

**Bower Hill Elementary PTA
Regular Meeting: April 3, 2019
Meeting Minutes**



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| 1. Call to Order | The President, Samantha McVicker , called the meeting to order at 9:15 A.M. |
| 2. President's Remarks | Samantha McVicker welcomed everyone and thanked them for their attendance. |
| 3. Reading and Approval of Minutes | Secretary, Michelle Adamshick , verified those in attendance had received a copy of the Minutes from the March meeting included with the handouts for today's meeting. Motion to approve minutes was made by Kristi Piatek and seconded by Erin Helon. |
| 4. Treasurer's Report | <p>Treasurer, Julie Collins presented the Treasurer's report.</p> <ul style="list-style-type: none"> • Copies of the current treasurer's report and the 2019-2020 budget were distributed. • Summary of 2019-2020 Budget: <ul style="list-style-type: none"> • Read-a-thon income is listed conservatively at \$25,000 but budget can then be adjusted if more money is raised. • At the end of this year we are projecting our cash balance to be just under \$19,000. Therefore we are budgeting for a loss to bring down that cash balance. • Current budget shows a projected loss of just under \$7000 which will likely be less if the Read-a-thon income is greater than expected. The end of year cash balance will then be approximately \$12,000, which is a healthy cash balance to start carrying forward year to year. • Budget will be posted in the PTA room for the next month. Reach out with any questions prior to approving the budget at the next meeting. • Motion to pay the bills was made by Erin Helon and seconded by Tara Matuszewski. |
| 5. Teacher Remarks | <p>Mr. Killen provided a teacher update:</p> <ul style="list-style-type: none"> • Ms. Kunkle invited this year's library volunteers to stop by the week of April 8th-12th for a token of appreciation. All volunteers are welcome, even if you haven't been able to volunteer recently. • Mrs. Kuehn passed along her thanks for the pop tabs collected for the Ronald McDonald House. • 3rd Grade PSSA testing dates: ELA - April 9th, 10th, 11th, Math - April 30th and May 1st • 3rd Grade Field Trip: May 7th, permission slips were sent home and are due April 12th. • Upcoming Kindergarten dates: Kindergarten Screening April 23rd, 24th, 25th; Kindergarten Orientation May 22nd; Farm Day May 22nd; Beach Day May 23rd; Teddy Bear Clinic May 29th • Kindergarten teachers pass along their thanks for the 'stay here' field trip coming up. Thanks also for all of the help with the Kindergarten Tea! • Mrs. Piatt passes along her thanks from the Beautification Committee for funding; next up will be painting the kindergarten stairwell. • Michelle Adamshick asked that Mr. Killen relay to the teachers that the kindergarten welcome mail letters and coloring pages to be completed by all grades will be in the teacher's mailboxes this Friday. • Chelsea Johnston asked that Mr. Killen pass along a suggestion that the teachers add a note to their newsletters about ordering a yearbook because a limited number are still available for purchase. |

