

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

## Executive Board Meeting Minutes January 16, 2020

**Attendance:** Carrie Spolitback, Ron Swantner, Megan Murphy, Brian Mullen, Chris Woolfolk, Melissa Montgomery, Karen Youtz, & Ian Daecher

**Guests:** Jess Gast and Mike Donato

**Call to Order:** Chris Woolfolk called the meeting to order at 7:03 p.m.

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

**Treasurer's Report:** The annual 990 Tax Return has been filed with IRS for 2019. Brian reiterated that anyone on the board can make bank deposits of checks and cash from events. He can assist whenever funds need to be deposited. However, anyone can make deposits on behalf of the PTO. Having the treasurer recount and deposit funds does not add any additional internal controls. It does create additional hand offs and the potential of loss. The best control we have is to deposit the cash and checks in the bank as soon as possible. A cash-counting machine and coin-counting tool were purchased and will be available in the PTO storage closet at the school. Also available will be money counting supplies, check endorsement stamp, and deposit slips.

The PTO continues to be in an extremely strong position to weather any uncertainty in revenue streams. All three bank accounts (Operating, Money Market, and PayPal) are fully reconciled through December 31, 2019. Reconciliation reports are available to any board member upon request.

**PEP Rep. Coordinator's Report:** The staff really appreciated the pastry breakfast in November. We also had parents donate boxes of tissues, hand sanitizer and Clorox wipes and the staff LOVED this idea. There was nothing left over!! Holiday Shoppe update (from Stacey Gregory): We sold \$11k but haven't received the invoice yet to determine if we made or lost money yet. But overall a success and we ended up with enough volunteers. Most of the LIC & LPC PEPs collected money for gifts for their classroom's adopted staff member before break. This is a change as gifts were also given to custodians, secretaries, aides, reading specialists and not just classroom teachers. We are now gearing up for the February 13th Staff Appreciation Breakfast.

**SPAC Report:** Chris attended the most recent meeting. Discussion consisted of the 2020/2021 start/end dates/school calendar and faculty/staff dress code.

**Ways & Means Report:** Karen introduced Jess Gast to the board and nominated her for the available co-Ways & Means position on the board, which Jess has agreed to take on upon board approval at tonight's meeting. Karen gave an update on this year's Family Fun Night, slated for Friday, February 7. Character Juggler Chris Ivy will be the talent. We will be following the same 2 show format as previous years to hopefully accommodate as many of the families that wish to attend as possible. Show #1 - 5:30pm - 6pm & Show #2 - 7pm - 7:30pm. Flyers were sent home with students this week. The PTO is again presenting the show free to students and their families however we are asking people to RSVP so we know how big of a crowd to expect. A Dine Out has also been scheduled for that day (10am-9pm) at the Isaacs in Mount Joy as this was a successful fundraising combination last year.

Our November and December Dine Out Nights results:

Chipotle — Tuesday, November 5 — \$194.16

Domino's — Monday, December 2 — waiting for check  
Our upcoming Dine Out scheduled is:  
Monday, January 27 (4pm-8pm) at Panera (Roherstown Road)  
Friday, February 7 (10am-9pm) at Isaac's (Mount Joy)  
Tuesday, March 3 (5pm-8pm) at CoreLife (Belmont Shopping Center)

The Fall Spirit Wear sale in October/November was very popular and made over \$950.00 for the PTO. We will have an exact amount when they finalize the sale and send the check at the end of the month. We plan to have another Spirit Wear sale for Spring beginning in February. Based on requests from students, families and staff we will be adding some new/different items to our Spirit Wear selections.

**Program's Report:** Paige Null was unable to attend tonight's meeting. Megan Murphy thanked the board for the most recent drone assembly, mid-year stipend for the teachers and quarterly breakfast in December.

**Vice President's Report:** Matt was unable to attend tonight's meeting so Chris gave his report. Matt & Chris met to review various Funfest items. All contracts have been sent out to Funfest vendors. Matt put a plug in for volunteers at the most recent All Pro Dad's breakfast and is reaching out to last year's coordinators.

