

HEMPFIELD SCHOOL DISTRICT - LANDISVILLE ELEMENTARY CENTERS PARENT - TEACHER ORGANIZATION

Executive Board Meeting Minutes May 30, 2019

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

Guests: Mike Bromirski, Brian Mullen, Carolyn Hernandez, Heather Haines, Matt Haines

Call to Order: Dave McCabe called the meeting to order at 6:02 p.m.

Secretary's Report: Carrie 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. We are currently tracking a net loss of \$11,878 with a reported revenue of \$21,741 and reported expenses of \$33,619. Budgeted net loss as of February 28, 2019 is \$12,697.

Fun Fest was a success. There are still some outstanding expenses still being collected, but she is currently reporting a net gain on the event. The net will be reduced somewhat for some outstanding invoices, however, still a very strong event this year. This amount will show on our financials in June.

The PTO continues to be in a very strong position to weather any uncertainty in revenue streams. All three bank accounts (Operating, Money Market and PayPal) are fully reconciled through April 30, 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 the 6th grade dance was held Tues May 28th and was successful. The 6th grade picnic at Amos Herr Park is tomorrow, Friday May 31. Parent volunteers will be assisting with games, etc. The 6th grade pool party will be on the last day of school, Thursday June 6th. Staff appreciation went well. Amanda is interested in doing something on a quarterly basis next year for the teachers. Both Ron & Ian said that would be appreciated. The volunteer appreciation breakfast was held on Wed May 29th and had a great turn out. The 6th grade chorus sang and was enjoyed by the attendees.

SPAC Report: Dave attended the most recent and last SPAC meeting of the school year which was also the Super PTO Mtg. He shared that we continue to be fortunate to have volunteers for our events. Mike Bromirski added that the lead testing results were shared at the meeting and they were below the threshold. Samples from each building met state and federal standards for safe drinking water. No concerns with regards to lead in the water. These tests are not required; however the district chooses to have the tests run. The Feasibility, Enrollment, Attendance Area Study is ongoing and was discussed. On Wed May 29th a Feasibility Study was held at LIC with students and teachers. Additionally, the district will hire demographers to give an independent objective look on attendance. There will be a public meeting regarding enrollment to be held in Sept. Dave thanked Mike for joining us.

Ways & Means Report: Corrie shared the final Spirit Wear profit was \$1,201.90. Dine outs continue to do well. (Compared to last year we've raised an additional \$575 with one more fundraiser to go.) Domino's in March netted \$396.60, Hot Z Pizza in April was \$300 and Scoops in May with \$256.29. Our last dine out of the year is scheduled for Friday May 31 @ the Mount Joy Isaac's.

Indian Echo Caverns fundraiser raised \$127 over President's Day weekend.

Several recommendations were made for next year. Possibly scale back on fundraisers. There has been a steady decline in our major fundraisers (Fun Fest excluded). Many parents are getting hit with a lot of fundraising requests, both inside and outside of the school. In addition to a decline in our funds raised, we are also finding it more difficult to get volunteers to help execute fundraisers. Their recommendation for next year is to streamline fundraising in an effort to eliminate extra "noise", keeping the focus on our Fit Walk and Spring Fun Fest. We would keep dine outs and similar event fundraisers (i.e. Indian Echo Caverns), as well as continue our spirit wear and carnation sales, as these events seem to get a positive reception and require minimal volunteer hours.

In addition, Ways & Means Chairs recommend the board votes to allow them to vet some companies this summer that execute events like Fit Walk for schools (examples being Race for Education and BoosterThon) with the intent of choosing and using one in the fall, giving us an opportunity to lean on their experience and expertise to increase the funds raised at our event. Ron added in previous years it was shared what we were fundraising for. Dave recommends we get a proposal from Race for Education. If it's too close to the start of the school year, it could be implemented the following year.

They would also like to recommend eliminating Family Fun Night in lieu of the VIP dances, which were very well received this year.

