

HEMPFIELD SCHOOL DISTRICT - LANDISVILLE ELEMENTARY CENTERS PARENT - TEACHER ORGANIZATION

Executive Board Meeting Minutes November 14, 2018

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

Guests: There were no guests in attendance.

Call to Order: Dave McCabe called the meeting to order at 7:04 p.m. Dave welcomed everyone and thanked the board for changing the meeting date.

Secretary's Report: Carrie reported that Box-Tops for Education were collected by both schools in October. Volunteers from both schools sorted, trimmed and counted them for submission. Our total was \$1,400.90. Carrie also updated that Stacey Gregory and Heather Haines are taking lead on the upcoming Holiday Shoppe. Stacey and Heather are handling the set-up, tear down, creating the sign-up geniuses and will be present when the Shoppe is open. Carrie is handling the advertising, i.e. principle blog posts, Facebook post, PEP coordinators/REPs/parent contacts, etc. and updating and printing of the flyers that are sent home with students.

Treasurer's Report: Beth reported that we're through our first two full months of the school year. The PTO continues to be in a very strong position to weather any uncertainty in revenue streams. Beth stated she has begun the process to prepare and file the 2017-2018 Form 990. All three bank accounts (Operating, Money Market and PayPal) are fully reconciled through October 31, 2018. Any member that would like to review the reconciliations is free to contact her.

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

LIC PEP Rep. Coordinator's Report: Amanda shared that LPC and LIC students are writing Thank You cards to their bus drivers for Bus Driver Appreciation week. Amanda will deliver the cards from LIC students with a \$5.00 Sheetz gift card and a Hempfield stainless steel coffee travel mug to the bus depot. LPC students are hand delivering their Thank You cards to the bus drivers on November 29th. It was noted the building Principles will revisit how Bus Driver Appreciation is handled going forward.

SPAC Report: Dave attended the most recent SPAC meeting. He shared that the Hempfield Education Foundation is looking to hire someone to expand on their fundraising. The foundation awarded approximately \$45,000 in grants to teaching staff across the Hempfield School District for the 2018-2019 school year. Beth noted that HEF does participate in the Extraordinary Give event. Dave also shared the redistricting process was a topic discussed. It was also reported that Chris Adams is out with a knee replacement (medical leave) and Mike Bromirski is the acting superintendent.

Ways & Means Report: Corrie reported that a lot of positive feedback was given for this year's Fit Walk regarding the event itself and the new all-inclusive t-shirts. Corporate donations were up significantly. Unfortunately, all other donations were down significantly this year; as a result we are about \$3,500 behind last year's Fit Walk total. We know other schools are successfully using companies like Run for Education to increase their donations. We may want to research and vet some of these organizations to see if they can help us more efficiently and effectively put on our Fit Walk in future years.

Corrie shared so far working with our new vendor, Elizabethtown Sporting Goods, has been a positive experience. Our "Back to School" Spirit Wear sale netted us \$617 in profit. We should have totals from our "Holiday" Spirit Wear sale by mid-December.

We intentionally went into KidStuff books with a "soft sell" mentality, as we have a lot of fundraisers back-to-back in the beginning of the year. With that said, we made approximately \$1,000 in profit with this fundraiser.

Ways and Means shared they will be testing selling flowers before our elementary concerts tomorrow night at the 5th Grade Concert. They will have 75 carnations on hand to sell for \$1 a stem. While the profit isn't huge on this first sale, the time commitment is minimal and the potential increases with some of the larger concerts and bigger quantities of flowers.

Corrie shared that the dine outs to date have been successful, with our October Hot Z fundraiser hitting a record high for both us and Hot Z. Scoops was \$353.06, Hot Z Pizza was \$470.00, and Chipotle at \$254.61 (not our best night, but the timing wasn't great, hitting up against the election). The next scheduled dine out is Domino's on December 3 and they are waiting approval from Panera for January 7 (we should have confirmation within the week.) It was also noted that Monday evening dine outs seem to give a better turn out versus Tuesday evening.

Ways and Means is in talks with Erick Hershey about booking his magic act as the entertainment for Family Fun Night. They are also researching options for a dine out that could be executed in conjunction with the Family Fun night, since we stopped formally offering a meal option two years ago. Most restaurants hold fundraisers on Monday and Tuesday evenings so it may be difficult to find. Adria shared that Isaac's allows any evening.

Ways and Means shared they are working with Gertrude Hawk to create a brochure that can be passed along for the administrations approval. If we get approval, we are currently slotted for a sale period of March 4th through March 18th, with delivery the week of April 8th; however, we are checking on our ability to move the sale up one week (so delivery would be the week of April 1st).

Another update was they are still planning on looking into a pilot test of Scripts gift card fundraising starting in December. There will be more information to come via email after Thanksgiving.

Karen asked if the PTO could provide a Fit Walk t-shirt to new students as the plan was for the Fit Walk t-shirts to be used for additional events such as field trips, spring events, etc.

