

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

## Executive Board Meeting Minutes January 8, 2019

**Attendance:** Ron Swantner, Dave McCabe, Carrie Spolitback, Amanda Gleason, Paige Null, Adria Vigna, Corrie Stream, Beth Brennan, Karen Youtz, Ian Daecher, Chris Woolfolk

**Guests:** There were no guests in attendance.

**Call to Order:** Dave McCabe called the meeting to order at 7:06 p.m. Due to Ron Swantner needing to leave the meeting early, Dave proposed he give his report first.

**LPC Principal's Report:** Ron gave a big thank you for all the special events, classroom celebrations and volunteers. LPC continues to struggle to get volunteers in areas such as the cafeteria, etc. Ron shared with a new year, new month they have started assessments to see where student's baseline is and to see what they have learned since the beginning of the year. Extreme Energy assembly was held yesterday, 1/7. Ron shared that it was very cool and that the kids really enjoyed it. Preschool Connections (previously Preschool Book of the Month Club) will continue this spring. Incoming kindergarteners hear a story, meet a staff member and tour one of the kindergarten rooms. The One Book, One School will be happening later this spring. Adria Vigna is ready to hand out the PTO stipend to teachers for classroom supplies, etc.

**Secretary's Report:** Carrie reported that the Spring Box-Top collection is underway. The box-tops will be picked up from both schools on February 11<sup>th</sup> giving volunteers ample time to sort, trim and count them for shipment. Submission deadline is March 1<sup>st</sup>.

**Treasurer's Report:** Beth reported that we are currently tracking a net income of \$7,284 with reported revenue of \$23,647 and reported expenses of \$16,362. Budgeted net loss as of December 31, 2018 is \$14,201. Much of the difference is timing. We have not paid an invoice for the Holiday Shoppe as of 12/31/2018 and the first Teacher Resource payment for the current school year was processed before the prior year end (8/31/2018). The PTO continues to be in a very strong position to weather any uncertainty in revenue streams. Beth stated that our 2017 Form 990 was successfully efiled in December. It was filed timely and will keep us in compliance with our 501c3 designation. All three bank accounts (Operating, Money Market and PayPal) are fully reconciled through December 31, 2018. Any member that would like to review the reconciliations is free to contact her.

**LPC PEP Rep. Coordinator's Report:** Chrissy Moore was not present.

**LIC PEP Rep. Coordinator's Report:** Amanda Gleason had nothing to report.

**SPAC Report:** Beth Brennan attended the most recent SPAC meeting. Beth shared there was much discussion and learning opportunities to be gained from the snow event/early dismissal in November. The district's Comprehensive Plan was also discussed.

**Ways & Means Report:** Corrie shared that so far working with our new vendor, Elizabethtown Sporting Goods, continues to be a positive experience. A few new items were added to our store for the "Winter" Spirit Wear sale; still waiting on confirmation of how much the sale netted the PTO. The online

store will likely be open one more time in the spring. A few teachers had suggestions for new items, so they plan on polling not only teachers, but also families (via Facebook) to see what new items would be of interest.

Corrie reported that the first pilot “test” sale at the 5<sup>th</sup> Grade Concert was successful. Seventy-five carnations were sold out in less than 15 minutes netting a small profit. Carnations were then sold at the 3<sup>rd</sup> grade concert on Dec 12<sup>th</sup> and at the 6<sup>th</sup> Grade and Combined Band Concert held on Dec 13<sup>th</sup>. Total profit for all three sales was around \$200. In addition, feedback has been very positive.

Corrie reported there have only been two dine outs since our last meeting. Domino’s was held on December 3<sup>rd</sup> and we are still waiting on final totals. Panera Bread was held on January 7<sup>th</sup> and we don’t have totals yet. While there wasn’t a huge crowd, there was a steady stream of people from the Landisville community at the restaurant. Upcoming dine outs include Tuesday, Feb 5<sup>th</sup> at MOD Pizza, Monday, March 4<sup>th</sup> at Domino’s, Friday, March 8<sup>th</sup> at Isaac’s in Mount Joy, Tuesday, April 2<sup>nd</sup>, Hot Z Pizza, Monday, April 29<sup>th</sup> Scoops, and Monday, June 3<sup>rd</sup> at Isaac’s in Centerville.

