

Hillside Middle School - PTO Meeting
January 14, 2015 Minutes

Attendance per sign-up sheet

Jim O'Connell
Maureen Hamel
Justine Bernard
Sherry Nannis
Joy LeBlanc
Lisa Walker
Susan Joyal
Karen Radwanski
Pam Murphy
... (to be continued)

Jim O'Connell, Chair

Welcome remarks. Secretary Laurielee Roy is not here, so Lisa Walker will be taking minutes. Our minutes are now on the Website so we don't bring to meetings anymore. Questions about minutes? Propose adoption of December minutes. Seconded. Minutes are adopted.

Treasurer Report - Joy LeBlanc

Regular account \$1875.64 Changes since December are that Mr. Noyes was paid for speakers in amount of \$58.53. There was a \$1000k pass-through donation to the PTO which we pass on and give to the Builder's Club. Principal McCafferty was reimbursed for \$234.72.

The Auction account has \$9,378.93. We have changed programs and no longer have Worldpay, and have been reimbursed since we are no longer using it.

Propose adoption of Treasurer's report. Seconded. Report adopted.

Principal's Report - Mc McCafferty

Welcome and thank you all for attending. There is not much to report. The second quarter is wrapping up. There was a drill today - a lock-down. I apologize for not sending a letter out prior to the drill. Everything is fine. There was a disorderly student who had to be arrested. Everything was safe and good. We have another "loose change" fundraiser that will be going on for the next 6 weeks to benefit "Honor Flight." This program sends WWII veterans to Washington, D.C. to see the Veteran's Memorial. For every \$400.00 raised, you can send a veteran to D.C. Report cards go home the 30th of January.

Karen Radwanski asked who chooses the charity? Mr. McCafferty responded that it is through the student council, the Green Machine, in conjunction with Pat O'Neill, who is the director. Ideas get around word of mouth.

Joy LeBlanc asked how is the lock-down done? Mr. McCafferty responded that it is through an announcement, and can also be through a tone, but we have not practiced that yet. To end the lock-down, the administration goes to each door. We take the drill very seriously and instruct the kids to keep their mouth closed because if a bad guy hears noises, then he or she knows there are students inside. Unfortunately, some children got detentions today because they were not quiet during the drill.

Jim O'Connell asked Mr. McCafferty to explain the levels or escalation of lock-down procedures. Mr. McCafferty mentioned "Stay in Place" where kids are kept in the room, which is for times when you don't want kids to see what is happening outside of the classroom; "lock-down" where everything is shut down, doors are locked and people are away from the windows; there is "evacuation" where we leave the building and "reverse evacuation" where we have to leave the school, in which case we go to McDonough Elementary school; "scan and stop," which is where we ask kids to look for abnormal activity, and another drill, which Mr. McCafferty couldn't remember the name of, where we bring in kids from the outside. Mr. McCafferty says that the most problematic drill is where we have kids in the cafeteria in that there is not too many places they can go. Otherwise, the kids and the staff do a great job overall.

Jim O'Connell asked about morning drop-off procedures. Mr. McCafferty explained that currently Mr. Dupere, the guidance counselor mans the traffic in the morning until the officer joins him or relieves him, but that this situation can be hectic. Mr. McCafferty explained that we need staff and that contractually, the teaching staff have to be in the building the same time that their students are. Mr. McCafferty said that starting next week, we are going to have the buses pull up behind the school and the kids will enter from the cafeteria door. We will block off the turn around area. This will improve safety. We will notify parents of this change by letters and notice will also be on the website.

Jim O'Connell offered a suggestion that instead of parents waiting to drop off their kids at the cross-walk, perhaps we can have parents pull up past the cross-walk and have the kids walk to the cross-walk from there. Maybe this is a conversation that we need to have with Officer Nick. Mr. McCafferty thinks this is a good idea.

Jim O'Connell raised the issue of the progress of the tech committee. Mr. McCafferty said that they just formed it this year and have only met a few times. He said that as we get into the swing of the PTO auction, it will continue to help define the vision.

