

Woodland Home & School  
Membership Meeting  
Wednesday, May 27, 2014  
7:00 p.m.

Meeting Minutes

In Attendance:

Sarah Spletzer  
Christine Steere  
Gabby Winters

Elizabeth Drummond  
Michelle Petko  
Kim Larcinese

Heather Steiner  
Susan Washburn  
[unable to make out  
additional attendee's  
name]

1. Sign in and Welcome Introductions

Welcome to all the new faces. We do not have Dr. Reddish with us tonight, and we do not have a teacher present for teacher reports. This is our meeting to vote on new officers for next year.

2. Old Business: Christine Steere and Sarah Spletzer

No old business to report.

3. Recording Secretary's Report: Sarah Spletzer

Nothing to report

4. President's Report: Christine Steere

Christine reported that:

With regard to Coordinating Council: we are in the process of preparing the bylaws. This is a slow process, where we're going through current bylaws line by line, using North Penn's bylaws as a model. We are taking old District Council bylaws and each school's bylaws and trying to tie them all up together. This is a tedious process, but it is going very well. We hope to have draft to look at this week. The Council is also standardizing treasurer reports across the schools. The Coordinating Council is incorporated now, we have a tax I.D. # but we have not yet completed the non-profit/501c3 process. We have to file bylaws with the state, then do a 22 page form to apply for non-profit status. This process can take 2 years from start to finish. Each school's H&S will become a chapter member of the Coordinating Council corporation, and will have use of its insurance, etc., the insurance has been quoted at between \$500 - \$600 for 1 million coverage, straight liability, no bonding for treasurer, no coverage for officers. This quote is far less than the numbers that were originally discussed. Brenda Hackett is helping out a lot in this regard. Meg, the corporation treasurer, will reach out to H&S treasurers and get them up and running with the standardized reports, etc. At

some point we'll be online as a corporate entity that can cover all H&Ss for liability, etc. Christine reviewed a lot of the goings-on of the last year with new attendees. Some things will change with new insurance. For example, all contracts that need to be signed must be approved by Stuart Whiteleather (Home & Schools used to sign). Even this year, Home & School's, had to run all contracts for bounces for Fun Day through Mr. Whiteleather. H&S will have insurance under the corporate entity, so when bounces come, we'll have coverage. There will be overlap with the district. District wants to be protected. Christine is currently Woodland's representative, but will not be for much longer. Because she is Council's president, she can't be a representative from any school.

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

Gabby sent out committee sign up worksheet for next year.

Heather got a quote with Gene for undated planners for next year - at \$1.78 per planner. Most schools opted for undated, in order to shuffle extra planners to the next year. Heather went to the PTO expo – and saw some new options for the Walk-A-Thon. These include: online collecting, online tracking, a couple of different companies to consider. One of these different companies provides each kid with a t-shirt and the company basically runs the fundraising program for a fee of 20% of monies raised. The student gets a pledge for each lap and marks each lap off with a sharpie. The company has kids do their laps creatively (backwards, skipping). Another company takes 5% fee. Companies can also set up online shopping portal for no effort fundraising.

6. Treasurer's Report: Liz Drummond

Liz reported that Dr. Reddish will cover the cost of the Butterfly Guy assembly, which exceeds our budget by \$66.00. We did not go through the mini-grants budget, there is approximately \$150.00 outstanding. We may need to revise the mini-grant amount budgeted, since we end up with a lot left over.

Dr. Reddish asked prior to the meeting whether H&S is planning to do the school supplies again, and explained that the district has cut back on the budget for the schools. The teachers across the district have gone back and revamped requests for supplies. Heather volunteered to find out what it means (wet ones? Tissues?) for H&S to supply the balance of the items. Christine noted that if we're going to do that, we need some kind of accounting with the teachers about boxes of tissues/wet ones on hand, etc. Heather explained that last year, she only doled out of what H&S purchased, what was specifically requested by the teachers. For example, fourth grade teachers were asking around February for more Clorox wipes. Christine feels we need an accounting in order to adjust a hypothetical situation of too many pencils and not enough Clorox wipes. Gabby noted that teachers should realize that they may need to reach out to parents if they run out of supplies mid-year. Heather said she supplied enough for every student in the class plus two students. Scissors are placed in buckets and are items that teachers keep year to year. Kids should get to pick out some personalized items. Heather indicated that some pencils and some crayons are left from last year's H&S purchase, but not cleaning supplies.

7. Principal's Report: Zanthia Reddish

Dr. Reddish was not present.

8. Teacher's Report:

There was no teacher present.

9. 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 6/2/14)

Planning is going great, plenty of volunteers both of time and donations. We'll be at Eskie Park from 10:00 – 2:00 on May 29. Transportation cost is high (Methacton District Transportation) at \$106.00, but they would not drop the price. Last year they charged us for 3 hours at \$25.00/hour, this year they're charging us for 4 hours at \$26.00. They've explained to me that it's 1.5 hours automatically they get paid for each "trip." (From Yard to Woodland to Eskie is one trip; from Eskie to Yard is one trip; and the reverse for 2 trips in the afternoon). So, this should total 6 hours but they've agreed to charge us 4 hours and not less. I wonder if in the future this could be arranged somehow differently – like this cost could come out of the Field Trip fund (this is how Audubon sets it up), or if the school arranging the transportation on our behalf might come back with a different result. This is something for next year's 4<sup>th</sup> grade activity planning chair(s) to think about.

