



Hillcrest Elementary School PTA Meeting Minutes

Date / Time 5/20/2020 7:00 PM | *Zoom Meeting called to order by* President Healy at 7:02 PM

Principal's Report

Mrs. Rzepka (Principal):

- June 1st will be a district wide virtual field day. Mr. Gilbert will send out communication about this.
- June 2nd & 3rd is the district wide supply pickup. Sign up is through Calendly. During those days they will be trying to maintain end of school traditions (end of year awards and recognition) for closure, to recognize 6th graders, etc. No formal lesson plans for those days.
- Yearbooks arrived and will be distributed along with class composites June 2&3.
- Summer school dates are June 8- July 24. An online platform called Acellus will be used to provide instruction. The cost is a flat fee of \$100. Teachers will be available daily to check in on progress. See district website for registration.
- Dr. Russell will touch on fall in update tomorrow. Preview of that is that we can anticipate following the Governor's plan. We are in Phase 2, school openings are slated for Phase 4. It could be on-site, could be remote learning, or hybrid of the two. Decision is not up to District 58. Will be following state and county health department guidelines. Phase 4 allows groups up to 50 people. Dr. Russell has a meeting tomorrow for clarification on what that 50 people exactly means.
- A task force will be created, and likely surveys will be sent out to solicit feedback and will meet in June. The task force will work on planning for all possible scenarios. They will share with district leadership team at the end of June. The Board of Education will give recommendations and proceed with planning and implementation
- Teacher moves- as of May 20 the plan for is K-2 is the same, DLP classes are the same, 3rd grade will be Peksa and D'Angelo, 4th grade will be Dr. Anderson and McDonald, 5th grade will be Skolimowski, Cerny, Rowland, 6th grade will be Smoke and Murphy. Other staff will be staying the same (specials, social work etc.) We have been allocated a half-time interventionist.
- Camp Edwards has been postponed for Fall 2020, have reserved dates for Spring 2021.
- Incoming Kindergarteners will have 2 classes. There will be a virtual introduction for incoming families and hopefully something in the building in the fall. Low 30's enrollment for now.
- Game night is on the radar, and there is a spreadsheet going to track things that have occurred and need to be made up (teacher experiences). Things could still happen over summer. Some will happen when things open back up. Regarding VIP seating/parking for events- those people will get a perk for curbside pickup with home delivery instead.

Minutes

Secretary Erin Cole presented the minutes of the January 22, 2020 meeting. The minutes were approved as presented.

Officers' Reports

Treasurer's Report (Presented by Andrea Kareem)

The financial report was presented for the month of January 2020.

- Income received in January: \$8,037.94
- Expenses paid in January: \$11,620.65
- Income less expenses in January: \$3,582.71
- Checking Account Balance as of January 31, 2020: \$76,951.46

The financial report was presented for the month of February 2020.

- Income received in February: \$3,130.53
- Expenses paid in February: \$8,532.53
- Income less expenses in February: \$5,402.00
- Checking Account Balance as of February 29, 2020: \$71,549.46
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The financial report was presented for the month of March 2020.

- Income received in March: \$695.00
- Expenses paid in March: \$2,742.39
- Income less expenses in March: \$2,047.39
- Checking Account Balance as of March 31, 2020: \$69,502.07
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The financial report was presented for the month of April 2020.

- Income received in April: \$0
- Expenses paid in April: \$4,565.72
- Income less expenses in April: \$4,565.72
- Checking Account Balance as of April 30, 2020: \$64,936.35

The treasurer's reports were filed for audit.

- Approval was received to create a special line item in our budget for the fiscal year of 2019-20 entitled "Covid-19 Fund." Funds in this line item would be used toward community engagement and staff appreciation. \$3,000 moved to this line item. Some of our largest PTA budget surpluses for this school year are as follows: \$500 for VIP day, \$1,700 for Partners-In-Art, and \$11,300 for field trips and in-class experiences.

President's Report (Anne Healy and Connie Pundmann)

Hillcrest PTA Bylaws Approval

- Thanks to Beth Nelson, Becky Bossard, Megan St. Germaine and Pedro Rodriguez for their work on the PTA Bylaws.
- A motion to approve the Hillcrest PTA Bylaws was made by Jen Haselhorst. Denise Connor seconded the motion. Motioned carried.

Board Position Nominations

The nominating Committee submits the following nominations for officers of the Hillcrest PTA for the 2020-2021 year.

- For Co-Presidents- Anne Healy and Connie Pundmann
- For Secretary – Erin Cole
- For Treasurer – Kelly Fallon-Wilson
- For VP of Marketing – Anna Jackson
- For VP of Academics – Katrina Roeser
- For VP of Ways and Means – Susie Howe
- For VP of Social – Ilana Roth

Per the bylaws, if there are any objections to the nominated Board Members, please notify Andrea Kareem by June 20, 2020 (30 days from today).

