

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

**Executive Board Meeting
January 12, 2017**

Attendance: Sarah Gage, Lisa Holdsworth, Jess Wise, Jamie Stock, Rick Bentley, Ron Swantner, Jen Krauser, Erin Riser, Stacey Gregory, and Jen Ericson

Guest: Carrie Spotliback

Call to order – Meeting was called to order at 7 p.m. by President, Jamie Stock.

Secretary's Report – Jen asked if there were any corrections needed for the November minutes. No corrections were needed, and Jamie made motion to accept while Jess seconded the motion. All were in favor, so the minutes were approved. **Jen will send a copy to Ron to be placed on the school's website.**

Jamie proposed that we approve the minutes electronically so they can be placed on website sooner than if we waited for next meeting to approve them.

Jen announced that the Holiday Shop went well. We received \$13,977 in merchandise and collected \$10,463 from shoppers. However until Oakbrook Fundraising counts the merchandise we returned, we won't know if we broke even, which is the goal of this event, or not. We sold more merchandise this year than last. **Jen will follow up with Oakbrook because an invoice should be coming soon.**

Using input from Ron & Rick, Jen has already scheduled the dates for next year's sale. Instead of starting on a Saturday, next year's event will end on a Saturday, giving kids a chance to have more parents shop, especially after kids have visited the sale with their classes and seen items they want. Changing the shop's ending day of the week, eases stress on LPC's students who forget to bring money on the only day their class visits the sale.

Treasurer's Report - Beth Brennan was not able to attend but sent her report ahead, which Jamie shared. It is as follows:

Profit & Loss Budget vs. Actual Year-To-Date and Profit & Loss Statement (9/1/2016 through 12/31/2016) - The most significant reason for the variance in net income from budget is due to timing. I have yet to be invoiced for Holiday Shoppe costs. These costs are netted against the revenue recognized when paid. There are also some other minor timing differences in the expense area.

Balance Sheet as of December 31, 2016 for our current cash position puts us in a very strong position to weather any uncertainty in revenue streams, as well as consider any larger equipment needs for the schools.

The D&O policy is bound and our first annual premium was paid.

Elizabeth did engage a third party accounting firm to prepare the 990. The Fiscal Year end 8/31/16 990 Extension was filed and I am currently working with the firm on preparation needs related to the filing. Elizabeth hopes to present it for review at the next meeting. If the final needs to be filed before the next meeting, she will present for review via email.

Stacey indicated she would follow up with Beth to make sure all the checks are coming in from the various fundraisers.

PEP Coordinators' Report – Sarah said the bus driver appreciation breakfast went well and bus drivers enjoyed it. She confirmed that we won't have any major events until staff appreciation in May.

SPAC Report - Jamie reported that the SPAC meeting scheduled for December had been canceled, so he didn't have a report.

Ways and Means Report - Stacey said we did a few fundraisers since the last PTO meeting, specifically Five Guys Pizza which raised \$307 and Domino's Pizza, which raised \$357.20. The next scheduled restaurant fundraiser will be at Aroogas.

Spirit Wear - Results from the spirit wear sale are not in. The company is waiting for one parent to send in their check and then the company can calculate and send us our refund.

Fitwalk update – So far, we have received \$7,109.76 in PayPal pledges and \$4,962 in cash and checks.

Stacey announced that she created a flyer for the GoNBananas fundraiser, scheduled for January 24. Participants will get \$5 off every pass and \$5 arcade deal. From that event, we are to receive 10% of all sales.

Gertrude Hawk – This sale will run February 17 – March 3, and product will be delivered to the school March 24.

Stacey confirmed a fundraising deal with Indian Echo Caverns. During Feb. 17 – 20, 20% of ticket sales to anyone from LPC and LIC who visits Indian Echo Caverns will come back to the PTO.

BJ's fundraiser happened, but Stacey doesn't know yet how well it did.

Giant Bonus cards – As of the end of December, sales on the cards earned our PTO \$1,444.60.

Family Fun Night – We finally got a signed contract from Mutts Gone Nuts, who will be performing March 3, 5:30 p.m. and 6:45 p.m. at LIC.

Programs Report – Lisa said there was nothing to report at this time.

Vice-President's Report - Jeff was not able to attend due to a late work meeting. Jamie shared that Jeff has already sent out the contracts and proof of insurance forms to the vendors for the Fun Fest rides and stands.

Jen asked if we could offer volunteer rewards as incentives. Jamie suggested we offer more raffle tickets to volunteers. Lisa mentioned that some shifts and tasks are harder to find volunteers for, like late night

cleanup, etc. She suggested we offer more tickets to people who volunteer for these tasks and shifts. **Jamie said he'd share these ideas with Jeff.**

LIC Principal's Report - Rick said everything is a blur for December with Holiday Shop, concerts and chorus. He said LIC is now taking mid-year assessments. Once scores are back, teachers can adjust their teaching accordingly.

Spelling Bee was held and Arden McHugh won for 6th grade. The top four will go to Centerville Middle School for the District Spelling Bee. In addition to Arden, Stella Weiss, Maya Garcia, Alec Hess, and Allyson Moore, an alternate, will compete in that event.

District-wide food drive will be held February 6 – March 3. It is called the JK Mechanical Hempfield School District Food Drive. Last year we collected 11,000 lbs of food.

Hempfield Foundation Grant enabled school to have Jim Gallagher from Millersville University as an artist in residence. Rick said Jim was here for a few weeks. Every class got to work with him to throw pottery.

LPC Principal's Report - Ron echoed Rick's comments about December's being busy and about the food drive.

Ron said that Landisville United Avidum program had students from LIC visiting LPC. This is a buddy system.

Ron announced that Matt Novak will be the author in residence and will be coming March 1.

LPC again held a giving tree to provide gifts for disadvantaged families to give their children during their Holidays. Ron said enough donations came in to provide for 46 families, but only about 28 families attended.

The Chinese Acrobats will be coming back to LPC March 24 for a performance at 10 a.m. at LPC and another at 2:15 at LIC.

Ron shared that January is the month of reassessing students in special programs. Also, he shared that the reading specialist is retiring and a new one will start soon.

President's Report - Jamie said we can't do another box tops collection this year as had been suggested during the last PTO meeting. Next year, however, he said we'll extend the deadline to the end of March for the second box tops submission in the hopes of raising even more funds.

Jamie will attend the next SPAC meeting on Wednesday, January 18. He asked if anyone has questions for SPAC to send them to Jamie, so he can share them at the meeting.

Jamie stated that we should begin considering officers to fill upcoming PTO vacancies for next year. Positions that will need to be filled include: Vice President, LIC Ways & Means, LPC PEP REP Coordinator, & LPC Programs will all need to be filled next year.

As ideas or issues arise between now and the next PTO meeting, Jamie invited everyone in attendance to contact him.

Adjournment - Jen Krauser made the motion to adjourn; Stacey seconded; and the motion was carried. Meeting adjourned at 7:47 p.m.

Next Meeting – March 15, 7 p.m. at LIC.