

EVANS ELEMENTARY HOME & SCHOOL ASSOCIATION MEETING

DATE: 09/16/09

LOCATION: Evans Elementary Media Center

ATTENDEES (based on sign in sheet):

Sheri Barberini
Annamarie Chestnut
Jill Christman
Jacqueline Clarke Havrilla
Karen Clemens
Sue Coyne
Jennifer Earley
Marianne Figg
Nancy Giraldi
Dawn Heine
Nicole Jones
Kris Kennedy
Kathy Mandracchia
Wendy Monte
Laura Oliverson
Kathy Ricca
Tracy Sergas
Cathy Tumelty
Beth Vallone
Jen Wolfe
Becky Zajac

**EVANS ELEMENTARY HOME & SCHOOL ASSOCIATION MEETING
09/16/2009 MEETING MINUTE**

Call to order 7:10 pm

President's Reports (Cathy Tumelty):

Board members were all introduced.

Last years successes include:

- Subsidizing field trips
- T-shirts for all kids and staff
- Subsidizing Assemblies
- Ice Cream Social
- 2 Book Fairs
 - ✓ The fall book fair was a traditional book fair.
 - ✓ The spring book fair allowed each student to receive a free book within a value limit.
- Holiday Shoppe
- Family Fun Nights
- Assisted with start of Wetlands project
- First Dance-a-thon
- Basket Raffle

The money raised through this event has been set aside for future playground expansion. However, the amount in reserve is not sufficient to purchase additional equipment at this time. The expectation is that enough will be raised by the 09-10 event to make the additional playground purchase.

Recognizing that, as often as possible, the H&SA meetings should be conducted and concluded in a timely fashion, the following format will be followed:

- Approval of minutes
- Reports from all Executive Board Members
- Old Business
- New Business
- Adjourn
- Floor open for questions

When the membership is expected to vote on an item presented at the general H&SA meeting, H&SA by-laws require that a quorum be in attendance. By definition, a quorum is nine (9) H&SA members, not including Executive Board members. There is a quorum present at this meeting with 15 members in attendance.

Please note, the H&SA provides free babysitting for all meetings.

Volunteer clearances are required to volunteer in school and/or chaperone a field trip. If you have previously provided proof of clearances to volunteer at school you DO NOT need to re-apply. If you are new to the Spring-Ford School District or have not provided past proof of clearances, you will need to complete the district's Volunteer Application and provide ORIGINAL Act 34 & Act 51 clearance documents to the office.

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President's Reports cont'd (Cathy Tumelty):

The School District has added a layer of security this year via the Raptor System. This system checks for child predator status via the use of public records in 48 states through the validation of an accepted form of identification; usually a state drivers license. Once a person entering a school building is cleared the system prints a one-time-use *visitor id badge* with the date, person's picture and approved destination.

Vice President's Reports (Dawn Heine):

This year's Fall Fundraiser will be held 9/17 – 9/29 with samples available for preview at the Ice Cream Social. This is a catalog-based fundraiser including products in the following categories: Wrapping paper, Gifts, Food, Flowers, Magazines and much more. The amount the H&SA earns increases as the sales participation increases with the purchase of items from the varied literature.

In the past couple of years, families who have joined the H&SA have received an "*Important School Numbers*" magnet, as a token of appreciate, from the H&SA. This year members will receive a car magnet. This "thank you" item will be distributed to 09-10 members when it arrives.

Treasurer's Report (Sheri Barberini):

The Evans H&SA's *Not For Profit* application was sent to the IRS on 8/31/09.

The Evans H&SA ended the 08-09 fiscal year with \$45,869.25 in its account. As of September 16, 2009, the account balance is at \$49,753.72 as a result of incoming membership monies and opt-out funds.

The proposed 09-10 budget was presented to the attending membership. All expenses incurred from events have been broken out this year, which are listed under the new category "Fundraising Expenses".

Questions presented during the review:

- What is Opt Out?

This option allows participating families to make a one-time donation instead of participating in product-based fundraising; the participant can choose to receive or not receive product-based fundraising materials.

NOTE: The contributions to the H&SA via this option have already exceeded 09-10 budget projections.

- What is Parent Institute?

Links to web pages paid for by all SFASD elementary schools, which provide parent informational links that can be found on all elementary school websites.

The proposed 09-10 Budget was approved by the attending membership.

Secretary's Report (Cathy Tumelty for Lorraine Moyer):

Motion to approve minutes for the June 10, 2009 meeting: Karen Clemens & Becky Zajac.