Audit Committee

- We need an audit committee of at least three members to examine financial records and reports findings to membership at the first general membership of the new fiscal year.
- Jennifer Lockwood, Kim Born, Karen Crowley will make up the committee.

Community Support Efforts

We have \$3,000 COVID Fund (moved from field trips), \$580 from Staff Appreciation, and \$1,622 from Development & Incentive for a total of \$5,202.

- \$1,335 worth of Target gift cards for the staff appreciation- for 55 staff members, to be distributed 5/29
 - \$1,225 of local area gift cards.
 - \$1,500 from Fun Lunch Partners (Skuttlebutts, Mojo's, Giuliano's)
 - Total: \$4,060
 - 6th Grade Yard Signs: Utilizing Medieval Times Bus Breakfast line item
- Also, Mr. Zambrano will change marquis June 1st for 6th graders and Jen Haselhorst is assembling video for clapout.

Open Committee Positions

Looking for Committee members for:

- Membership Chair
- Holiday Shop
- Cultural Arts and In Class Experiences
- Open House Fundraiser
- Shadows for Bingo, Hillcrest Hound Dog Dash, School Beautification, and Variety Show

Thank you to Mrs. Rzepka, Mrs. Smith and Mrs. Redpath for their participation with the PTA. Thank you also to Andrea Kareem for the extra treasurer duties this year and to all who have been involved and helped out during this challenging school year.

VP of Marketing (Anna Jackson):

- Private Facebook page is new this year, lots of great comments and questions posted there so far.
- Fun Lunch Reimbursement- Thanks to Susie Howe, Beth Nelson, Andrea Kareem for being on the Fun Lunch committee to divide responsibilities.

- Some 6th grade families donated Fun Lunch credits to Angel fund, some 6th graders were refunded, all others have been credited to next year.
- Most Fun Lunch plans are the same for next year as of now.

VP of Ways and Means (Susie Howe):

- Game Night Event Update- events and teacher experiences will happen. It depends on when things open back up as to when. Trying to give 30 days notice to plan for it. They are trying to accommodate everyone with outstanding events in late summer and fall. November 13 is the date for Game Night next year, the intent at this point is to still hold it.
- Charleston Wrap Update- last year it made \$6000. Katie Suva is working on it and secured dates: September 3- October 2. We could potentially run it online if there is a need to do that depending on school status in the fall.

VP of Programs – Academic (Beth Nelson):

- School Supply Kit Update- Marie Bucklar said the link went out yesterday in PTA email 5-19. Seven kits already sold. Order by June 15 for school delivery (free) otherwise September 1 for small fee for home delivery. Last year all school kits sent to school went to classrooms but if there is an issue in the fall we will set up some kind of curbside pickup. Take home folders for whole school will be same color (black) purchased by PTA. All subjects will have same folder color for every grade (ie: all grade levels will have red for math). 2nd & 3rd grade pouches, and labels for Kindergarten have been ordered as well. Clorox, Lysol, Purell brands are listed in supply kit.
- Summer Math Club Update- Katie Suva said that we cannot hand out packets at school or meet at library. New packets are aligned with new Bridges curriculum, and it is still three packets. Will be online, submit google packet and see answer key. High school honor society students will create tutorial videos to walk students through the packets and will be available via email.
- Scholarship Winner- Jen Haselhorst reported that high school senior Therese Malinowski received a letter and \$1000 scholarship and will return to Hillcrest to speak to the 6th grade class next year.
- Six Flags Reading Program Update- Katie Wojciechowski stated that if you registered you should have received a code. There will be no expiration on the ticket as in past years. If you did not receive an email you can have Katie resend it.

VP of Programs - Social (Ilana Roth):

- 6th Grade Video- Jen Haselhorst is working on this.
- Thank you to Jen Haselhorst for making the Staff Appreciation Video.
- Teacher Signs - Need people to make signs for May 29th and to Chalk the Walk on May 28th. There will be no Sign-up Genius. Bring your own chalk, keep in mind social distancing. Can pick up signs to decorate. More info will be posted on Facebook page.

Unfinished Business

- There was no Unfinished Business

New Business

- Lisa Kolavennu stated that Hillcrest Fest is likely not to happen in the way it has in the past. Discussions are happening. Let's keep budget line item for now and there will be more to come on that.
- Need to vote on Hillcrest Fest budget. Jen Haselhorst moved and Susie Howe seconded a motion to approve \$3,000 for Hillcrest Fest budget. Motion carried.

Adjournment

A motion to adjourn was made by Anne Healy and seconded by Connie Pundmann at 8:23 PM.

Respectfully submitted,

Erin Cole, Secretary

Anne Healy/Connie Pundmann, Co-Presidents