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| <p>6. Report of First Vice President</p> | <p>Angie Glud gave a report on the following committees:</p> <ul style="list-style-type: none"> ● After School Dance: Recital will be Saturday, April 6th at the high school, rehearsal April 5th. ● Area Council: Last meeting – building principals provided updates. Next meeting will be April 25th. ● Spring Book Fair: Coming up May 6th -10th, more information will be coming home soon. ● Box Tops: Next drawing is this Friday, April 5th. ● Character Counts: Next meeting is May 7th, the next Awards Ceremony is April 30th but there is still time to nominate someone in our community; nominations are due April 12th. ● Junior Achievement: Missy Harmon provided an update – Junior Achievement rep is hopeful he will find all volunteers but if not, we may be looking for volunteers. The date is May 17th. Question was asked if clearances are required. Mr. Garvey explained clearances are not required since teachers will be present in the classroom at all times. ● Membership: Bower Hill Day is approaching but to volunteer you must be a PTA member and have your clearances. ● Reflections: Ceremony will be on May 10th. ● Spirit Recognition – Next Red White & Kind is April 26th. |
| <p>7. Report of Second Vice President</p> | <p>Carrie Ace gave a report on the following committees:</p> <ul style="list-style-type: none"> ● Beautification: As Mr. Killen mentioned, next up is to paint the kindergarten stairwell. ● Beestro: Some changes this year to the food – instead of Pasta Too it will be catered by Family Deli with cupcakes from Potomac Bakery. Entertainment is still being finalized. Event will be held on May 10th, with reservations taken through AtoZ. ● Gratitude: Coming up: Bower Hill Day – appreciation station like last year. ● Heart Challenge: Michelle Adamshick mentioned the prizes just arrived from the American Heart Association. They will be sorted and distributed to the students soon. ● Library: Michelle Adamshick explained we are still in need of volunteers and also mentioned Ms. Kunkle’s invite for volunteer appreciation week coming up next week. ● Yearbook – a limited number of yearbooks are still available and there is no guarantee there will be extras available. The yearbook has been submitted so thanks to Chelsea Johnston, Michelle Adamshick and Gwen Vizza. |
| <p>8. Report of Third Vice President</p> | <p>Laura Rohrbach gave a report on the following committees:</p> <ul style="list-style-type: none"> ● After School Classes: Will wrap up this week except for the Spring Yoga Bees session that will start soon. ● Assemblies: CLO assembly was held last Monday; there is one more PTA sponsored assembly to come this year. ● Bower Hill Day – May 31st, rain date is June 6th, <i>(rain date changed after the meeting to June 5th)</i> signup date will be announced ahead of time and signups will be thru AtoZ sometime in early May. ● Kindergarten Coordination – thanks to those who donated food for the Kindergarten Tea, teachers were very appreciative. ● School tool box: Order forms were sent home. Be careful to order a kit for your child’s grade for next school year. ● Sprit Wear: 3rd Grade t-shirt order has been submitted, t-shirts will be sent home sometime in May prior to Bower Hill Day. ● Teacher Appreciation: Teacher Appreciation week will be the first full week in May, Dr. Seuss theme, donations money left over from the Valentine’s Day lunch will be used for that week. |
| <p>Principal’s Remarks</p> | <ul style="list-style-type: none"> ● Bingo for Books: Great night, kids had a lot of fun, thanks for the help! ● Rachel’s Challenge: New school bus challenge has started where the kids get kindness links if it’s a good bus run, fun competition between the buses; April Kindness Calendars were sent home. ● First Grade Field Trip: May 24th. ● Musical performances: May 3rd for 1st Grade Mexico Show. |

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| | <ul style="list-style-type: none"> ● Take Your Child to Work Day: Please submit an educational trip form ahead of time. ● Character Counts: Discussion at the last meeting about a big decision coming up, email will be going out to those that have attended in the past about the group becoming a non profit. |
| 10. Old Business | <ul style="list-style-type: none"> ● Nominating Committee: Laura Rohrbach relayed the slate for the 2019-2020 School Year. The slate will be posted in the PTA room for others to review prior to approving the board members for next school year at the next meeting. President: Sam McVicker Vice President: Angie Glud Vice President: Carrie Ace Vice President: Missy Harmon Treasurer: Cindy Peterson Assistant to the Treasurer: Julie Collins Secretary: Erin Helon |
| 11. New Business | <ul style="list-style-type: none"> ● Samantha McVicker discussed open committee chair positions for next school year: <ul style="list-style-type: none"> ● Area Council Rep - 1 ● Library Coordinator – Melissa Germain volunteered ● After School Classes - 2 ● Teacher Appreciation – 2, Tara Matuszewski and Melissa Konggaard volunteered ● Homework Helpers – 1 |
| 12. Announcements | <ul style="list-style-type: none"> ● None |

Submitted by: Michelle Adamshick
Michelle Adamshick, Secretary, 2018/2019

Date approved: _____