

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

**Executive Board Meeting Minutes March 12, 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:** Carolyn Hernandez, Liz Djaraher, Erin Small, John Mulligan

**Call to Order:** Dave McCabe called the meeting to order at 7:02 p.m.

**Secretary's Report:** Carrie reported that Box-Tops for Education were collected by both schools in February. Volunteers from both schools sorted, trimmed and counted them for submission. The submission totaled \$728.90.

**Treasurer's Report:** Beth reported that we are currently tracking a net loss of \$10,057 with a reported revenue of \$13,077 and reported expenses of \$23,134. Budgeted net loss as of February 28, 2019 is \$11,999. Again, much of the difference is timing. An invoice was received and has been paid for the Holiday Shoppe. The PTO continues to be in a very strong position to weather any uncertainty in revenue streams. Beth stated that all three bank accounts (Operating, Money Market and PayPal) are fully reconciled through February 28, 2019. If any member 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 shared that work has begun to organize the end of year celebrations for 6<sup>th</sup> grade, i.e. ceremony/picnic (5/31), dance (5/28) and pool party (6/6). She noted that the pool party is not a school sponsored event. She is in communication with Mrs. Neff and the Landisville Pool to coordinate with a current pool member. The staff appreciation luncheon will be held on 4/10; volunteers will be needed. Volunteers will be handing out gift cards to staff at LIC on 5/6 and then at LPC on 5/7 and then helping with the wrapping of baskets for the Funfest Basket Auction.

**SPAC Report:** Dave was unable to attend the most recent SPAC meeting and has not received the minutes.

**Ways & Means Report:** Corrie shared that the Spirit Wear store will be open again in April, with a targeted delivery date of May 6<sup>th</sup> (the week before LPC Field Week).

Another carnation sale was held at the LIC 4<sup>th</sup> Grade Concert on March 7<sup>th</sup>. Sales totaled \$130 with a profit of \$40. Sales were lower for this concert than previous concerts, but we still made a profit.

Corrie shared that there have been some VERY successful dine outs with one not so successful. Domino's in December with \$534.80, Panera in January with \$259.03, MOD Pizza in February with \$95.08 and Domino's in March not yet reported. Upcoming dine outs include Tuesday, April 2<sup>nd</sup> at Hot Z Pizza, Monday, April 29<sup>th</sup> at Scoops, and Monday, June 3<sup>rd</sup> at Isaac's in Centerville, all day – however, after the success at the Mount Joy location, they are looking to move this to Friday May 29<sup>th</sup> at the Mount Joy Isaac's.

Erick Hershey performed two great shows for Family Fun Night last Friday 3/8. We had about 350 people RSVP for each show (and needed to start a waiting list), but only approximately 200-250 people showed up for each show. Some attrition was to be expected, since the show was free, but this will allow us to better plan for next year.

Ways & Means also recently learned that the capacity at LIC and LPC are NOT equal and recommend holding all future Family Fun Nights at LIC to increase ticket availability, opening these events to more people. Ian noted that while LIC may have a larger capacity we are still limited to the number of chairs the building has.

They are waiting to hear how the fundraiser at Indian Echo Caverns in February performed.

Corrie shared that since the last meeting and after getting approval from Gertrude Hawk and the Hempsfield administration, they moved forward with a "bestsellers" flyer instead of the full catalog. We received approximately 35 requests for the full catalog/website access, 115 total orders were submitted that we are estimating will net us approximately \$5.5K (compared to \$8.5K last year, when we could broadly distribute the website information. Prior three years ranged from \$9.3K to \$11K.) Reducing the catalog and eliminating clear communication regarding online ordering seems to be hurting our fundraising efforts.

Ian noted that if we move more events to LIC, it is a strain on the custodial staff. A little bit of gratitude is always appreciated.

**Program's Report:** Adria shared that everyone loves the water coolers! LPC finished their One Book, One School, The Year of Billy Miller. They are gearing up for the last trimester of the year.

Paige echoed the same sentiments from the staff at LIC for appreciation of the water cooler and presented thank you cards to the PTO. LIC finished up their One Book, One School, The Wild Robot. Amanda asked if in the future the OBOS could possibly be the same book for both schools or not fall at the same time again. Ian and Ron shared that since the two schools do not have the same librarian, they went with the book that their respective librarian's other school was reading. It will be noted for the future. Overall it was well run.

**Vice President's Report:** Chris shared that contracts for Funfest are starting to come in. There was a change in ownership for the inflatables vendor and Penn Valley, who provides the other attractions, was asked if they would like to provide the inflatables this year. However, he is waiting to hear back for commitment of five bounce houses. If Chris does not hear back by this Friday, he will go with the previous/new company. Chris also shared that the Laser Dome will be present as a supporter of Funfest. Chris also confirmed that The Selfie Guys would not be setup at the Funfest this year. Adria made the suggestion that a self-serve selfie station with accessories be set up. Families would use their own phone take their selfies with a selfie stick. John Mulligan added that accessory kits can be purchased at low cost.

Another suggestion was made to have some sort of music entertainment outside on the stage.

