

Hillside Elementary School

PTA Meeting Minutes

September 13, 2016

I. Call to Order by Alex Wells at 7:12pm

II. Minutes from June 14, 2016 meeting

A. Motion to approve by Robyn Weiss.

B. Second to approve by Margaret Davis.

C. June 14, 2016 meeting minutes approved.

III. Correspondence

A. Read by Jen Bonardi.

B. Thank you note from the Hillside office staff regarding end-of-year gift expressing their appreciation.

C. Thank you note from Mrs. Kautz regarding retirement gift expressing her appreciation.

IV. Treasurer's Report

A. Provided by Meryll Kropac.

B. Bank Balance as of August 31, 2016:

| | |
|---------------------------|-----------|
| Checking | 42,623.62 |
| Outdoor Resources | 2,764.84 |
| Money Market | 1,822.80 |
| Games of Chance | 100.35 |
| PayPal | 512.20 |
| Total | 47,823.81 |
| Uncleared Checks/Payments | (945.15) |
| Total | 46,878.66 |

C. See Full Treasurer's Report for additional details.

V. President's Report by Alex Wells

A. Introduction of the Board by Alex Wells.

1. Welcomed Denise Dunton as new Co-President.
2. Jen Bonardi – Corresponding Secretary
3. Meryll Kropac – Treasurer
4. Zan Ouyang – VP of Membership

B. Announcement of open Recording Secretary position by Alex Wells.

1. Encouraged any volunteers to contact Alex Wells or Denise Dunton for information.
2. Preferably for a 2 year term.

Question: What does this position involve?

Answer: Taking notes at meetings, publishing the notes taken, attending both an Executive Board meeting and the monthly PTA meeting, and liaison between committees and the Board.

C. Introduction of Teacher Representatives

1. Mrs. Pacheco – Kindergarten teacher
2. Ms. Domicolo – Reading Intervention
3. Mrs. Richmond – Kindergarten teacher
4. Ms. Schultz - 1st Grade teacher

D. Announcement of Volunteer of the Month by Alex Wells:

1. Priscilla Moschella for her work with the School Supplies program.

E. Announcement that class parents are still needed for the following classes:

1. Mrs. Pacheco
2. Mrs. Gursky (Miss Butler)
3. Miss Viverito

Question: What does a class parent do?

Answer: Collect class funds, organize parties and teacher gifts, attend parties, decorate doors for Teacher Appreciation Week, attend field trips, liaison between parents/teacher/PTA, send out communications from PTA

Question: Does each teacher have at least one class parent already?

Answer: Yes.

F. Bylaws Approval (with no changes to existing bylaws):

Vote: In Favor – 26 votes

Against – 0 votes

Abstentions – 0

Renewal of current bylaws approved.

VI. Principal's Report by Carlos Gramata

A. Mr. Gramata provided update on the progress of school thus far. All students, new staff, and staff in new positions are adjusting well.

B. Mr. Gramata provided update on Peaceful Playgrounds. It is not completely finished yet but students are using it. Mrs. Bowe and Mr. Schinelli are assisting students with learning how to use what is currently there. There will be more to come.

C. Mr. Gramata provided an update on the Bankshot System. He is expecting the last half of the shipment to arrive soon so that it can be installed.

D. Mr. Gramata provided an update on Character Education. The plan is to continue as before with an additional study skills piece added let by Mrs. Marshall. The 4th and 5th grades are using a new organizational notebook system. More information will be forthcoming at Back to School Night.

Comment: A 5th grade parent commented that her child finds the new system to be very helpful.

E. Mr. Gramata provided an update on Safety & Security given recent events at Livingston High School. The staff takes the safety and security of students very seriously and are as ready as they can be for any incident.

F. Mr. Gramata provided an update on Back to School Night. The event is to be held Wednesday, September 21st. The teachers and staff are working hard to provide informative presentations. He is looking forward to seeing everyone there.

VII. Budget

A. Copies of the Proposed 2016-2017 Budget were provided by Meryll Kropac for review and questions.

B. Questions asked for the budget:

1. Do the Cultural Arts bills still go through the District for payment? Yes.
2. For the proposed \$16k deficit, will we be able to recover money to cover that shortage? No. That represents expenses the PTA has already committed to pay using funds that have already been collected and are currently in our bank account.

C. Vote: In Favor – 26 votes
Against – 0 votes
Abstentions – 0

D. 2016-2017 Budget is approved.

E. Meryll Kropac stated that the prior year's audit was completed over the summer and there were no major findings, all numbers were correct, and files were in order. A copy is available if anyone would like to review it.