Any further questions, posed Mr. O'Connell, for Mr. McCafferty?

Mr. McCafferty talked a little about Hillside teacher and coach, Pat O'Neill. He stated that Mr. O'Neill has been a coach forever and has dedicated his life to youth athletics. "He is the epitome of dedication to the kids." He was commended and chosen by the Union Leader who wrote an article about Mr. O'Neill and they are having a luncheon

for him on February 8th at noon at the Radisson. The Union Leader said that this was the fastest response in terms of ticket sales that they have seen since they started doing this – a lot of people know of the dedication of Mr. O’Neill.

Auction update

Maureen Hamel stated that they planned the auction for March 13 and that they have had a slower start, but that good things are happening. She pointed out that Casey Pepin has been advertising the auction on Facebook to reach out to more people and alumni, and that there is a “Donate” button that people can access if they would like to donate but are unable to attend the auction itself. Maureen stated that we are looking for auction items and sponsors. Ticket sales are \$25/pp and \$20 for teachers. We will only realize a profit of \$5 per ticket as the rest of it goes for food. Any ideas? Maureen raised Karen Radwanski as a role model in that she is soliciting her hair dresser, boss and co-workers, as well as parents at kid’s events as she goes about her day. Karen said that all she does it ask and that people can say “no” but people won’t volunteer themselves.

Maureen said that the Google doc spreadsheet is open. It is the list from last year and the current year.

There was a question about access to this spreadsheet. Maureen said she can send instructions with a user name and password or she can send out an invite. Maureen is looking for email addresses for purposes of sending this out. Maureen said that she added another spreadsheet to reach out to people to help.

A question was posed as to the difference between sponsorships and donations. Maureen explained there were 4 levels of sponsorship. There is a slideshow and company logos, and a program book. There is a live and a silent auction which is usually larger.

We are scheduling our next auction committee meeting for Wednesday, January 28 at 6:30. Everyone is invited to attend. We have pamphlets that Joy LeBlanc’s nephew printed out for people to take. We also have tickets to sell in packages of 10. If you don’t sell the tickets, don’t worry, just give them back.

A question was posed as to whether we will be using a website for the auction and that there is a company that will do it for free. Maureen said she wasn’t sold on the idea and that it would take a lot of time to input the items and she wasn’t sure she would be able to find someone who would do that.

School Improvement Plan

Jim O’Connell said that we had a meeting with the vendor about having a screen in the lobby and in the cafeteria. Mr. Zapora did a lot of work around this. Currently the TV we have that was purchased from Best Buy is designed to work for households and would burn out if used for our particular purposes. The new display would be a 60-inch and would display on the right hand of the gym. A

smaller screen would be in the cafeteria. This system can be used independently or display stuff at the same time. Also, many people are able to input information rather than having just one person doing all of it and all Mr. McCafferty has to do is approve the content before it can be displayed. We expect a quotation this week and it should be up and running in about 3 weeks.

Mr. O'Connell also added that we have had discussions with the City about painting the Lobby. Hopefully we will have news for the next meeting.

A question was posed about what will happen to the current TV. Mr. O'Connell suggests we keep it and can probably find a useful purpose for it in the Library. He mentions that it may be too late to return it to Best Buy.

Internet Safety

Lisa Walker reported that she spoke with Detective Matt Fleming and that he has reserved the last week of January and the first week of February as possible dates to have this event. There was a question of where it would take place. Mr. McCafferty said the Library or the gym, but we would need to coordinate it with the sports and basketball events. Mr. O'Connell said that we will need to advertise this to all the PTO's and that 30 days out from now would be a better time frame. The consensus was that Thursday, February 19 would be a good day as it would give sufficient notice for invitees and is before school vacation. Lisa Walker offered to relate this information to Det. Fleming to ascertain his availability for this date and report back to Mr. O'Connell.

School Store – No update.

HAMS – No update.

Any new business? None.

Proposed adjournment. Seconded. Meeting adjourned.