

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

**Executive Board Meeting
March 23, 2017**

Attendance: Jamie Stock, Beth Brennan, Sarah Gage, Jen Krauser, Stacey Gregory, Erin Risser, Lisa Holdsworth, Jess Wise, Jeff Guindon, Rick Bentley, and Jen Ericson

Guest: Carrie Spolitback, Liz Djaraher, & Caryolyn Hernandez

Call to Order: Jamie opened the meeting at 6:03 p.m.

Secretary's Report: Jen explained the new plan for minutes-approval would be to send out the minutes for revisions with a deadline for comments and corrections. After those have been received, Jen would send out the revised version for electronic vote with another deadline.

Treasurer's Report: Beth shared that we are tracking above budget right now because funds are coming in faster than budgeted.

She reported that the PTO's 2016 IRS Form 990 was completed by Stambaugh Ness and approved by the PTO executive committee electronically prior to this meeting. A copy is available for review upon request.

It has been confirmed that the PTO's tax exemption status should never have been revoked when it was and that the IRS made an error. They've since corrected their error and have refunded the PTO the fee paid to get our status reinstated.

Brennen is planning to review our current scholarship procedures.

PEP Rep Coordinator's Report: Sarah indicated that PEP coordinators are planning the basket drive for the Fun Fest and also preparing for staff appreciation day. She noted that volunteers seem even harder to get this year.

Jen E. asked if we could find different ways to recognize volunteers at the volunteer appreciation event and possibly use the School Guard software that scans in every volunteer to track total hours. Maybe we could recognize the volunteer who gave the most hours or came the most number of times, etc. Rick said he'd look into what types of tracking and reporting the software could do to see what might be possible.

SPAC Report: Jamie attended the last SPAC meeting held March 22. That meeting, he said, focused on changes and improvements to the middle school schedule.

The meeting also covered the challenges of staying on top of school information coming from so many different sources, including Saphire and Schoology. Jamie said that they concluded any consolidation to one single information source is not currently possible.

The meeting also reviewed the topic of driver education, which is no longer offered at the high school. It is more cost effective for the district to have parents get private training for their students.

The new school spring break schedule was announced at the SPAC meeting.

Jamie said he plans to pull the SPAC Notes from the March 22 meeting and include instructions for how people can access them online.

Ways and Means Report: Stacey reported the PTO made \$3,600 on Family Fun Night and that no one was upset that a meal was not served this year. Also, not issuing tickets this year and switching simply to a master check-in list saved so much time and paper that they'll do that again next year.

Arooga's dine out raised \$104.53; Indian Echoes Cavern visits raised \$120; Go'n Bananas visits raised \$104, and there is still no word yet about how much the Domino's night raised. The next dine out is at Hot Z's Pizza April 4.

The fall BJ's membership renewal fundraiser ended in November, but we still have not received a check from BJ's. The next BJ's membership renewal fundraiser begins April 3.

Gertrude Hawk candy delivery will be Monday, March 27, and that fundraiser brought in \$20,000, of which we keep half, Stacey said.

Spirit Wear sales raised \$979.93, and Stacey recommends we use a different vendor next year because they switched their prices on us just two weeks before the sale began, but after we'd already agreed to use them and it was too late to change vendors.

Stacey requested copies of our nonprofit documentation for her interactions with vendors and potential fundraising partnerships.

Stacey suggested that we find a way to remind parents that volunteering and donating to the school can qualify for additional donated funds if those parents work for a company that orchestrates a matching charity program.

Programs Report: Jess Wise reported that the Chinese acrobats will perform March 24 at both schools.

The recent Door Decorating contest was successful, and the winning classroom's students really got excited about the pizza reward. Being modest, Jess was reluctant to share that her class was the winning class again this year.

Lisa reported that LPC students are getting ready for their art show music concert.

Also, she said that LPC has done all their basket nominations for Fun Fest and that about nine teacher dates have been established as raffle prizes. Stacey said that it had been asked of her if the PTO could fund those teacher dates so teachers don't have to spend their own money.

There was much discussion at this point about the challenges of teacher dates and why not all teachers offer them. Money was their least concern. It turns out teachers are more concerned about the responsibility of being alone with students off campus.

Vice President's Report: Jeff said that planning for the Fun Fest is going well. He's lined up committee coordinators for every section except 2nd shift kitchen duty.

In past years, Fun Fest has had a dunking tank. But due to several injuries, the dunking tank was eliminated and for the past two years replaced with 'pie in the face.' Not all teachers enjoyed this, but Lisa said it was well received by students and families. As an alternative teacher event, Jess suggested a simple ball throwing competition. Jamie asked Jess to send the details to Jeff for consideration.

