



Hillcrest Elementary School PTA Meeting Minutes

Date / Time 9/18/2019 7:00 PM | *Meeting called to order by* President Pundmann at 7:09 p.m.

Minutes

Secretary Erin Cole presented the minutes of the May 22, 2019 meeting. The minutes were approved as presented.

Principal's Report

Mrs. Rzepka (Principal):

- Hillcrest enrollment is down by 30 students. We currently have 353 students.
- The first meeting of Hillcrest families occurred, there are 12-15 students per family
- Professional Development Mondays- first few have been data review, grouping within and across grade levels, grade level collaboration. They will be teacher directed and district directed. Teachers will be working on learning and modifying the science curriculum
- Math- Bridges and InVision curriculums are being piloted in 2nd grade & 4th grade, will have to go through board approval and adoption
- New science curriculum- might do something for families
- Mrs. Smith and Mrs. Rzepka have been working on lots of start of the year goal setting with each teacher, professional growth goals, SEL student learning objectives, rewriting school improvement plan to align with strategic plan
- This year we did not do MAP testing in fall (unless students were new/from out of district, or other students who needed data point). AIMS Web was conducted
- Running club, 50 students 4th -6th grade, creative writing, coding, etc
- Amy Logan, girl with a cape author visit (What you do matters)
- An email was sent out last week regarding an emergency situation at Hillcrest. The goal is to keep parents as informed as they can while also maintaining confidentiality. Office staff can't share information, but Mrs. Rzepka will try to answer questions to help and support families, but generally cannot share details.
- New procedures have been introduced. There is now a drop off table at Door 1 for forgotten items, such as lunches and iPads. This will reduce office traffic. There will be a staff member at arrival between the library and office to direct people right to office and not allow them to go elsewhere. Talked to students about using Door 2 or going around on Dunham side. Parents who want to stay and walk kids to black top are not allowed through Door 2- they must walk around back. Go to Door 1 and sign in and go to office if you need to be in the building.
- School physicals (Kindergarten & 6th grade) must be turned in, fees need to be paid.
- Parent/Teacher conference sign up will be September 30-October 11. There will be a questionnaire with four questions coming home at the end of the month. This helps teachers prepare, as conferences are only 20 minutes long.
- Student council elections are in October.
- October 7 is the date for Camp Edwards in East Troy, WI.
- Jacqueline Bernard, SLP and Carrie Redpath, 2nd grade teacher are present tonight. We will be trying to have staff at all meetings this year. Dr Anderson used to come to all of the meetings, but this way we can hear different perspectives and the teachers can hear from parents as well.
- Excited about new PTA leadership and attendees

Faculty Report

Mrs. Redpath:

- Mrs. Redpath thanked the PTA for the \$200 each teacher received. The money allowed teachers to splurge on things like class seating and curriculum materials.

Open Forum

Ann Healy:

- Would like to use this time as an open forum (to be known as "Hot Topics") to discuss any "best practices" and ideas from other schools that we might be able to implement at Hillcrest, for example- grade level playdates, babysitting during PTA meetings, getting involved with high school events.
- A parent in attendance mentioned coming in as a new family to Hillcrest (1st grade family), they would like to experience something similar to Kindergarten Roundup (orientation).
- Mrs. Redpath stated that at Pierce Downer they have a program to adopt new families, and suggested maybe we could add more to the mentor program that we already have in place.

Officers' Reports

Treasurer's Report (Andrea Kareem)

- Anna Jackson moved and Susie Howe seconded a motion to approve the budget for 2019/2020. Motion carried.
- Monthly expenses included:
 - May: Hounddog Dash, Open House art show, general expenses, alumni scholarship
 - June: landscaping
 - August: Hillcrest fest

The financial report was presented for the month of May, 2019

- Income received in May: \$12,616.76
- Expenses paid in May: \$26,279.69
- Income less expenses in May: \$13,662.93
- Checking account balance May 31, 2019: \$49,938.84

The financial report was presented for the month of June, 2019.

- Income received in June: \$345.97
- Expenses paid in June: \$6,779.49
- Income less expenses in June: \$6,433.52
- Checking account balance for June: \$43,505.32

The financial report was presented for the month of July, 2019.

