

HPTO General Meeting		
11.2.2015	7pm	Hartwood Elementary
Meeting called by	HPTO Board of Directors	
Type of meeting	General Meeting	
Facilitator	Lisa Nury	
Note taker	Lisa Pistella	
Attendees	Pistella, O'Donnell, Zelazowski, Nury, Devarajan, Gulakowski, Chavez, Persichetti, Kovach, Sneider, Matthews, Courbis, Brown, Inglis, Poole, King, Muchnok, Simpson, Gdovichin, Fiedler, Pajewski, Fischbaugh, Shurina	

I. Meeting Called to Order

II. Opening Remarks – Rachel Fischbaugh shared exciting news about Hartwood’s impressive PSSA scores among the state and local school districts. Hartwood students performed well on the ELA and Math PSSA for the 2014-2015 school year
 ELA: Grade 3-5 performed at the 80 percentile for Prof and Adv Math: Grade 3-5 performed at the 73 percentile for Prof and Adv Hartwood performed at a higher level than other schools across the state. More information can be found on the Pennsylvania Department of Education website.

Lisa Nury – welcomed attendees

III. Treasurer’s Report – Veronica Zelazowski

HPTO checking balance as of 9/30 was 18,098.17. Outstanding checks and deposits made adjusted balance \$15,343.67.

A Fundraising summary document is being developed. More detailed information on the HPTO budget for general member review was requested. Treasurer is in the process of working through a spreadsheet that can be shared regularly.

IV. Events and Activities

Recaps:

Fall Festival – Lisa Nury/Lynne Shurina shared that the event was well received by the students. Many popular new crafts were added. Lynne hopes to change some of the outdoor games for next year. Final expenses have not been completely tallied but the event is expected to have come in right at the budgeted \$1,200. A survey will be distributed to the event volunteers for feedback.

Upcoming:

Magnificent Mondays – Kelly O’Donnell shared that she is looking for new ideas for classes as well as volunteers to facilitate. An email went out recently. As of the time of this meeting she has gotten zero replies. Please contact her if you have time, talent or ideas to share.

Holiday Santa Sale – details will be coming home via HPTO website and paper fliers. The sale will be held during the students’ lunches 12/9, 12/10 and 12/11 for those who would like to do a little holiday shopping for their family and friends at school. The vendor we will use is Jenny’s Penguin Patch. A sign up genius link will be going out the week of 11/9 – this event will require lots of parent volunteers.

Running Club – Heather Fiedler shared that Hartwood’s Running Club won a grant in 2014 from Let’s Move Pittsburgh. It was identified as a “Champion School Project”. Heather recently surveyed parents of last year’s running club participants. She will be presenting the club and incorporating the survey feedback in a poster session as a symposium on healthy living next week at Phipps. Copies of the survey results were shared at the meeting.

Teacher Appreciation Breakfast – Lisa Nury shared that the PTO would like to provide breakfast on 11/23 to the Hartwood Staff to kick off conference week. This is an annual event to show support and appreciate for all of their hard work. A sign up link will be available at the HartwoodPTO.org by the end of the week for donations. Mrs. Brown thanked the PTO and shared that the teachers and staff really enjoy the donations and greatly appreciate it.

V. Fundraising

Recaps:

Charleston Wrap – Lisa Nury shared that this fundraiser is projected to generate more than \$2,000 in profits. Final transactions are being processed now. Lisa was happy to announce that Dana Boychuk would be chairperson for this sale next year.

Smile.amazon.com – Heather Fiedler informed us that this site operates the same as amazon.com however a % of the sale is donated back to Hartwood Elementary. Please use this site when shopping on amazon.

Upcoming:

Hoagie Sale/Apparel Sale – Lisa Nury shared that without new chair persons in place these fundraisers may not happen this year. Please consider volunteering for these important events.

Pittsburgh Gives – Jen Pajewski has registered Hartwood Elementary as a non-profit participant for this very special Bi-Annual day of giving in Pittsburgh. A date in 2016 will be announced as Pittsburgh's official Day of Giving. Any funds donated to our school that day will be given an additional % match by those sponsoring the event. Details to follow as they are announced. . .

Classroom Gift Basket Fundraiser – Lisa Pistella explained the gift basket fundraiser for new parents. In January Homeroom Parents will be asked to coordinate classroom donations and assemble a uniquely theme gift basket for the PTO. These baskets will be on display during the Annual Art Show on 3/10. Raffle tickets will be sold during the lunches in late February and again on 3/10. The fundraiser usually generates between \$1,200 and \$1,500.

VI. Board Information

Field Trips – Lisa Nury thanked the members for the buses that took kindergarten on their first field trip to Shenot Farms. The children loved it. The two buses cost the PTO \$414.22. The PTO budgets to provide transportation for two field trips per grade per year.

Clearance Update – Any opportunity to volunteer in the school now requires all 3 clearances. Mrs. Fischbaugh indicates that is true for every event including TAG. Lisa Nury thanked those who have taken care of renewing or obtaining these and encourages all interested parents to get the required clearances and to watch for the expiration date on their current badge. Renewals are not automatic and require you to be proactive.

Open Committee Signup – Lisa Nury shared that there is a sign up online for all currently open board positions, committee chairs, assistant chairs and committee members. There are many vacant positions that will need member support. Since the sign up was emailed last night more than 18 vacancies were filled and more than 33 still exist. There was a question about how chair positions are vacated. Lisa Nury and the board explained that committees are reviewed every year. If the event went well and the current chair is willing to continue their leadership rolls over. Often we find that chair persons would like a break, would like help or are ready to pass the program on. At any time there is a program any PTO member is interested in helping with PLEASE contact the PTO for more information. Everyone is welcome to help and the volunteer time is greatly valued. The HPTO board looks to everyone to share their time and talent. Your help is greatly appreciated by the school and our children.

HPTO Programs for School Year 2015-2016 has been updated and posted at HartwoodPTO.org

- VII. *Homeroom Parent Meeting* - Dee Devarajan shared the outcome of this meeting held just prior to the general meeting. Dee and Alison Persichetti welcomed all 2015/2016 Homeroom Parents and Helpers for a discussion of upcoming events and best practices. There was discussion of security clearance issues pinpointing the definition of a homeroom parent. They also discussed strategies to obtain email addresses more efficiently before the student directory is published. There will be two special event parties held for the students, Winter Celebration and Valentine's Day. The board was asked for an allowance for these events. That decision is pending a budget request and review. The group also discussed sending out a survey, sharing contact information amongst each other and sending periodic thank you notes.

Thank you so much for all who took time from their busy lives to attend and contribute to our meeting.

Minutes Prepared by Lisa Pistella- HPTO Secretary