

## **HILLSIDE ELEMENTARY SCHOOL PTC**

Meeting Minutes of September 19, 2007

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The meeting came to order at 9:07am and adjourned at 10:15am

Attendance was 25 Members

### **Co-Presidents' Report – Marian Slavin and Jennifer Quinn**

They welcomed everyone to the first meeting of this academic year and introduced the PTC Officers and the School Committee representative, Connie Barr. All of the attendees introduced themselves, including what grades their children are in.

They reviewed the mission of the Hillside PTC and the major fundraisers. All parents are encouraged to pay their dues and become active PTC members.

PTC funds have already been spent on the Back-to-School Picnic, orientation day for the Kindergarten parents, playground equipment, and the African Drums Program (with NEF funds).

#### *Used Book Drive and Sale*

Last year's inaugural Used Book Drive and Sale raised about \$1000 in funds and added hundreds of new books to the Media Center. Parents are encouraged to save their used books and audiovisual materials for the next sale scheduled on March 4, 2008 (the presidential primary election day).

#### *Social Action Committee*

This committee has been coordinating food pantry donations for the Community Council, but is being expanded to meet other needs. This would include providing meals to families in crisis and working with the Needham Cares Committee, which has done various collections for victims of Hurricane Katrina.

#### *Technology*

The PTC is purchasing a better computer communication system.

Volunteers are needed:

- Food Pantry Coordinator
- Spring Fling Auction Committee
- Campus for Hillside
- School Committee Liaison
- Creative Arts
- Field Trips
- Box Tops for Education

### **Principal's Report – Michael Kascak**

Hillside is in the lead among Needham elementary schools for its use of SmartBoards. The PTC has funded several and there will be a total of 12 SmartBoards in the school this year, including those installed on the walls of all of the 5<sup>th</sup> and 4<sup>th</sup> grade classrooms by January 2008. The Foundations

Reading Program for 2<sup>nd</sup> grade is now on SmartBoards, thanks to Mr. Goneconto's assistance, one of the designated SmartBoard leaders at Hillside.

There are 25 African Drums currently displayed in the school lobby that were purchased through an NEF grant. Drum training for the teachers was provided by a PTC Enrichment Grant. Every classroom will have access to the drums and they will be used at all upcoming assemblies, beginning next week. Drumming fits into research about how children learn when in movement. A future Enrichment Grant proposal will be submitted to arrange demonstrations by guest drummers who will tell the students about the history of the drums.

Mr. Kascak talked about how Hillside is responding to the 'No Child Left Inside' initiative, an amendment to the Elementary and Secondary Education Act, H.R. 3036. Taking advantage of the outside campus, a plaza area will be developed near the cafeteria. Before the start of the school day, from 8:20 – 8:35am, there is now 'Morning Mingle' on the paved area of the playground. This is not recess, but rather an opportunity for the children to socialize with their friends. Already, positive results have been noticed, for the children are showing up to school dressed appropriately for being outside and are prepared to learn as soon as they enter their classrooms.

A few paragraphs from the Hillside Handbook were reviewed. Parents are requested not to use their cell phones when driving their children to school. The students should not have cell phones. Footwear that is not secure at the heel, such as flip flops, are no longer allowed, since two students tripped and got hurt last year.

Parking is even tighter this year, for there are two more teachers, 4 Lesley University interns, and several teaching assistants vying for the limited spaces. The 5<sup>th</sup> graders started doing sidewalk patrol on Monday and are very excited to wear the orange gloves. Parking information is in the Hillside Handbook and on the orange forms that will be placed on illegally parked cars.

Hillside teachers that will join the evening PTC meetings are Laura Miller and Sheila Mangan.

The Thank-You Note Committee of 5<sup>th</sup> graders needs a parent volunteer. They will work once a month during a lunch/recess time.

### **School Committee Report – Connie Barr**

Connie is also involved with the Child Assault Prevention Program (CAPP), which is looking for new volunteers.

She will be a liaison back to the School Committee regarding building issues at Hillside.

The Needham Public Schools' annual Performance Report was delivered to every Needham household this summer. It includes three pictures of Hillside children and parents. The report explains a lot about what is happening in the schools.

