**PTA Meeting Minutes**

**November 17, 2015**

PTA officers present: Christina Battaglia, Maria Stefanov, Lori Unice, Nicci Giehll, Carol Rossetti and Kirsten Bruder

Meeting called to order: 9:02 am

Approval of minutes: Julie Smith motioned/Ann Werzyn second – approved

Correspondence: No new correspondence to report

Executive Committee Reports:

President Report – Kirsten Bruder: New report cards were sent out and new website will be coming in January.

Nicci Giehll added that launch was successful and feedback receptive. Rolling out by grades avoided crashing the system. Ann Werzyn was unsure if place for teacher comments on new report card – confirmed there is a place for comments.

Talked about Holiday Classroom Parties. Activities and games were awesome. Lots of food leftover and went to waste. Should bring enough for students and not exceed. Suggested having a set menu for parties like Jefferson. Parent input was negative towards set menu. Kirsten Bruder said parents are creative and will stay with healthy options and keep things manageable. No set menu is needed for Hoover.

Result – agreed to keep portion sizes minimal for food and provide list of volunteers to school office. Provide list of any food items to teacher to ensure kids with food allergies are alright.

Vice President Report – Nicci Giehll: No dismissal system in place at lunch time for students who go home for lunch. Letter going to be sent to parents with going home at lunch time policy. Parents submit notice to school if child is going home for lunch if not indicated on new policy form. Process to help with student safety.

Vice President Report – Christina Battaglia: wanted to thank everyone’s help with bake sale in her absence. Very successful.

Treasurer Report – Maria Stefanov: Membership (183) and fundraiser total came to $2,708

Maria said two thirds of parents used the Paypal system for membership. Julie Smith concurred it was very easy to use.

Maria would like to get receipts for reimbursement for classroom parties as soon as possible. Parents should not hold on to receipts until the end of the year or after all the parties have taken place. Recommended that email addresses be included on Reimbursement forms so she can notify Hoover parent when their check is ready to be picked up at the school office. Christina Battaglia will include notice in Hoover Headlines.

Maria mentioned Read A Thon numbers will be available at next PTA meeting.

PTA paid its dues of $1563 and sponsored student enrichment activities totaling $1393 in Sept and Oct.

Historian Report – Lori Unice: Blue folders available for committees. Need committee reports turned in. Previous committee chairs should document any changes or helpful tips for the new committee chairs. Julie Smith commented that hopefully on the new computer system committee chair reports can be completed electronically to save time.

Committee Reports:

Bake Sale – Kirsten Bruder said $437.50 in total sales. Lots of volunteer help from high school students. Christina Battaglia commented that Hoover parents are awesome and really pulled together at the last minute to make the bake sale a success. Takes a village. Julie Smith suggested bake sale remain open until voting has ended.

Adopt a Family – Kirsten Bruder said Jennifer Faure is in contact with Mary Kay Davis to see if local family in Mt. Lebanon is in need of anything. Julie Smith suggested contacting Sarah Dougherty about a local family. Kirsten Bruder is working with Mrs. Gamble who will reach out to other school counselors to see if there is a family in need.

Holiday Shop – Lori Unice confirmed the Holiday Shop merchandise has arrived. Volunteer list is coming along. Hoover Headlines will list when each classroom is shopping. Parents will receive a letter with an envelope so students can shop within their budget. Younger students will need more help shopping. Holiday shop will be set up in the library this year. Kirsten Bruder proposed Lori send list of volunteers to school office prior to the event. Volunteers who have not yet signed an affirmation form will need to do so.

School Pictures – Carol Rossetti had lots of negative feedback regarding student pictures and retakes were equally has bad. TSS Photography had a new assistant on site which may have been a factor. Pauli Green had yet to receive her daughter’s pictures – Carol will follow up on that. Julie Smith mentioned Wayne’s World doing a better job but cost more. Carol will bring cost sheets for Wayne’s World and TSS Photography to the next PTA meeting to compare the two and vote on which one to use next year.

Holiday Party – Carol Rossetti brought approved school parties and celebration food list. Suggested to contact homeroom coordinators to minimize food waste at next party. Nicci Giehll mentioned forwarding the list of volunteers for the parties to the office was very helpful. Nicci Giehll would like to have a table at curriculum night next fall specifically for parent volunteers to sign affirmation forms.

Playground Painting - Carol Rossetti is working with high school community service director and art department along with Girl Scout Brownie troop to paint the playground area with new games/updates to current paint jobs late Spring.

New Business:

Budget Amendment – Kirsten Bruder mentioned the art form sent out for student’s art work on merchandise does not benefit the Hoover PTA and the company erroneously directed checks be made out to the Hoover PTA. Money benefits Hoover art teacher Mr. Hain’s art program. Talk about it more at January PTA meeting.

Election Committee: Kirsten Bruder mentioned the president position will need filled next term. Chairperson for nominating committee needed. Carol Rossetti volunteered along with Amy Boomhower, Becky Campano, Julie Smith, Lori Unice and Rhabi Khan. Nominating committee will present candidates for selection in January and selection voting will be in March. Kirsten Bruder approved chairperson appointment and list of volunteers for committee.

Other Business:

Carol Rossetti mentioned students playing in visitor parking lot before first bell in the mornings. School van pulls in to drop of student in the mornings and it is dangerous. Nicci Giehll looking into setting up 5th grader patrols.

Pauil Green commented on parent doubled parked and teacher let kid go out in street to enter car. Christina Battaglia said she waits to leave until 3:30 pm to pick up her child because the go zone is clear by then.

Maria Stefanov suggested parent volunteers at recess to help teachers watch students. Many students are getting injured and two teachers are not enough to watch the kids.

Carol Rossetti asked if PTA could sponsor t-shirts with ‘graduating class of \_\_\_’ for kindergarten. Will bring in costs at next PTA meeting to see if it can be worked into the budget.

Adjournment 10:30 am

**PTA Meeting Sign In Sheet - please sign in below. Thank you!**

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