F. Question asked for Audit:

1. Do we need to keep tickets, for such events as the Spring Fundraiser, for 7 years? The answer was not known. More research needs to be done.

VIII. Committee Reports

A. Movie Night – Alyse Heilpern

1. The event will be held Friday, September 16th.

2. The movie showing will be Alvin and the Chipmunks. Pizza comes at 7pm, the movie starts at 7:45pm.
3. Pizza orders should be sent in to Alyse.
4. The committee needs volunteers to help with concessions. They will be selling snack packs, candy, water, popcorn, and glow sticks. Dads are encouraged to volunteer as well.

B. 5th Grade Committee – Margaret Davis

1. For the Spring Fundraiser, there will be smaller committees for each piece of the event this year instead of just one or two chairs which will allow for smaller tasks. Volunteers are needed. The tentative date will be Friday, March 10th. It will be a tricky tray with baskets, a 50/50 raffle, and dinner.
2. For the Bake Sales, the first sale will be held Friday, September 16th. Volunteers to bake and man the tables by the Kindergarten and 4th/5th grade doors are needed.

Question: Is the drop off of baked goods at someone's house? No, drop will be either at the table at the time of sale or in the front office of the school.

Question: Will students in aftercare be permitted to attend the sale? Yes.

Question: Can teachers send an email for the first sale to parents in their class? The announcement was made in the newsletter and in Mr. Gramata's weekly email. Mr. Gramata will make an announcement and teachers will remind their students.

C. Yearbook – Margaret Davis

1. The committee will be using school pictures. They encourage all staff to get their pictures taken even if they don't plan to purchase pictures. Also, the request was made to get a group staff photo.

D. Apparel – Alex Wells

1. The flyers have gone out for the new merchandise options.
2. Order forms are due September 30th.
3. There will be samples at Back to School Night.
4. The recommendation was made to order larger rather than smaller.

E. Box Tops – Alex Wells

1. The goal for this year is \$1500, which they hope to exceed.
2. The summer collection ends September 20th. There will be another collection in October to be mailed by October 31st.
3. The check to be received in December will include the Fall total and the balance from last year of \$469.90.
4. There is a smart phone app this year that enables you to scan receipts and get bonus points. Information was requested for this app.

F. Cultural Arts – Robyn Weiss

1. No update as of yet.

G. Kid Stuff Books – Kim Krentcil

1. The books have been sent out. There were not enough to cover all 5th graders. More have been ordered and will be sent home when received.

2. Let Kim know if you do not receive a book and would like to purchase.

H. School Supplies – Priscilla Moshcella

1. All supplies were delivered to classrooms for the first day of school.
2. Volunteers were thanked for their hard work of sorting and delivering.
3. Only 2 students were missing items from the list and they will be delivered to the school soon. If there are any more issues, contact Priscilla by Friday as the deadline for corrections is September 18th.
4. The contract is signed for the next school year, with the same discount. New lists should be started in January/February time frame. Priscilla will not be at Hillside next year and has requested someone volunteer to work with her to take over next year.

I. School Store – Meryll Kropac

1. The first school store will be held Friday, October 14th. The remaining stores will be held in November, January, February, April, and May.
2. The committee is working on ordering new items for the store. Prices will remain between 25 cents and \$2.

J. Buzz Book – Zan Ouyang

1. A paper version will be used again this year.
2. Membership in the PTA is included with the \$13 charge.
3. New this year is the opportunity to advertise in the back of the Buzz Book for Hillside parents with business to promote. Interested parties should contact the Board for more information. Pricing would be around \$25 with the same deadline as the Buzz Book and Membership payments.

K. Scholastic Book Fair – Alex Wells

1. This new event will be held in conjunction with the Fall Family Fun Night.
2. There will be no Barnes & Noble Book Fair this year.
3. This will be an event in the school, with teachers reading and games/events for the students. Volunteers will be needed.

IX. Comments from members/teachers

A. Clothing Drive.

1. Committee chair was thinking of doing a pajama drive. Concerned parents wont want to buy new pajamas to donate.
2. Suggestion was made to do the drive in conjunction with Family Fun Night. Families who donate would get a small treat as appreciation for their donation.
3. Question: When is the clothing drive normally held? Usually around the same time as the Hillside Carnival, late May.

B. New Parent Liaison

1. Suggestion was made to have a liaison from the PTA for new parents to answer any questions they have about volunteering.
2. There is no official liaison but the PTA will have a table at Back to School Night to answer any questions parents may have about the PTA and its'


committees.

