

Woodland Home & School  
Membership Meeting  
Wednesday, November 20, 2013 (resch'd From 11/13/13)  
9:15 p.m.

Meeting Minutes

In Attendance:

Zanthia Reddish  
Sarah Spletzer

Liz Drummond  
Kim Larcinese

Gabby Winters  
Christine Steere

1. Sign in and Welcome Introductions
2. Old Business: Christine Steere and Sarah Spletzer
3. Recording Secretary's Report: Sarah Spletzer

Sarah Spletzer reported:

She was contacted by former Cafeteria Manager Pam Linn re: a "fund" in an envelope in the Woodland Cafeteria, labeled "Methacton Borrowing Bin." According to Pam, the cafeteria no longer operates this way, and she would like to return the \$50 in this envelope back to H&S.

4. President's Report: Christine Steere

Christine Steere reported:

She would like to get us up to speed on changes discussed at 11/18 meeting. The last District Council meeting was held on November 11. Dr. Zerbe put on a presentation regarding Home & Schools, and basically because of other situations going on outside of Woodland, he has been involved in Home & School issues at other schools. Dr. Zerbe has evaluated the Home & School program and has recommended changes. He disbanded District Council as we know it, effective November 11. He would like to bring back District Council in another form, as a 501c3 non-profit corporate status. He made other proposals, including proposing a model where bylaws are consistent from the top down and are all modeled the same. As well we would have consistent treasury policies, utilize the same accounting program, so as you move from school to school with your child, treasury will always look the same. He discussed training for new officers so all are running H&S the same. These changes are intended to let us know what we're going to be doing and so that we have a resource to go to. He also discussed putting in place a code of conduct and accountability so we have guidelines, conflict resolution and some kind of process by which to resolve conflict at higher levels. Dr. Zerbe discussed insurance: liability, slip and fall but global as well. He will go to school board and ask them to foot the bill at some point. For now, things will remain status quo. Soon there

will be a bylaw writing committee, treasury committee, and code of conduct committee. Dr. Zerbe has a schedule as to when he wants reports. Christine is assigned to the bylaws committee, along with Linda Fisher, Karen Kleger and Lisa Coop. They are putting together what they hope will be a draft. Dr. Zerbe will work with the school solicitor (helped North Penn form a similar organization years ago). It's been couched that there is a choice for Home & Schools between remaining as is, or becoming PTA. 501c3 could be very beneficial, non-profit status, fundraising expands by a lot, anyone who donates would get a tax write-off, we could advertise, hire CPA firm to handle auditing. She will keep us updated as things change.

Gene has stepped down and resigned. She checked by-laws, when there is an opening, it can be filled by appointment of the executive board. As our business is, we have to fill the position, what makes sense to her is to come up with names, prioritize them and offer in order. We can do this by email. Whoever we bring on, we should train for eAlerts and website. That type of communication falls naturally under Corresponding Secretary.

Liz: sharing thoughts about requirements for anyone coming on to exec board. When Liz got directory and looked at committee heads, its all exec board. Becomes limiting and antithetical to expanding names and faces. We're in a little bit of a rut.

Christine will look into flexibility of bylaws.

5. Co-Vice Presidents' Reports: Gabby Winters and Heather Gulsby-Steiner

Gabby Winters reported:

Regarding the clearance process, we had 84 volunteers at Halloween, which is a good sign that people are doing what they need to do. Volunteers need to fill out emergency forms in case something happens to us while we're here. We discussed how to communicate this to the masses. This should be in old business for the next meeting.

6. Treasurer's Report: Liz Drummond

Liz Drummond reported:

She pulled three different things off Quicken and Excel. Liz handed out the fundraising sheet and pointed out that when we look at funding requirements, there are general funds avail of approx 15,000, then our remaining budgeting expenses.

Dr. Reddish shared that her thought process was different based on what she's heard from other principals: that H&Ss only hold-over enough to get them through their first fund raiser. In her head, she's thinking if she plans to make \$5,000 at first fundraiser. To her, holding over \$10,000 is a lot. Basically, according to Liz, what we're saying is we could do no fundraiser rest of year and cover everything.

Christine commented that what H&S leaves depends on the philosophy they have.

Liz noted that we were in a unique situation this September because of the hit that school supplies took on us.

Dr. Reddish agreed that it depends on whose philosophy you choose to adopt

Christine mentioned that the school district is about to change everything, and that there will be a District Council as a non-profit corporation and Home & School under the District Council corporation.

Gabby noted that while we've discussed zero-based budgeting and spending what you have, we have never actually embraced it.

Liz went on to report that Art Goes to School has increased to \$400, and that she would like to be advised regarding the Methacton Student Loan Fund – that we have budgeted two payments of \$400.

Gabby mentioned that regarding student planners, we budgeted \$100 and there is \$149 left. Does this become part of a surplus account?

Liz asked for a vote on the \$400 for Art to School;

Christine noted that one of the payments for Student Loan Fund is for last year and must be paid. Also, that if they are saying this year needs to be paid, we need to pay it.

Sarah moved to pass the increase in Art Goes to School, Christine seconded. This was passed by vote.

7. Corresponding Secretary's Report:
8. Principal's Report: Zanthia Reddish

Dr. Reddish reported:

In follow up to last week's meeting of the Executive Board and Dr. Reddish, she spoke with Gene Dickey and it went well.

The Giving Tree is up and stars are up. She is encouraging kids to grab as many as they can. Early rising achievers is up and running with Mr. Michaels on Monday mornings. This is aimed at 1<sup>st</sup> and 2<sup>nd</sup> grade math. Last spring it was aimed at 3<sup>rd</sup> and 4<sup>th</sup> grade. This is American Education week. Conference forms should be back by now, and parents should have received confirmation forms by now.

