

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

## Executive Board Meeting Minutes May 23, 2018

**Attendance:** Ian Daecher, Ron Swantner, Jess Wise, Jeff Guindon, Dave McCabe, Erin Risser, Adria Vigna, Corrie Stream & Jen Ericson

**Guests:** Carrie Spolitback, Amanda Gleason, Chris Woolfolk, and Paige Null

**Call to Order:** Dave McCabe called the meeting to order at 6 p.m. because Jeff Guindon was going to be arriving a few minutes late.

**Secretary's Report:** Jen had nothing to report.

**Treasurer's Report:** Beth had submitted her report in advance because she was not able to attend tonight's meeting, so Dave shared it. This year's Fun Fest was very successful. It looks like we will have a net income of \$22,061 once all the bills have been paid. The PTO is on budget and has the funds to weather any uncertainty in revenue streams.

**PEP Rep. Coordinator's Report:** Jen shared that there were problems with the 6<sup>th</sup> grade signature t-shirts: the logos for donors were wrongly sized and placed and seven students' names were either missing or mangled. Image Wizard has agreed to redo the entire order and promises to have them delivered by or on the last day of school.

Staff appreciation luncheon went very well today, and so much food is leftover that teachers and staff will be able to have a free lunch again tomorrow.

The 6<sup>th</sup> grade dance will be tomorrow, and all is arranged with volunteers and the DJ. The 6<sup>th</sup> grade picnic sign-up is filling and should be successful as planned.

Because the 6<sup>th</sup> grade pool party is not a school event, another mom is running it. Jen explained that this is the first year we have had to clearly delineate a line between staff and school volunteers and the organizing and promotion of this event so that it is truly and in every way not a school event. In the past, the pool party was promoted by teachers, permission slips and money were collected by teachers and office staff, and the PEP Reps used the email list to promote the event to parents. All of this use of school time and data made it look like a school event even though it was never to be a school event.

Based on how clumped all of these end-of-year events are, Jen suggested that next year LIC and LPC consider holding staff appreciation earlier in the year or at least earlier in May because parents and volunteers are overwhelmed with requests for their time and donations of food and supplies during these last few weeks of school.

Jen also brought up the fact that for the past few years, according to the records she has, the PEP Rep Coordinator always paid for the staff appreciation catering and gift cards as well as the signature t-shirt orders upfront and then was later reimbursed by the PTO. This year, those expenses totaled just over \$2,500. Jen said that while she and the past few PEP Rep Coordinators could afford to do this without difficulty, not everyone can and that the PTO should try to find another purchasing procedure. On that

same topic, Jen concluded her comments by asking for the necessary PTO approval of her expenses to be reimbursed.

LPC's PEP Rep Coordinator was not able to attend, so no LPC report was given.

**SPAC Report:** Jeff arrived just in time to give this report. He attended the last SPAC meeting and said that meeting covered staff development plans. It was reported that 70% of Hempfield staff members want to use more blended learning protocols. The SPAC meeting also reviewed some safety topics, including that parents need to be made aware that having a police vehicle at a school does not mean there is a problem. Also next year, there will be more active school shooter drills planned so students and faculty can be better prepared. Jeff also said that a faculty hold, which is when teachers are instructed to keep students in the classroom and not let them enter the halls, is not always because of an intruder. He said it can be ordered when a student is having a problem in the hallway and staff needs the hallway to be clear to better assist the student.

**Ways & Means Report:** Erin and Corrie reported that the Isaac's Dine out in March earned \$359, and Hot Z's in April earned \$300. Numbers are not yet in for the Mod Pizza dine out in May. A Scoop's outing is planned for June. Looking ahead to next year, they are trying to schedule a dine out at Chipotle. This year's total Stauffer's Rewards program brought in \$214.

**Program's Report:** Adria said they are gearing up for next year. She and Jess said all the teachers enjoyed today's staff appreciation gift cards and luncheon.

**Vice President's Report:** Dave said the Fun Fest went well and he appreciated all the help. It was nice to see so many repeat volunteers. Ron suggested that next year we sell bottled water on the quad. Ron also shared some other food sales suggestions based on what other schools are doing to minimize expenses and raise profits. These will be considered by next year's Fun Fest food committee.

Ron also said that the PA system that was used for Fun Fest was great and is one that LPC would like the PTO to consider purchasing for the school.

**LPC Principal's Report:** Ron said 3<sup>rd</sup> grade had PSSA testing and throughout this month K-2 grades have been doing their end-of-year assessments to measure academic success in key areas using various tools. Today, the students celebrated Space Day. This month, the K – 3 grades field days will happen as well as various other end-of-year events and celebrations.

Ron said that he and Ian are already looking ahead at next year's calendar to begin scheduling assembly programs. He said they want to book them well ahead of time to take advantage of early booking discounts.

**LIC Principal's Report:** Ian said staff appreciation was fantastic! He said he's really impressed with how well LIC students are doing with School Wide Information System (SWIS). Teachers are doing great. He said 4<sup>th</sup> Grade's PA Heritage Day was successful and 5<sup>th</sup> Grade's Great Americans Day was amazing. This month and through the end of the year, the following events are planned: 6<sup>th</sup> grade dance, picnic, and field day; teachers vs. students basketball games, and child study assessments by grade to evaluate academic growth and make plans for next year. He said LIC is using CDTs as one of the academic

progress assessment tools this year. For next year, he's working on a new program call WIN Time. That acronym stands for What I Need.

\* \* \* Because Ron had to leave to present an award at the high school, he took this moment before leaving to present a framed gift to each of the outgoing PTO members on behalf of the entire PTO. \* \* \*

**President's Report:** Jeff said he recently attended the meeting of the Super PTO, a group made of members from all Hempfield PTOs. He said he came away from that meeting with a deeper appreciation for what we at LPC/LIC do and are able to do. He said some PTOs have very few members.

He said that the All Pro Dad's Breakfast needs to be removed from the PTO website because having it there is not in keeping with our current policy on dealing with non-school-organized programs. He also said that he wants the PTO bylaws to be added to our website. Also on the subject of bylaws, Jeff noted that it has been since 2009 that ours were reviewed and updated. He'd like the PTO to review and update them next year.

**New Members:**

Jen motioned that we approve the nominations of the following new PTO members:

Vice President: Chris Woolfolk  
LIC Teacher Programs Rep: Paige Null  
Secretary: Carrie Spolitback  
Ways & Means: Karen Yountz  
LIC PEP Rep Coordinator: Amanda Gleason

Dave seconded the motion, and the vote to approve was unanimous.

The meeting was adjourned at about 7:15 p.m.