C. Fundraiser Idea

1. Question: How far in advance are fundraisers planned? Depends upon what the fundraiser entails. The Board is open to suggestions and will consider what can be done this year or saved for next year, as budget was already approved.
2. Idea was presented for hosting a Gaga tournament. Charge each child to enter and would be pure profit.

X. Adjournment by Alex Wells at 8:16pm.

August 2016

| Treasurer's Report | | | | | |
|--|---|-----------|----------|--|--------------|
| August 2016 | | | | | |
| Bank Balance on Hand August 1, 2016 | | | | | |
| | \$ | 42,621.73 | Checking | | |
| | \$ | 11,639.63 | Outdoor | | |
| | \$ | 1,834.64 | MM | | |
| | \$ | 100.34 | Games | | |
| | \$ | 512.18 | PayPal | PayPal Balance | |
| | \$ | 56,708.52 | Total | as of August 1, 2016 | \$ 0.00 |
| | | | | Refunds | \$ 0.00 |
| | | | | PayPal Fees | \$ 0.00 |
| | | | | Refunded Fees | \$ 0.00 |
| INCOME | | | | | |
| Bake Sales | \$ | 0.00 | | | |
| Write A Check | \$ | 0.00 | | | |
| Apparel – Fall Net | \$ | 0.00 | | August Activity Total | 0 |
| Interest Income Checking | \$ | 1.89 | | | |
| Interest Income Outdoor | \$ | 0.21 | | PayPal Balance | |
| Interest Income MM | \$ | 0.16 | | as of August 31, 2016 | \$ 0.00 |
| Interest Income Games | \$ | 0.01 | | | |
| Interest Income PayPal | \$ | 0.02 | | | |
| Hillside Carnival | \$ | 0.00 | | | |
| Box Tops for Education | \$ | 0.00 | | | |
| District Income | \$ | 0.00 | | | |
| Spring Fundraiser: 50-50/Bday Board | \$ | 0.00 | | | |
| Spring Fundraiser: Ads | \$ | 0.00 | | | |
| Spring Fundraiser: Donations | \$ | 0.00 | | | |
| Spring Fundraiser: Ticket Sales | \$ | 0.00 | | | |
| Total Income | \$ | 2.29 | | Combined Balances as of month-end | |
| | | | | Bank and PayPal Total | \$ 46,878.66 |
| EXPENSE | | | | | |
| Admin Expenses: Aide Holiday Gifts | \$ | 0.00 | | Bank Statement Balance as of August 31, 2016 | |
| Bank Charges | \$ | 12.00 | | | |
| Admin Costs | \$ | 0.00 | | | |
| Liability Insurance | \$ | 0.00 | | | |
| PTA Membership Dues | \$ | 0.00 | | Checking | \$ 42,623.62 |
| Cultural Arts | \$ | 0.00 | | Outdoor Resources | \$ 2,764.84 |
| 5th Grade Comm:Activities 5th Graders | \$ | 0.00 | | Money Market | \$ 1,822.80 |
| Admin Costs | \$ | 0.00 | | Games of Chance | \$ 100.35 |
| Award Ceremony | \$ | 0.00 | | PayPal | \$ 512.20 |
| Boat Trip | \$ | 0.00 | | Total | \$ 47,823.81 |
| Buses | \$ | 0.00 | | | |
| Yearbook | \$ | 0.00 | | Uncleared Items | \$ -945.15 |
| Kindergarten Prep | \$ | 0.00 | | | |
| Multiculturalism | \$ | 0.00 | | Total | \$ 46,878.66 |
| Mini Grants – Classroom | \$ | 0.00 | | | |
| Mini Grants – Specials | \$ | 0.00 | | | |
| Faculty Lunch – Teacher Appreciation | \$ | 0.00 | | | |
| Nutrition | | 0.00 | | | |
| Prior Year Expense | | 8,875.00 | | Balance Check | 0.00 |
| Sunshine Gifts | | 0.00 | | | |
| Gifts and Grants | \$ | 0.00 | | | |
| Hillside Carnival | \$ | 0.00 | | | |
| Total Expense | \$ | 8,887.00 | | | |
| Register Balance as of August 31, 2016 | | | | | |
| Checking | \$ | 41,678.47 | | | |
| Outdoor Resources | \$ | 2,764.84 | | | |
| Money Market | \$ | 1,822.80 | | | |
| Games of Chance | \$ | 100.35 | | | |
| PayPal | \$ | 512.20 | | | |
| Total | \$ | 46,878.66 | | | |
| Treasurer's Signature |  | | | | |