Don't forget the winter concert on the 12<sup>th</sup>. She changed the date, but she still has a conflict for the evening. She did buy the Starfall subscription and the safety goggles for Mr. Michaels.

Regarding mini-grants. Liz and Gabby will get together about mini-grant criteria, and about Dr. Reddish's role in the process.

9. Teacher's Report:

No report given.

10. Active Committee Reports:

- a. 4<sup>th</sup> Grade PP&P (Sarah Spletzer), date 1/24/14 (snow date 1/31/14)
- b. 4<sup>th</sup> Grade Social (Sarah Spletzer), date 5/29/14 (rain date 5/30/14)
- c. Art Goes to School (Open), date TBD usu Spring
- d. Arts Festival (Open), date TBD, usu held in January Casey back in December. Christine will work with Casey on this.
- e. Book Swap (Sarah Spletzer), date TBD
- f. Cafeteria Volunteers (Kim Larcinese), ongoing Going well, filling all the slots.
- g. Civic Committee (Peg Herbison, Lisa McDonald), Veteran's Day Assembly, date 11/11/13 – ***Civic Committee will now include what used to be Hospitality Committee – providing cookies/beverages for the reception following Veteran's Day Assembly*** all went well.
- h. Community Service (Tommy Avelar, Liz Drummond, Nurse Thomas), ongoing Wishing Well, Family Gym Nights (Family Gym Nights are scheduled for 12/13/13, 1/17/14, 2/21/14, 3/14/14, Spring Fever Raffle

Givng tree up and running. Food and clothing items up there. Next year may color code food versus clothing. Also color code perishable/non-perishable.

RE: family gym night. Cancelling the one on 12/13. 1/17 will still stand, so close to January one and hectic time of year.

Move tree for concert night and craft night so parents can take stars.

i. E-Alerts (Christine Steere), ongoing

Going strong.

j. Fall Festival (Heather Gulsby-Steiner, Jen Riddell) date 10/18/13 (rain date 10/25/13)

No report here. Did make some money \$359.

k. Family Game Night (?), date 3/21/14

l. Father/Son Event (Gabby Winters & Kim Larcinese), date 4/11/14

m. Fun Day (TBD), date 6/9/14 (rain date 6/10/14)

i. Game Subcommittee (Open)

ii. Homeroom Captain Liason (Open)

- n. Fundraising – Heather Gulsby-Steiner
  - i. Box Tops, ongoing, there was an 11/1 submission, check takes awhile.
  - ii. Fall Fundraiser (Christine Steere), 11/2013 – Dip Fundraiser, brochure is out, eAlert to come.
  - iii. Fall Walk-A-Thon (Christine Steere & Heather Gulsby-Steiner), 10/16/13 (rain date 10/23/13) talked about numbers
  - iv. **Gift Cards Cash Back, ongoing REMOVE**
  - v. Kidstuff Coupon Books, date 9-10/2013
  - vi. No-Effort Fundraiser, ongoing – INCLUDING Target, Plaza Flowers
- o. Holiday Craft Night (Lisa Chaya & Gabby Winters), date 12/6/13

Due date is Friday, pictures are up on website, do another eAlert. We are nowhere near what we've done in the past. Maybe offer parents late signups during conferences.

- p. Ice Cream Social (Liz Drummond), date 9/27/13 She has her numbers 443 sundaes served. Popular event and growing. Not much profit \$171.15 Got a gift card donation from Wegman's. \$50. Ice cream left over. Ice cream costs going up.
- q. Library Volunteers (Janet Kumar), ongoing
- r. Newsletter (Liz Drummond), ongoing

She threw together Novembers, she would like to maybe report on things Mrs. Ehmer is doing, collecting, etc. May check in with teachers for what they're collecting, etc.

- s. Outdoor Sign (Julia Novia, Tara Maurer), ongoing
- t. Post Prom Support (Heather Gulsby-Steiner), date Spring 2014 Just last week had first organizing meeting. Theme is Movies, Hollywood theme. Lights, Camera, Action. We were assigned a boys' bathroom to decorate. Need to come up with a movie theme. Heather wants us to make a decision soon so we can go into the planning phase. Some of the ideas: Jurassic Park, Fast and Furious, Shrek, Caddyshack, Batman, Harry Potter, Finding Nemo, Christine's suggestion: pick something doable with lots of props, be creative with the theme – Jurassic Park outdoorsy and etc. Need to come up with an idea and vote on it. We will plan a get together in mid december
- u. School Store/Spiritwear (Kim Miller), ongoing – ***this is newly combined with Spiritwear***
- v. Science Fair (Peg Herbison & Mrs. Mitchell), date 2/12/14
- w. Staff Luncheon (Gabby Winters), date 5/9/14
- x. Student Directory (Kim Larcinese), date 9-10/2013 brought in 176 and reimburse 84
- y. Sunshine (TBD), ongoing
- z. Variety Show (Suzanne Candello, Gabby Winters, Megan deMontaigne), date 5/2/14
- aa. Web-Site Technical Assistance (Christine Steere), ongoing
- bb. Welcome Wagon (Heather Gulsby-Steiner), ongoing
- cc. Yearbook (Suzanne Candello & Gabby Winters), ongoing

Moving along, getting pictures, people send them

- dd. Other

11. New Business

New event for next year (from Dr. R), almost like an IC social for kindergartners.  
Special, just for Kindergarten, drumming up people to chair committees, met with parents while kids were dancing, playing.

12. Closing

Next meeting 1/8/14