Program's Report: Adria reported LPC teachers are gearing up for the upcoming break. Parent-Teacher conferences went well. All LPC students really enjoyed the Robotics Assembly. Paige Null added that even the 6th graders at LIC enjoyed the assembly as well.

Paige shared that Jacob Melusky started an after school program called Let Me Run this past Fall. The program is for 4th, 5th and 6th grade boys. He currently has two adult volunteers/helpers. The program meets twice a week and there is a small fee to participate. Jacob is unable to keep the program running himself due to other obligations in and outside of Hempfield. He is hoping that the PTO would be able to locate male or female parents or community members interested in being a coach for the boys at LIC. Coaches would need to attend a summer training to host a team at our school and work in coordination

with the Let Me Run coordinator. Without these volunteers the program would not be able to continue at LIC. Jacob would help assist these volunteers in getting started with the program.

Paige also shared the teachers, office staff and faculty are wondering if they could have water coolers at both schools. Two per building would be ideal for use by all teachers and staff. Adria shared that Centerville Elementary uses Crystal Springs.

Vice President's Report: Chris was unable to attend tonight's meeting. Dave reported he and Chris are looking to meet to turn things over for the 2018-2019 Fun Fest. Contracts will be going out later in November.

LIC Principal's Report: Ian was unable to attend tonight's meeting. He gave Ron his notes. Ian reports they are having a great first trimester. LIC students were very appreciative of the Robotics assembly and noted that Hempfield Happenings did a piece on it. LIC is gearing up for One Book, One School. The PTO will be billed for the books. The PVAAS and PA Future Ready Scores are out. With the incredible base that students have from LPC, we are doing very well with both achievement and growth measures. They are continuing to make changes to MTSS process to ensure students are receiving the best opportunity to learn. The WIN (what I need) model is working out well because students are filling in gaps through intervention and being extended through enrichment. Both 4th and 6th grade field trips were a hit. 6th grade really enjoys a special experience of going to Franklin Institute in Coach buses. What a great way to finish their elementary career! Many thanks to the PTO! Fall parties went well! FitWalk was well-liked by all. LPC/LIC buddies is a great way for students to feel comfortable visiting LIC. Ian connected with COO Dan Forry about possible science trail. Love the idea but concerned about flooding of trail due to retention areas. Science classes use the stream quite frequently now. Ian would also like to consider a brick sitting area by flag pole for reading and art classes. Farmdale has an excellent area that could be visited for ideas of a possible 'Big Project'. Continued exploration of book rooms in LIC to enhance guided reading for upper grade-levels is ongoing. This is a multi-year project.

LPC Principal's Report: Ron shared LPC recently had their building budget meeting. There is a need for guided reading books for 1st graders. Often books get lost and end up not coming back to school. A request was made to administration but it seems to be stuck in the approval process. The 2nd grade field trip went well. Hearing and vision screenings took place. CTC came in to help and assist. Harvest Walk went on without concern. LPC held a successful Severe Weather Drill and Intruder Drill. He shared the upcoming assembly titled Extreme Energy will be held on January 7, 2019. LIC will see the performance assembly in the AM and LPC will see it in the PM. Also, through the IU, the Virtual Reality Goggles will arrive for LPC 2nd grade VR Field Trip experiences as part of a Cultural Heritage Day experience on December 13. This is only for LPC and second grade given one of the staff members has been trained through the IU to offer the experience to her classes. ~~however is only for LPC students.~~

President's Report: Dave asked if not letting parents come to the daytime performance of the 5th grade concert was a new district wide policy. Amanda noted that Mr. Daecher shared at the most recent LIC PEP Rep meeting the change is for safety and security of all students. Ron knew of no formal district-wide policy change. He added that daytime concert performances are rehearsals for faculty and staff while the evening performances are set aside for families and friends. However, if any family member cannot attend the evening performance due to work or hardship, prior arrangements can be set up through the teacher and office staff for viewing the daytime performance.

Dave shared that there is a PTO vendor that has not paid us. He will continue to pursue ways to receive payment.

Family Engagement Policy Discussion: Ron shared the Family Engagement Policy plans for both LPC and LIC. In summary, Hempfield School District is a look alike Title One school, therefore to keep federal funding, we have adopted a Parent & Family Engagement Policy. This policy has been added to open up communication between families and the schools. They will be hosting Coffee with the Counselors and Coffee with the Reading Specialists events with the hopes of reaching out to families. Ron and Ian welcome questions, suggestions, feedback, or anything to improve their Family Engagement practices.

Unfinished Business: No unfinished business.

New Business: General budget discussion. Paige Null shared that flexible seating has been recognized by the teachers as a need. Beth added that there is an equipment allotment in the budget.

A suggestion was made that a Social Media/PR position be added to the PTO executive board in the future.

The meeting was adjourned at about 9:04 p.m.