Jeff reported that finding a cleanup crew remains the most difficult challenge. Jeff said his friend's son's sports team might be interested in helping with this. Jeff asked if we could provide those volunteer students with free raffle tickets.

There is concern that there may not be volunteers available to handle ticket sales at the middle school during lunch on May 10, 11, & 12.

For the past few years, Mike Resh has provided EMS services for Fun Fest. Jeff asked Rick if school nurses could be asked to volunteer their time for that. Beth said that according to insurance coverage concerns, exempt employees, like Mike Resh, can volunteer their time, but non-exempt (hourly) employees may not be able to. **Jen E. suggested we call a few ambulance companies to get rates and recommended Susquehanna Valley EMS. Jeff plans to get some quotes.**

Jeff shared that Lancaster Creative Reuse can operate a table at Fun Fest where kids can make stuff out of various discarded items. **He's also looking at some other creative activity stations for Fun Fest.**

Jamie urged **everyone to encourage their friends to sign up early to volunteer for Fun Fest so that he has a sense sooner than later of where there are holes in the schedule.**

LIC Principal's Report: Rick said that LPC had career day, and that LIC would have theirs soon.

PSSA testing prep is under way, and that a number of students are opting out this year. We don't want kids to be stressed, he said, but we do want them to be prepared.

Rick shared that LPC will have PSSAs only for 3rd graders.

Rick and Ron are working on scheduling field days.

Fourth grade's concert was at the end of March. After PSSA's, Rick said, May is an incredibly busy time with so many events.

LPC Principal's Report: Ron was absent.

President's Report: Jamie asked if the May meeting could be changed to Thursday, May 25 instead of Wednesday, May 24. **He plans to send out an email to PTO board members to see if everyone can make this change.**

Jamie reported that the PTO had proposed questions to SPAC about improving gate security at the LPC playground area and about doing more for teachers with PTO money.

New officers are needed for next year's PTO seats, including vice president, PEP coordinator at LPC, and Ways and Means. Stacey said that Corrie Stream is interested in Ways and Means.

At the May meeting, the PTO will vote to approve new officers.

New Business: Jeff said that Kristey Cackle, a parent, had floated the idea of a Daddy Daughter dance as a fundraiser for next year at Four Seasons. Liz Djaraher, a guest, asked if we could also do a Mother Son dance, thinking of all the families who only have sons.

NOTE: Liz Djaraher and Carolyn Hernandez, who manage the Landisville PTO Facebook page entered just moments earlier at 7 p.m. They prompted more discussions of Fun Fest. This is about where too many conversations were happening at once, and I missed who asked the next question. If anyone remembers, please let me know. It was either Carolyn or Liz.

Someone asked if there were any way to sell tickets for the basket auction in advance because it takes so much time to hand write each ticket at the event. The ensuing discussion seemed to conclude that because people need to put their names and numbers on every ticket, selling them ahead of time would not work and could in fact create opportunities for fraud.

Liz asked if the PTO would again this year donate a high-ticket item for the basket auction as they've done in the past. Last year, the item was expensive headphones. Jamie said that the item PTO donates is just as an incentive to get kids to put in more tickets. He suggested that we cap the value of the item PTO donates to no more than \$300. Jeff said that someone has already suggested the PTO make this year's item a drone.

Liz said someone has a selfie station with props for kids to take their own picture. Jamie said that if we do have a picture station, we'd need to make sure it is in a highly visible area. **Jeff agreed to research this idea and see what we could do.**

Liz asked if there were any ways to incentivize teacher dates so that more than just the nine or so teachers would be willing to offer them. Lisa reminded everyone of the conversation that had happened just before Liz arrived about concerns some teachers have offering dates, particularly if those dates involve meeting with students alone off campus. Most of the dates historically offered are things like meeting for ice cream, going miniature golfing, or having dinner. To avoid any concerns, some teachers have partnered with other teachers to share dates and a few have suggested lunch dates at school and during school hours.

Carolyn Hernandez asked if we could interact/comment on the Landisville PTO Facebook posts.

Liz also said that they would like to see if more parents could be identified who have a connection to a business and could then ask that business to donate a basket item.

Jen E. asked if we had already applied for a game of chance license for the basket auction, and Jamie said that we had.

Liz asked when Jeff would be sending out the signup for the different volunteer shifts for Fun Fest.

Meeting adjournment: Stacey motioned, Jeff seconded, and motion was carried. Meeting adjourned at 7:25 p.m.