiday Shoppe in early December
  - Pre-School Book of the Month starts in December (12-19, 1-24, 2-21, 3-22)
  - Seeking feedback from community on Electronic Conference sign-ups
  - Family Engagement Compact
  - Treasurer requests for materials and resources
- Presidents Report- Mike Sebergandio
  - Importance of reviewing items and voting for PTO board issues.
  - LIC/LPC coffee pots!
  - Discuss public requests for event promotions.
    - Addressing more clearly in our updated bylaws. (ByLaws can be made available electronically upon request to Board President or Cabinet Member on the Executive Board) This also ties into discussions from the SPAC meeting on Nov 2nd and facebook page discussions.
    - Mike read from By Law updates highlighting requests and promotion by majority vote from board Members
    - Approved requests will be noted with disclaimer
    - Advertising for goods, services and solicitation will not be approved
    - Community submits request, votes happens by PTO Members, posting on Facebook page if approved
  - Status of our facebook page compared to other district PTO pages.
    - We are the only HSD Elementary PTO facebook page that does not require approvals for postings. Should we change to align or leave open for public postings? We have seen some issues w/ Scam postings, but admins have been keeping them off.
    - Current members can post anything once they are an approved member
    - Chatting w/ Carolyn Hernandez about our current settings and what we can update to change permissions and settings
    - Offered consideration of Admin approver potentially being PTO secretary to approve the requests for posting (if not secretary, another PTO officer)
    - Goal is always to error on the side of caution when considering posts and social media; challenge is when people type out of anger or frustration
    - Mike to meet with Julia and work through steps for posting
  - SPAC Meeting (11/2/23):
    - Mr. Bromirski reviewed the new school logo designs. A question came up about a school spirit store and would that affect PTO's. I asked if PTO's can sell and take a percentage as a fundraiser as well as how we get the rights to use the logos if we pick our own vendor. We also learned the history of the "Black Knights" and that the person who originally suggested it was found from 1955. Ken Bowers.

- Reviewed the PowerPacks presentation and food insecurity that was hosted by the “Hempfield Community Belonging Initiative”
    - Questions asked why this was not a school approved event and that there was not clear communication about whether this event was approved or not. Concerns were shared that this was being promoted as a school approved event which it was not and requested better communication in the future. After the meeting I sent an email to Admin to request official guidelines for what the PTO is allowed to do regarding handouts, disclaimers, etc.. for non approved events.
    - Members of the HCBI were in attendance. These members were invited to attend our PTO meeting to review their group so if future events come up we can take that into consideration when we vote for promotion approvals.
  - Reviewed that the threshold requirements for free lunch are changing and Landisville may fall into the free category in the future once decisions are made
  - Reviewed that elementary math PSSA scores are back to where they were
  - Reviewed breakdown of school funding and how most of it comes from local taxable properties
    - Someone asked about the new hospital and it was explained they are exempt.
- Vice Presidents Report - Ganesh Seeniraj
  - The vendors for funfest - Carnival, Swinging Sweets and Funnel cake have confirmed the change of date through email.
  - There are a lot of things that I will be planning in the next couple of months. I will work with Mike and also will be asking for help for the different items in the funfest.
  - Morgan Hughes confirmed willingness to organize the Funfest Basket Auction. But this will be her last. She will discuss with the committee to see if someone else is interested to lead next year.
- Family Engagement
  - Sign any outstanding documents and review questions from Family Engagement Compacts for both LPC and LIC
- Bylaw review and voting for acceptance
  - Verbage added regarding some of the roles
  - If approved, board signatures
  - Discussed and reviewed potential changes; edits to be made regarding social media and items from this evening's Board discussion
  - January 10th vote on the By-Laws
- Unfinished Business
  - PTO Facebook Page
  - Shed Update - Ron Swantner shared that District Admin is working with the Board to learn more and share updates when they have them for the PTO
    - Adding a Propane tank storage cage. If this is acceptable by facilities I will make a motion to add this expense (approx \$800) to our already approved shed cost. Here is an example of the cage: [Link to Propane Storage Cage](#)
    - Motion to Approve tank storage by Mike pending approvals, seconded by Jeff, unanimously passed by Executive board
- New Business
- **Mike Sebergandio motioned to adjourn the meeting at 7:34 pm. All in favor.**