Principal's Report (Mrs. Jacqueline Clarke Havrilla):

Thank you to the H&SA for all the effort to ensure a smooth start to the 09-10 school year. Thank you to all the volunteers who helped with 1st grade lunch in helping to get the students acclimated to the entire cafeteria/lunch line process. Additional thanks to those who assisted with bus duty during the 1st week of school. This proved to be very helpful and made the process easy for everyone.

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Principal's Report cont'd (Mrs. Jacqueline Clarke Havrilla):

The SFASD is in the process of "going green" with more links and letters being available/sent electronically. "Wednesday Folders" are being discontinued throughout the district. However, some teachers will continue weekly communication folders with classroom information. The process for disseminating "community" information is still a work in progress. Be sure to continue to check the Evans Elementary website regularly for informational and calendar updates.

Faculty Liaison's Report (Kathy Mandracchia):

Welcome back! Many more "thank you's" from students arrived after the 08-09 Volunteer Appreciation Social. Feel free to view them at your leisure.

Committee Updates:

Market Day (Dawn Heine for Karen Casola/Julie Kuerschner)

Including the July 09 sale, the 08-09 school year profit totaled \$6,159.55, which exceeded the 07-08 profit of \$5,357.21! The September '09 sale pick-up is on 9/17. Based on product sales, the H&SA should realize a 20% profit.

Dance-a-Thon (Cathy Tumelty & Sheri Barberini)

Mark your calendars! This year's Dance-a-thon is Friday, October 23rd, from 6:30 – 8:30 pm at the 5/6 Center Cafetorium. Just as they did last year, the staff is preparing an intermission performance that shouldn't be missed! The Spring-Ford Ram Cheerleaders will also be performing again this year. This event will also include the Pumpkin-fest pumpkin judging contest sponsored by Oehlert Brothers. Look for information to be coming home soon! This event was so successful last year that the H&SA raised over \$6,000 and the expectation is the same for this year's event!

Book Fair (Becky Zajac)

This year's fall book fair theme is *Read Around the World*. Visit www.evanshsa.org for the link to book fair webpage. For the first time ever, Scholastic is providing scanners, which will make the check out process much easier for everyone!

Fit Night (Kris Kennedy)

October 8th will be the 1st of the FIT Nights scheduled for the 09-10 school year. A Soccer Techniques "clinic" will be held on the fields at Limerick Elementary from 5:30 – 6:30 pm. Flyers will be available at www.evanshsa.org. The RSVP request will help to plan for water and healthy snacks to be provided after the clinic. Balls will be available but feel free to bring a soccer ball if you have one!

Yearbook (Laura Oliverson)

If you are interested in learning what it takes to publish a school yearbook, consider shadowing Laura Oliverson during the 09-10 school year as this will be Laura's last year with a student at Evans Elementary and a ***new yearbook coordinator will be needed***. Contact Laura Oliverson for more details!

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Old Business:

No old business was covered.

New Business (Cathy Tumelty):

As the year gains momentum, all the information collected from returned H&SA packet forms is being entered into PTO Manager. This H&SA database will be the primary source for disseminating H&SA information electronically with families in the Evans school community. Once entered and verified, each family that provided information will receive a welcome email from PTO Manager with an account ID. The information entered will be used to compile and create the Evans H&SA Directory. Keep in mind, PTO Manager will only provide links to families who provided information to the H&SA.

At the end of the 08-09 school year the H&SA discussed the feasibility of purchasing a popcorn machine, rather than renting one, for H&SA events/activities. Food service equipment is used at a number of H&SA events/functions including the dance-a-thon, the spring carnival and other family nights, and the holiday bazaar as well as classroom reward events. Purchased equipment will belong to and be operated/maintained/stored by the H&SA. Previously, rental costs for both a popcorn machine AND a hotdog roller averaged \$200 per event. With available funds, the board recommends the purchase of a popcorn machine AND a hotdog roller through Kloss in Allentown, PA. The cost for both items is not expected to exceed \$2,000. The ROI will be realized within the first two years of purchase. Attending membership voted unanimously to purchase a popcorn machine and hotdog roller, not to exceed \$2,000 in total.

Upcoming Events for 9/18/09:

Constitution Day – Show your support by wearing your red, white & blue to school!!!!

Ice Cream Social – 6:30-8:30 pm at Evans Elementary. Come out for ice cream from Zwahlen's and socialize with other Evans families!!

Spring-Ford Rams Pep Rally – 7 pm in the 9th Grade Center gym. Come out and support the Rams football and cheerleaders!!

The next meeting of the Evans Elementary H&SA is on Wednesday, October 14, 2009, at 7 pm in the Evans Elementary School Media Center.

Motion to adjourn: 8:02 pm by Becky Zajac and Sue Coyne.