- Income received in July: \$0
- Expenses paid in July: \$1,824.42
- Income less expenses in July: \$1,824.42
- Checking account balance for July: \$41,680.90

The financial report was presented for the month of August, 2019.

- Income received in August: \$111.87
- Expenses paid in August: \$7,225.45
- Income less expenses in August: \$7,113.58
- Checking account balance for August: \$34,567.32

The treasurer's reports were filed for audit.

President's Report (Anne Healy and Connie Pundmann)

- Thank you to Becky Bossard & Jen Haselhorst from last year, they've left us in good hands.
- Thank you to the board members and volunteers.
- We've set a goal to have more people attend PTA meetings, thank you to those attending tonight.
- Based on feedback we will have the next PTA meeting at 8:30am
- Membership Update: there is no membership chair this year so Connie and Anne are handling it. Online signup made it easy to join PTA. Dues are \$5.00. Only 50% have signed up. Last year it was closer to 85%. If parents want access to contact information, they have to join PTA to get Directory Spot app. Office staff has tried to direct parents to the app to get contact info instead of them.
- There will be no PTA membership class contest due to the way online signup has changed registration process.
- Have room moms send general reminder to their class re: PTA signup
- People can only vote at PTA meetings if you are a member

VP of Marketing (Anna Jackson):

- A new, weekly PTA email is now sent on Tuesdays
- Discussion about how to send out sign ups- either through Anna Jackson's email or send out initial blast and have Anna send reminders.
- Anne Healy said she looked at emails tht were sent out last September and there were about 40 different emails that went out.
- Connie Pundmann said she noticed that emails last year were at 20-30% open rate. Anna Jackson's new emails are 60% open rate.
- Maybe we should add pictures into the weekly PTA emails to grab attention.
- Send information to be included in the weekly email blast to Anna Jackson by Sunday.
- Hillcrest Facebook page is set up so that anyone can post now and it is an open group. All posts go through Anna Jackson and she screens for inappropriate posts. Example, post to that page if you want to know if any other grade level kids are signing up for baseball. Could be helpful for new families.
- Fun lunch: spread the word, donate to Angel fund (fund helps provide fun lunch, school supplies to students in need)

VP of Ways and Means (Susie Howe):

- Pam Zabawski talked about Box Tops. She is waiting for more information and will send out via Anna Jackson's email and through school.
- Girls day out September 26 from 10am-8pm in downtown Downers Grove. Submit a "hall pass" from Anna's newsletter and it will credit back to our PTA. We won a couple hundred dollars this way a few years ago.
- Katie Suva talked about Charleston Wrap. Mr. Belonio will be duct taped to the wall, students who sell 35 or more items win a limo ride. We want to raise more than last year (\$5900.)
- Marie Bucklar, Katie Wojchiechowski, Lindsey Burnette talked about game night. There are new faces on committee, new energy and ideas. This is our biggest fundraiser and last year we made \$25,000. Flyers went home with information and asking for donations (raffle baskets, silent auction items, teacher experiences). Need more basket and silent auction items. 90's theme. Tickets sales begin October 4. Tickets sold as tables of ten but you can purchase tickets and committee will find you a spot. Kindergarten families have VIP table.

- Kelly Wilson and Laura Litterst talked about the book fair. It will be Tuesday- Thursday of Columbus week. Proceeds go to library. Bookmark contest will go out in next week or two. Will be open during Parent/teacher conferences until 8:00pm. Will have volunteer opportunities.
- Jen Haselhorst will be doing the Fall Portrait party again this year.