**LIC Principal's Report:** There will be a change of schedule with the new semester starting 1/21. This is due to an addition of a full-time librarian for Hempfield School District. We are happy to have the library open another day. We had an assembly focused on drone science. This related to our LIC One Book, One School. Our Artist-in-Residence, Loryn Spangler-Jones, has been working with all of our grade-levels in art classes. We are working on canvas art and will be creating at least one mural to be hung in our school. All-star awards are going well. Focusing on effort, growth and success in line with Hempfield vision. Starting the mid-year testing in ELA and math. We will be looking through our data to ensure students are meeting grade-level benchmarks and making appropriate gains. We received our SPP (school performance profile) and it was strong. Very proud of our growth and achievement last year. VIP Dances are scheduled for 2/21 (LPC) and 3/6 (LIC). Looking forward to a great night. Need to discuss in new business ideas for committees or point people to run the event. Most recently we had student representatives create a school board appreciation video for school board appreciation in January. We were also able to give a hat with an embroidered Hempfield School District on it to our school board members. We also donated a book in honor of school board members to our guided reading book rooms.

**LPC Principal's Report:** Ron shared every student is being assessed at LPC to chart their growth from the Fall when the year started. Within the next week or two we will determine which students qualify for additional intervention with specialists to accelerate learning in effort to reach benchmarks for each grade level. December and January were busy months with many events. Special thanks to all of our volunteers that helped with the Holiday Shoppe as well as the health measurements, vision and hearing screenings. We will be looking for Holiday Shoppe facilitators next year in hopes of allowing this opportunity for students to purchase at cost items to share with others. Students were excited to pie teachers at their Positive Behavior Incentive Assembly in mid-December. Mr. Swantner asked if the PTO would be willing to reallocate assembly funds in future years to see if mascots could attend teacher and staff led incentive assemblies which focus on character education and directly include and involve the Bucket Fillers chosen from the building. Future assemblies include Castle Ball and Basketball games with students against staff members as well as selected students throwing water balloons at willing staff members. LPC looks forward to welcoming Mrs. Heather Lesoine as their new librarian on Cycle Days 3, 4, and 5. Mrs. Lesoine was a regular at Rohrerstown and Centerville and Landisville is excited to have her

join both LPC and LIC allowing our libraries to be open with more instruction for all students beginning on Tuesday, January 21. While LIC will be running their One Book One School initiative in February, LPC will be doing their OBOS during the month of March. During March, author Peter Brown will also be visiting Landisville to provide assemblies and presentations for all students. Lastly, Mr. Swantner shared Pre-school Connection dates for next year's incoming kindergarteners on February 20 and March 11 from noon to 1:00PM. He asked for willing volunteers to share their professions and positive impact on their community at the Career on Wheels if their profession includes a vehicle to showcase and present on Wednesday, March 25. The annual Career Day date was moved from the first Friday in March to the last Friday in effort to avoid inclement weather as in year's past. More information will be sent to families regarding the March 27 Career Day volunteering opportunities.

**Family Engagement Update:** LIC will be having their One Book, One School assembly, hosting a Family Reading Night on 2/10 (2/11 snow make-up) and an Author Visit.

**President's Report:** Chris shared the results of the Holiday Shoppe survey monkey were mixed. Overall, the Holiday Shoppe was open the same hours as previous years.

Chris asked Ron & Ian to send him a design for a staff t-shirt. He will contact Elizabethtown Sporting Goods for a quote. This will also include the 6<sup>th</sup> grade t-shirts and plain colored t-shirts for the 1<sup>st</sup> grade Camp Day.

**Unfinished Business:** There was no unfinished business.

**New Business:** Karen nominated Jess Gast for the available co-Ways & Means position on the board. Chris seconded the motion.

Chris also suggested that a third person be brought on for the Ways & Means as an assistant to shadow the current Ways & Means. This person would then step into the next open Ways & Means position. Brian added, according to the bylaws, this person could not vote and they would fall under the committee category. Brian made a motion to add a Ways & Means committee and Megan seconded the motion.

Ian shared that we are exploring JA Biztown for a 6<sup>th</sup> grade field trip in the future to match the career ready standards that are to be addressed through our counseling services. 5<sup>th</sup> Grade had professionals in engineering and medicine come and give presentations about their jobs and the necessary skills and education.

Ron is considering more staff-led assemblies and repurposing assembly monies for mascots which need to be booked a year in advance. Chris motioned to reallocate the budget line for assemblies. Melissa seconded the motion.

Ways & Means is exploring various Spring fundraising ideas. Karen will contact chocolate companies for a flier which then needs to be submitted by building Principals for district leadership approval. Karen will also set up a pilot fundraiser at a local painting studio.

Chris motioned to adjourn the meeting at 8:36 p.m. and Carrie seconded the motion.