Ways and Means reported they are confirming final details with Erick Hershey, who will be performing a magic show for Family Fun Night. It was confirmed that Family Fun Night will be held at LPC this year. Ian verified that the gyms at both schools are similar in size/capacity. A dine out night has been scheduled in conjunction with the show at the Isaac’s in Mount Joy.

Once again we are having a fundraiser at Indian Echo Caverns over President’s Weekend. We hope to host the fundraiser over all five days: Friday February 15 through Tuesday, February 19, but are waiting on final confirmation from the owner. (The person Corrie spoke with didn’t think this would be an issue or concern.)

Ways and Means shared an update on the Gertrude Hawk fundraiser. Gertrude Hawk is unwilling this year to print a separate catalog for the Landisville PTO that eliminates the Chocolate Cross option (they are under new management and the owners don’t believe our sales justified the cost of printing a separate catalog). As a result, our only option is to label over the item in the catalogs they send us. It was proposed we ask Gertrude Hawk if they would be willing to create a one page flyer. If not, then we skip this year and look for another vendor for next year. Another idea was to look into having a Valentine sale.

**Program’s Report:** Adria reported LPC is getting back into routine from break. Teachers are gearing up for mid-year assessments, etc.

Paige shared that the staff at LIC very much enjoyed and appreciated the luncheon from The Olive Garden. Paige asked if anything was looked into regarding water coolers for both schools. Carrie referenced the Board Meeting minutes from November and noted that it was shared that Centerville Elementary uses Crystal Springs. Adria offered to reach out to their PTO President for more information.

**Vice President’s Report:** Chris reported that some of the contracts have gone out for this year’s FunFest. He is reaching out to last year’s volunteers for coordinators again this year. He and Dave McCabe met for lunch and discussed looking into other photo booth options. Chris also shared that moving the food outside and preparing the hotdogs and hamburgers on a large grill that he has access to is being considered. Chris has volunteer paramedics that could operate the grills.

**LIC Principal's Report:** Ian reported that LIC is beginning their mid-year assessments for reading, fluency and math. A mid-year data team will discuss the results and possible intervention, etc. LIC had great classroom celebrations as well as concerts for both 5<sup>th</sup> and 6<sup>th</sup> grade. All students enjoyed the recent Extreme Energy assembly. They are gearing up for their One Book, One School reveal on 2/1. The whole school will read the same book together from home. Every student will receive a letter encouraging families to read the book aloud together at home. There will then be a big culmination celebration when the book has been read in March. The PTO is providing the books, which is great! In addition, many thanks to the PTO from LIC's music teacher Candace Ord for purchasing ukuleles which will be used in the curriculum later in the year. For now students are able to sign them out to use and practice on at home. Students are also enjoying an Artist in Residence visit from local potter Maria Hershey, January 3-9<sup>th</sup>. 4<sup>th</sup> graders are making fish and 5<sup>th</sup> & 6<sup>th</sup> graders are making monsters. 4<sup>th</sup> grade transition night is coming up on March 14<sup>th</sup>. Last year was the pilot year and it was well received by parents and incoming 4<sup>th</sup> grade students to LIC. A huge thank you for the recent Olive Garden lunch given by the PTO for the teachers and staff! Planning for the 6<sup>th</sup> grade promotion ceremony is underway. Ian is very grateful for the PTO and to be the Principle at LIC.

**President's Report:** Dave reported that he and Chris met to talk about FunFest. Dave suggested the PTO establish a "Help Thy Neighbor" fund. Other companies have something such as a family support fund in place. There would need to be well-defined criteria for who it could help and guidelines would need to be established.

Dave shared that the PTO still has not received payment from a vendor for a past fundraiser. Dave will have a letter drafted by an attorney and sent in an effort to receive payment.

There was continued budget discussion for future years funding.

**Family Engagement Policy Discussion:** Nothing new to report.

**Unfinished Business:** No unfinished business.

**New Business:** Amanda Gleason asked whether or not Father/Daughter or Mother/Son events were going to be organized. Beth shared that the previous coordinator does not wish to coordinate this event again but is happy to share vendor information, etc. to anyone interested in doing so.

The meeting was adjourned at about 8:48 p.m.