The School Committee is meeting with the Finance Committee (FinCom) to discuss future budget planning. They are working on common language to avoid miscommunication in the process.

Volunteers were recruited for the Needham Public Schools' Technology Committee. It will examine how technology is being used now and in the future. The technology upgrades for Pollard and the High School are on target and almost done.

The High Rock building process is on time, with a projected opening in 2009 of a 6<sup>th</sup> Grade Center.

Contract negotiations with the teachers in Unit A demonstrated impressive compromise and consensus.

Parents are encouraged to email the School Committee members regarding any concerns. The address is [schoolcommittee@needham.k12.ma.us](mailto:schoolcommittee@needham.k12.ma.us). Further information about the School Committee is on the Needham Public Schools website at [http://district.needham.k12.ma.us/ssc\\_school\\_com.htm](http://district.needham.k12.ma.us/ssc_school_com.htm).

## **Committee Reports**

### *Box Tops for Education*

Families are encouraged to clip the coupons and put them in the box in the Hillside lobby. So many products (like Ziploc, Kleenex, and Bird's Eye) now support Box Tops for Education that families should be able to contribute at least ten a month. Connie Barr will be donating all of hers to Hillside from now on. A volunteer is needed just a few times a year to mail off the Box Tops for reimbursement (which was over \$300 last year).

### *Program on Disabilities (POD) – Anne Weinstein*

The POD is reviewing the disabilities curriculum and will be recruiting volunteers in November. Last year, the PTC sponsored and funded the POD guest speaker Travis Roy, who uses a wheelchair. The guest speaker for this year has not yet been decided upon.

### *Book Fair – Karen Resnic*

The Book Fair has been scheduled for the first week in November. This coincides with Parent/Teacher conferences, so the hours will be extended to 5:00pm so the parents can shop too. There will also be a literacy night with a local author or mystery guest to read to the children. A percentage of the proceeds from the Book Fair go to the PTC and the book seller also makes donations to the Media Center. Teachers can make a wish list of books and parents can purchase them for the classrooms. Organizational meetings commence next week and volunteers will be needed to work the Book Fair in one-hour shifts.

### *Hillside Goes Green – Traci Messina (from comments submitted in advance)*

The committee has been selling green canvas bags that have 'Hillside goes Green' on one side and the Volante Farm's logo on the other. They will also be working on town wide environmental activities such as Earth Day.

### *Year Book – Heather Goss (from comments submitted in advance)*

The year book represents all Hillside grades – not just the 5<sup>th</sup> grade. The format will be changing this year. The committee is looking for parent volunteers from each classroom to help and there will be a meeting on October 11<sup>th</sup> at 9:30am.

### *Needham Educational Foundation (NEF)*

Small grants have been increased to \$5000 this year and the fall cycle ends on October 19<sup>th</sup>.

*Grants Committee – June Ferestien*

The Grants Committee will help parents and teachers to write grants, including NEF grants. They may also work with other schools to plan grants together. Mr. Kascak will liaison with June so there will not be duplicate grant submissions.

**Treasurer's Report – Kathy DeMayo**

Kathy reviewed the proposed 07/08 Budget. Because there was extra income from last year's fundraising, there have been some budget increases for field trips, Enrichment Grants, and the Campus for Hillside to develop the plaza area. There is also an increase to the 1<sup>st</sup> and 5<sup>th</sup> grades since they have four classrooms each. The 5<sup>th</sup> grade always gets additional money because they do more activities.

The homeroom teachers were given beginning-of-school grants of \$200 each, with the P.E., art, and music teachers receiving \$100 each. Activities, such as Bingo Night, Fall Fun Night, and the Skating Party get up front monies, but they break even.

Any surplus funds at the end of the year will go towards more Enrichment Grants.

The 07/08 Budget was approved by unanimous vote.

**Fundraising Idea**

Diane Cafarelli suggested a successful fundraising idea that was implemented at her daughter's previous school in Texas. Yo-yo professionals demonstrated tricks at an assembly and a percentage of yo-yo sales went to the PTC. This could be a winter fundraiser activity.

**Minutes from the May 24, 2007 Meeting**

The minutes were unanimously approved.