VP of Programs – Academic (Beth Nelson):

- Katie Suva talked about Summer Math Club. Hillcrest participation was up 21% from last year. Working on worksheets for students entering Kindergarten. Looking for feedback on that. Also need something for 8th grade. Making sure new math curriculum aligns.
- Maria Brummel talked about Partners in Art. Sign up went out, Anna Jackson’s newsletter helped get more people to sign up. Will have a meeting at the beginning of October to teach people and get them going. Anne Healy asked if PIA is unique to Hillcrest. Mrs. Rzepka says other schools do a similar program but not called PIA. Will update monthly if volunteers are needed.
- Girlie O’Donoghue talked about Cultural Arts/Field Trips/Assemblies. There will be four assemblies each year. She is in charge of 3-6th grade, April Stechschulte K-2nd grade. April Stechschulte went to showcase to get ideas for in classroom ideas. Amy Logan was one, another in December: holiday choir DGN Dec 5 in AM, January in progress, May Childs play theater group. April won \$100 off an assembly from a company. \$25 per year per student budgeted by PTA. Girlie O’Donoghue and April Stechschulte work with teachers to help schedule these experiences and use the budgeted funds.
- Mrs. Rzepka said the district has certain field trips that they require. New science curriculum will change some of the field trips. Have to consider weather and aligning to curriculum when choosing the timing.
- Marie Bucklar talked about school supply kits. Our rebate was \$1476.61, will send check to Hillcrest made out to PTA. We can mark up kits if we want profit (like 10% for example). 224 kits were ordered, 128 delivered to school in August, 98 delivered home. Mrs. Redpath says supplies were better quality this year because they specified brands. 2nd and 3rd grade requested special pouches so PTA purchased those. Kindergarten requested labels that PTA purchased because supply company didn’t have them.
- Katie Wojciechowski talked about reading incentive programs. Kane County Cougars program includes free ticket to game, and you can choose from two games: April 24 6:30, May 25th 1:00pm. Free hotdog, drawstring bag. You can also go to any game M-W. If you say you are with reading program they will give you a golden pass. There is also a Six Flags program.

VP of Programs - Social (Ilana Roth):

- Susie Urbanski talked about room parents, party sign ups, fruit and vegetable snacks at parties. Could PTA donate toward fruits and vegetables? Some other schools have it so that the PTA give certain amount of money and room moms coordinate the snacks. Fresh fruit makes it harder to donate snacks and eliminates donations. If PTA provides budget maybe we’ll get a better response.
 - Connie Pundmann suggested a mass drop off. Discussion about discontinuing fruit and vegetables at parties.
 - Mrs. Rzepka said some schools do school wide treat- like freeze pops, popcorn, one universal treat for that party, for every classroom. Then parents don’t have to bring anything. It was asked who pays for that? PTA budget?
 - Can work with nurses and teachers to come up with friendly, safe snacks. Need to add a new line item for party snacks to budget.
 - Mrs. Redpath said fruits/vegetables and paper products get wasted, and supports the school-wide snack idea.
 - Connie Pundmann says have PTA take on that coast and responsibility.
 - Susie Urbanski will change the signup genius form. PTA and Mrs. Rzepka will work out the details.

- Becky Bossard talked about spirit wear. There is a link on website, and a link in Anna Jackson's newsletter for spirit wear. Mrs. Rzepka met with Becky Bossard. Hillcrest Family days will be spirit wear days. Family shirts are being discontinued but they will have the family shirts available in the store. If students don't have Hillcrest items, then they can wear blue.
- Lindsey Burnette talked about new family mentoring. This year we had 26 new families, 21 were Kindergarten, and we had 17 mentor families. New families were emailed, given signs. They received emails from mentors regarding Hillcrest Fest, PTA meeting. An idea for next year is to have a get together and maybe a table at Hillcrest Fest to meet your mentor. Mrs. Smith suggested new family night.
- Anne Healy gave thanks to Lisa Kolavenuu and Jen Lockwood for Hillcrest Fest suggested maybe we discontinue the bouncy houses for next year. It's always hard to get volunteers.
- Jen Haslehorst talked about Parent/Teacher conference dinner for teachers. PTA provides the dinner but there will be a sign up for extras. Sign up coming out next week.

Unfinished Business

- There was no Unfinished Business

New Business

- There was no New Business

Adjournment

A motion to adjourn was made by Jen Haselhorst and seconded by Becky Bossard at 8:51 p.m.

Respectfully submitted,

Erin Cole, Secretary

Anne Healy/Connie Pundmann, Co-Presidents