We've ordered cinch bags with "Methacton Class of 2022" and found a "good" deal (comparatively) on imprinted sharpies at [www.mysharpie.com](http://www.mysharpie.com) – 100 markers for \$150 (plus tax, s/h). They were considerably more through the business from which we order the bags. We had "Woodland 4<sup>th</sup> Graders Rock" and Woodland pawprints imprinted on the pens. The remaining 25 or so will be put into H&S storage for use for 4<sup>th</sup> grade giveaways (or whatever) next year.

c. Art Goes to School (Open), date TBD usu Spring

d. Arts Festival (Open), Arts Festival will be held along with the spring concert this year, on May 13.

e. Book Swap (Sarah Spletzer), date TBD

Miss Rapine does not have a date available on which we can do this event this year. She wanted to do this in May, but she has no dates left. This event will be tabled until next year.

f. Cafeteria Volunteers (Kim Larcinese), ongoing

All is well, she may change the way she does it next year and not work through Volunteer Spot. She will do it on a month to month basis. She will continue to run this next year.

- 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*
- 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  
Everything is done, the Spring Fever Raffle made \$1,073.00 this year.
- i. E-Alerts (Christine Steere), ongoing  
Christine reported that ideally two people should be assigned to eAlerts next year and going forward.
- j. Fall Festival (Heather Gulsby-Steiner, Jen Riddell) date 10/18/13 (rain date 10/25/13)
- k. Family Game Night/Woodland Movie Night?, date 3/21/14
- l. Father/Son Event (Gabby Winters & Kim Larcinesse), date 4/11/14  
Gabby and Kim reported that this event was a hit - everyone had a great time. They got a picture of every father and son to print and send home.
- m. Fun Day (TBD), date 6/11/14 (rain date 6/12/14)
  - i. Game Subcommittee (Open)
  - ii. Homeroom Captain Liason (Open)

No report given.

- n. Fundraising – Heather Gulsby-Steiner
  - i. Heather reported that there is a massive batch of box tops going in the mail this week, but it will benefit next year, not this year. The last box tops check was \$630. The students have brought in about 10,000 box tops since Christmas. The check won't come in until November. Heather will continue to run box tops next year. For the current contest, third grade is winning by a long shot. Even the teachers are participating. The prize for winning this contest will be gift certificates and the opportunity to "silly string" Dr. Reddish at Fun Day.
  - ii. Fall Fundraiser (Christine Steere), 11/2013
  - iii. Fall Walk-A-Thon (Christine Steere & Heather Gulsby-Steiner), 10/16/13 (rain date 10/23/13)
  - iv. Kidstuff Coupon Books, date 9-10/2013 – Shireman next year.
  - v. No-Effort Fundraiser, ongoing – Heather reported that Woodland's Skyzone night netted H&S \$315.00, plus about \$40.00 from people who paid and didn't show up. This was an easy fundraiser that went well. It was not crowded. Heather thinks we should do a couple of these next year. She will stress when advertising this event next year, that siblings and parents are more than welcome to participate. Gabby raised her thoughts that if Skyzone does not charge H&S for no-shows, H&S should return the money. Liz agrees.
- o. Holiday Craft Night (Lisa Chaya & Gabby Winters), date 12/6/13
- p. Ice Cream Social (Liz Drummond), date 9/27/13
- q. Library Volunteers (Janet Kumar), ongoing
- r. Newsletter (Liz Drummond), ongoing, on hiatus
- s. Outdoor Sign (Julia Novia, Tara Maurer), ongoing
- t. Post Prom Support (Heather Gulsby-Steiner), date Spring 2014
- u. School Store/Spiritwear (Kim Miller), ongoing
- v. Science Fair (Peg Herbison & Mrs. Mitchell), date 2/12/14

- w. Staff Luncheon (Gabby Winters), date 5/9/14. Gabby reported that this event went really well.
- x. Student Directory (Kim Larcinese), date 9-10/2013
- y. Sunshine (TBD), ongoing
- z. Variety Show (Suzanne Candello, Gabby Winters, Megan deMontaigne), date 5/2/14. Gabby reported that this event went really well, although apparently the piano bench is broken. The Music Department claims it was not broken before the talent show, but was broken after the talent show. When Gabby spoke with Dr. Reddish, she seemed to have the opinion that it should not be H&S's responsibility. However, H&S does not was an unhappy music department. We will maintain *status quo* for now, and Dr. Reddish will let us know if we need to do anything.
  - aa. Web-Site Technical Assistance (Christine Steere), ongoing
  - bb. Welcome Wagon (Heather Gulsby-Steiner), ongoing
  - cc. Yearbook (Suzanne Candello & Gabby Winters), ongoing. Gabby reported that the yearbooks are in and look great. They will be distributed to fourth graders on Thursday at the Social. Hopefully they will be distributed to the rest of the students on Friday. Gabby feels that the kids who don't have one are really going to want one.
  - dd. Other

10. New Business

Christine explained that pursuant to by-laws, we have to do elections for next year's officers. Because we don't have two people going against one another for any position, no formal voting is required – those running are automatically placed into positions, as follows:

Gabby Winters – President

Kim Larcinese – Vice President

Michelle Petko/Susan Washburn – co-Recording Secretary/Corresponding Secretary

Corresponding Secretary has really morphed in this electronic age, to more eAlerts and electronic communications to parents.

11. Closing

Woodland's next and final Home & School meeting for the 2013-2014 School Year is scheduled for Wednesday, June 4<sup>th</sup> at 9:15 a.m.