PTC minutes are posted on the Hillside website at <http://hillside.needham.k12.ma.us/ptc/minutes/minutes.htm>.

Minutes Respectfully Submitted by Kim Marie Nicols, Hillside PTC Co- Secretary

## **HILLSIDE ELEMENTARY SCHOOL PTC**

Meeting Minutes of October 17, 2007

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The meeting came to order at 7:09pm and adjourned at 8:42pm  
Attendance was 28 Members

### **Co-Presidents' Report – Marian Slavin and Jennifer Quinn**

#### *PTC Website*

The Hillside PTC will be developing its own website in the next few weeks, which will be separate from the Hillside School website. Ideas were solicited for what the website should include:

- ~ Pictures of PTC events (with permission of the participants)
- ~ PTC minutes, meeting agendas, and budget reports
- ~ Description of all committees and contact persons
- ~ Enrichment Grant proposals
- ~ Schedule of volunteers in Cafeteria and Media Center
- ~ Calendar of Hillside and community events
- ~ Fundraisers, such as the PTC's gift wrap sales, Media Center's gift books, NEF, etc.
- ~ Food wish list for the Community Council donations
- ~ Links to forms needed for school and community activities
- ~ Political issues affecting the schools

#### *EASE Catalogues*

The catalogues are going out soon and will include a homework club on Mondays and Thursdays offered by the Lesley Interns. There are also two paid positions needed for coverage on Mondays and Tuesdays from 2:35 - 4pm.

#### *Cafeteria Issues*

Ruth Griffin will be invited to an upcoming PTC meeting to talk about changes in the Cafeteria, including:

- ~ Whether children can buy extra hot dogs or pizzas this year
- ~ Why the milk was changed, which has led to many complaints
- ~ Providing the four classrooms of 5<sup>th</sup> graders enough time to eat

### **Principal's Report – Michael Kascak**

#### *Hillside in the News*

The Needham Times recently wrote a front page article and an editorial (with a thumbs-up) regarding the Hillside Drum Up Character program. This and other articles about Hillside are posted on the hallway wall for everyone to see.

#### *MCAS*

The MCAS scores are good and rising, and on some sections were above district numbers. However, it was reported in the Needham Times that Hillside had 3 – 4% of the students at the warning level – which only means 1 or 2 students. Parents will be getting their children's individual scores soon. The foundations the students get in elementary school 'snowballs' into improved scores in Middle and

High School. The elementary MCAS tests broader knowledge, whereas the tests are more specific and narrower in the higher grades.

### *Email*

Teachers are getting overwhelmed with email messages when they arrive in the morning. The principals are working on an email policy together. Some items in the policy they are considering:

- ~ No problem solving should be done over email.
- ~ If the message would be more than 100 words, it is best to call the teacher.
- ~ The response time for an email may be 48 hours. If it is important to get an immediate answer or information, then a call should be made.

### *Student Thank You Committee*

Monica Markstein is the parent volunteer who will be working with the 5<sup>th</sup> grade students once a month to write thank you notes. Notes will be sent to:

- ~ Ray Fleming – for constructing the new sign and donating what he was paid back to Hillside
- ~ Vivian Minkle – the bus driver, gave the school a New England Mobile Book Fair gift certificate
- ~ George Jordan – the computer IT, for volunteering overtime
- ~ Dave Dermijian – for painting the triangles for the morning mingle
- ~ Glen Arentowicz – gave a generous donation for building improvements

### *Other Items*

The morning mingle continues to work out great.

The 5<sup>th</sup> graders are still enthusiastic and making many contributions to the Hillside community.

### **School Committee Report – Connie Barr**

The meeting agendas, policies, and presentations to the School Committee are posted at [http://district.needham.k12.ma.us/ssc\\_school\\_com.htm](http://district.needham.k12.ma.us/ssc_school_com.htm).

### *Reports*

The Special Education report states that Needham has fewer students on IEPs because there are so many support services that are available to all students. There are a higher percentage of elementary students with an autism spectrum diagnosis, while the high school deals more with social and emotional issues.