Carolyn reminded the PTO that they have historically sponsored a big grab prize often worth about \$250 – 300 as a basket item. She and Liz asked if this year's item could be an Oculus Go Virtual Reality

Headset. After some discussion, Chris said his wife's company will purchase and donate the headset as a basket item.

On the topic of Funfest, Liz also reminded the board that her husband loaned the PTO his personal sound system for last year's Funfest. He put together a proposal for a new sound system last summer for approximately \$2300. While LPC has a sound system, there have been several issues with its performance. A new sound system could be utilized for additional events throughout the year. Chris motioned to approve the purchase of a new sound system and it was seconded by Karen. All were in favor.

**LIC Principal's Report:** CTC visited LIC and gave a presentation to 6<sup>th</sup> grade. OBOS assembly, family night and 4<sup>th</sup> grade musical went well. They are looking into possibly having the author visit next school year. Teachers are requesting math manipulatives to work with students on number theory and number sense visually, not just knowing the skills. LIC had a mental health speaker to wrap up the week of LIC Cares in January. An ELA Enrichment author fair was held. The Clerical Aide resigned to pursue her passion with health & fitness, but they are close to filling the position. Other new LIC staff include a Para-Educator and an ESL Aide. All-Star effort awards continue to be given for student progress as well as team ticket rewards. The PSSA's begin April 15<sup>th</sup>. In addition, other upcoming events include the 4<sup>th</sup> grade transition night, which will have a similar format as last year, 4<sup>th</sup> grade Idiom Parade, 5<sup>th</sup> grade Great Americans presentations, and 6<sup>th</sup> grade end of year celebrations. Ian continues to appreciate the Landisville PTO's support!

Paige added that there is a volunteer need with Junior Achievement in our classrooms. Junior Achievement (JA) is a worldwide non-profit organization providing FREE grade specific in-class programs for Kindergarten – 12<sup>th</sup> grade. Volunteers are still needed for Clare Daher and Scott Podgurski's classrooms.

**LPC Principal's Report:** Ron shared that Career Day was cancelled due to a weather related 2-hour delay. They are going to look into no longer coordinating this event with Read Across America week and possibly move it to another time of year. LPC has a 2<sup>nd</sup> grade student fighting cancer. They are having Complete Entertainment come in to create a Lipdub music video to the song "High Hopes" for Benjamin. They continue to focus on character education. The Art & Music teachers received a grant from the Hempfield Foundation and are having Greg Percy visit on 3/19 with individual classroom presentations, 3/20 a full school assembly and an evening presentation for families. They are looking forward to a PTO paid assembly Wild Animals on 3/26. Thank you again to the PTO for all the fun events they provide. We will celebrate our third graders learning through their primary years prior to the PSSAs to do something fun while offering 'tips' for not only the PSSA, but all assessments in our students' future as they continue their educational journey beyond LPC. A special assembly is slated for just our third graders in early April. LPC held a Kindergarten Orientation Night on 3/5 and was well attended. Kindergarten screenings are coming up as well as end-of-year classroom celebrations for kindergarten (Carnival), 1<sup>st</sup> grade (Camp Day), 2<sup>nd</sup> grade (Fun in the Sun Day) and 3<sup>rd</sup> grade (Space Day). The LPC library will once again be open to our LPC families this summer. The PTO helps to fund the librarian's costs, etc.

**President's Report:** Dave shared research and an application for establishing a "Help Thy Neighbor" fund. Other companies have something such as a family support fund in place. We need to make sure it aligns with our purpose and organization.

With FunFest nearly around the corner, Dave noted that we will have the following Board positions to fill:

Vice President:

Treasurer:

Ways and Means (LPC):

PEP Rep Coordinator (LPC):

Teacher Representative (LPC):

Erick Horn was suggested for Vice President, Beth suggested Brian Mullen for the treasurer position and noted that she had previously shared his contact information with Ron. Once again there was discussion to add a Communications position to the Board. Corrie suggested that an Event Coordinator role be considered to run such events as Family Fun Night, dances, etc. Dave noted that possibly the Vice President/President position could be a 3 year term. Beth added that an option would be to make the 3<sup>rd</sup> year an ex officio role to bridge the knowledge gap. Dave motioned to add a Communications Coordinator and it was seconded by Beth. All were in favor. This new position would start August 2019.

Dave shared that two volunteers came forward to plan a VIP dance for LIC students on Friday, March 29. Two more volunteers came forward to organize a Sweetheart dance for LPC girls on the same night (based on capacity of LPC Gym). Plans then switched to holding one dance for all students plus one adult due to parent concerns from LPC parents. The new event for all LPC students is scheduled for Friday, April 5 based on approval from Hempfield. We now have a need for coordinators for the LPC dance on the new date.

**Family Engagement Policy Discussion:** Ron shared that it was the perfect time to encourage your student to focus on writing!

**Unfinished Business:** No unfinished business.

**New Business:** Amanda Gleason proposed we look into holding more community events such as Dad's & Donuts, Mom's & Muffin's.

Dave adjourned the meeting at 9:15 p.m.