Program's Report: Adria shared that everyone really appreciated the luncheon. All end of year grade level celebrations have been held with the exception of kindergarten. Their carnival is tomorrow, Friday May 31st.

Paige shared that faculty and staff appreciated the luncheon.

Vice President's Report: Chris shared that Fun Fest went well. He thanked Carolyn Hernandez for all her help with the Basket Auction. There seemed to be some confusion with where the food was and what was being sold. It was noted that only four inflatables were present due to staffing availability with the vendor. Next year's contracts will reflect a minimum of five inflatables. Kristy Mack was contacted and Turkey Hill donated 750 bottles of lemonade and ice tea. The hotdogs were donated by Kunzler.

Adria and Paige added that more signs are needed to help parents locate ticket sales, food, etc. Another suggestion was for there to be a way to contact someone when at the booth selling tickets, can the sign up genius be shared with the staff, and could there be a special bag or t-shirt for the person collecting the money.

LIC Principal's Report: 5th grade Great Americans day went very well. Fun Fest was an awesome experience and really brings the community together. End of year data team meetings have occurred. Volunteer Appreciation breakfast went well. They are finishing up class lists, etc. Ian noted that through the feasibility study, students would like an outdoor learning area. Other schools have

something similar. Mike added such an area could be considered while taking into account safety and security and could be discussed with the Building & Grounds Committee. Mike also suggested that we remind our volunteers their clearances are good for five years and they may be coming due to be renewed. Any building secretary can look up to see when your clearances expire. There are also fewer places available to have the FBI fingerprinting completed.

LPC Principal's Report: Ron shared the PSSA assessments were completed by 3rd graders in addition end of year assessments are happening for all students while mixing in fun, special events at the end of the year. He is looking to have a whole school focus on PBIS. Assembly planning for the 2019-2020 school year will take place this summer with both principles. They will use last year's budget amount. 2nd Grade is looking to revamp the 2nd grade field trip. The current field trip is to downtown Lancaster, the historical society is finding it hard to find volunteers/tour guides. The 2nd grade teachers are looking into educating themselves so they can be the tour guides. Ron added Fun Fest went well. The best thing it can do on Fun Fest is to rain, which brings everyone inside for food and the basket auction.

President's Report: Dave shared that it has been a pleasure to be on the board and how great it has been to work with the staff at both schools and building principles.

Unfinished Business:

New Business: Amanda shared that at the last LIC Pep Rep meeting it was asked if the end of year 6th grade picnic lunch be funded by the PTO. Currently the food is donated by parents. It was asked if Food Services could be used for their packed lunches. Karen suggested turning over the carnation sales to the 6th graders and having them work the station. The funds raised could go towards the picnic. Possibly more volunteers would come forward to help with games, etc. if they didn't need to donate food.

Ron & Ian presented a framed gift to each of the outgoing PTO members on behalf of the entire PTO thanking them for their hard work and dedication.

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

Vice President: Matt Haines

Treasurer: Brian Mullen

LPC Teacher Rep: Megan Murphy

LPC PEP Rep Coordinator: Melissa Montgomery

Ways & Means: At the time of the meeting, it was reported that we did not yet have a name to vote on.

Communications Committee: Carolyn Hernandez, Jess Zeamer, Jennifer Vasko & Kristy Mack

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

The new Communications role continues to evolve and form based on board needs. While a job description needs to be written as it is not in the bylaws, this role would not be an executive board member. For now, a committee was formed with the interested community members.

Chris shared a thank you card from Mrs. Wagner, a 5th grade teacher retiring from LIC. She thanked the PTO for all their support throughout her career at Hempfield.

Family Engagement Policy Discussion: Ron shared there will continue to be events inclusive of all family members and incorporate literacy, etc. Dates have been set for June, July and August for both school libraries to be open and will be shared in end of year communications with the community.

Dave adjourned the meeting at 7:58 p.m.