The Youth Risk Behaviors survey was also reported on. While middle and high school students are using substances and engage in risky behaviors, progress is being made, for the numbers are going down and there is a later onset. Even though the body mass index (BMI) results show that only 4% of the students are overweight, a higher percentage thinks that they are fat.

### *Policies*

A public participation policy was recently approved.

There will be a vote at the next meeting on the district's goals and objectives. The School Committee will make a presentation to the public at a community forum on Thursday, November 1<sup>st</sup> at Broadmeadow.

### *Student Activities*

There are student trips to Germany and other countries. Although they are costly, the School Committee is aware that these opportunities should be made available to all interested students.

### *Professional Development*

The school budget funded 19 training projects this past summer for the teachers and staff, totaling almost \$30,000.

### *Facilities Update*

They are pre-qualifying contractors for the High Rock renovation project, and bids will be going out in January 2008. The High School's problems with abatement and air quality have been resolved.

### *School Start Time*

This is an issue for future discussions. The start times should not change in 2008/2009. However, in 2009/2010 there will have to be a change because of the transportation needs of the 6<sup>th</sup> grade students attending High Rock.

### *Pollard in 2008/2009*

There has been some discussion about adding a half cluster to accommodate next year's 6th grade students, but no definite plans have been made yet. Although some parents are concerned, many teachers are qualified to teach more than one subject.

## **Committee Reports**

### *Innisbrook Fundraiser*

There was \$1300 in orders made, although some more are still trickling in. Hillside will get 50% of that. The sales were lower compared to previous years.

### *Family Fun Night – Judy Jacobs*

The event is scheduled for October 26<sup>th</sup> from 6:30 – 8:30pm. There will be a DJ, food, games and crafts, and sports themed decorations. Volunteers are needed to help in the gymnasium and the cafeteria.

### *Book Fair / Literacy Night – Karen Resnic*

Students and parents are encouraged to do their holiday shopping at the Book Fair November 1 – 8, 2007. Scholastic Books will be giving 25% of the profits to Hillside. Flyers will be coming home a few days before the fair and both children and teachers will have wish lists.

An 'awesome' Literacy Night will be held on November 7<sup>th</sup> from 6:30 -8pm. Two local authors, Jackie Davies and Rose Lewis, will be reading from their books, and autographing copies sold at the Book Fair. There will also be guest readers Andrea Wong and Michael Kaskac.

*Hillside Family Friends / METCO – Bridget Bradley*

They are beginning a program at Hillside, which has already been very successful at Broadmeadow, to pair Needham with Boston families. It will be a commitment to a METCO student for about two hours per month, on early release days. Sometimes it will be a play date at a Needham classmate's home, but the first event will be a picnic at the Hillside playground.

*Hillside Health & Safety Advisory Committee – Jen Sexton*

Hillside's air quality system is almost 20 years old. It is checked daily and a vast quantity of data is generated monthly. The EPA has reviewed air and soil samples, and there have been no changes in the readings. For more information, contact a parent on the committee.

*School Council – Jen Sexton*

School Councils are required by the Educational Reform Act of 1983, and Superintendent Gutekanst wants to see them become more active. The Council consists of the principal, teachers, three parents, a community member, and a former PTC president. They work on the school improvement plan that is developed every two years but reviewed yearly. The monthly meetings are open and minutes will be posted on the website.

*Needham Community Council – Margaret Gray*

Next Tuesday a 3<sup>rd</sup> grade class will deliver donations to the food pantry.

**Treasurer's Report – Kathy DeMayo**

The dues and challenge grants are higher this year, while the Innisbrook fundraiser is lower. The PTC has budgeted for the Needham Arts Council membership fee. Leftover field trip money will roll over from one year to the next.

**Enrichment Grant Proposals**

*Drum Training Circle - \$550*

Nine classrooms have not yet received Drum Circle training with Tom and Dan Foote. The teachers were all trained with funds from a NEF grant. Mr. Goneconto is the instructional leader for Drum Up Character. The request for \$550 passed unanimously.

*First Grade Classroom Reading Library - \$500*

There are four 1<sup>st</sup> grade classrooms this year, and Ms. Healy needs to build up her classroom's library. The books purchased will belong to the school, and some may go to the 2<sup>nd</sup> grade next year. The request for \$500 passed unanimously.

**Minutes from the September 19, 2007 Meeting**

The minutes were unanimously approved.

PTC minutes are posted on the Hillside website at

<http://hillside.needham.k12.ma.us/ptc/minutes/minutes.htm>.

Minutes Respectfully Submitted by Kim Marie Nicols, Hillside PTC Secretary

## Hillside PTC Income Statement - October 17,2007

<b>Category</b>	<b>2007/2008 Actual</b>	<b>2007/2008 Budget</b>
<b>Income</b>		
Dues	7335.00	6,000.00
Parent Challenge Donations	3495.00	3,000.00
Gift Wrap	4940.30	7,500.00
Fall Fun Night	0.00	1,350.00
Book Fair	0.00	3,000.00
Bingo Night	0.00	300.00
Skating Party	0.00	850.00
Spring Fling/Silent Auction	0.00	16,000.00
School Pop/Box Tops	0.00	500.00
Tupperware	0.00	200.00
Used Book Sale	0.00	500.00
Year Book	0.00	2,800.00
Interest Income	0.00	225.00
Hillside Shopping Night	0.00	0.00
Art Auction	0.00	0.00
<b>Total Income</b>	<b>15,770.30</b>	<b>42,225.00</b>
<b>Expense</b>		
<b>Programs:</b>		
Creative Arts Program	750.00	10,000.00
Drums - Teacher Training	1050.00	1,000.00
Enrichment Grants	0.00	6,500.00
CAPP (Child Assault Prevention Program)	0.00	1,100.00
Campus for Hillside	300.00	2,000.00
Field Trips - Kindergarten	1000.00	1,000.00
Field Trips - 1st Grade	0.00	1,200.00
Field Trips - 2nd Grade	0.00	1,000.00
Field Trips - 3rd Grade	0.00	1,000.00
Field Trips - 4th Grade	0.00	1,000.00
Field Trips - 5th Grade	1960.00	2,000.00
Field Day - 5th Grade	0.00	400.00
Hillside Goes Green	0.00	250.00
Media Center/Technology	0.00	2,045.00
METCO	0.00	250.00
Picnics	633.50	1,800.00
Playground Equipment	613.75	600.00
Presentation on Disabilities Speakers (POD)	0.00	1,000.00

**Expenses Related to Income Items:**

Bingo Night Expenses	0.00	525.00
Fall Fun Night Expenses	0.00	1,350.00
Skating Party Expenses	0.00	850.00
Spring Fling Expenses	0.00	6,000.00
Year Book Expenses	0.00	2,500.00

**Other:**

Donations/Gifts	0.00	500.00
Principal's Grants	46.69	1,250.00
PTC Admin Expenses	149.67	300.00
PTC Insurance/NPN Membership	0.00	643.00
Purell for Cafeteria	0.00	200.00
Retirement Brunch/Gift	0.00	200.00
Spelling Bee	0.00	350.00
Staff Appreciation Lunch	0.00	350.00
Teacher Grants	5400.00	5,400.00
Technology/Communication	38.06	350.00

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<b>Total Expenses</b>	<b>11,941.67</b>	<b>54,913.00</b>
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<b>NET</b>	<b>3,828.63</b>	<b>(12,688.00)</b>
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## **HILLSIDE ELEMENTARY SCHOOL PTC**

Meeting Minutes of November 14, 2007

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The meeting came to order at 9:08am and adjourned at 10:20am  
Attendance was 14 Members

### **Co-Presidents' Report – Marian Slavin and Jennifer Quinn**

They welcomed everyone to the meeting and commented that it has been very busy around Hillside lately.

#### *Empowerment Fitness*

A flyer was distributed on “Empowerment Fitness: Strategies for Raising Healthy, Resilient Kids”. The presenters are Needham parents, Dale Sokoloff and Sharon O’Connor. The Newman PTC President, Heidi Black, has inquired if the Hillside PTC would like to co-sponsor a parent workshop. Anyone interested should contact Marian or Jennifer.

#### *Innisbrook Gift Wrap*

The wrapping paper has arrived and pick up times will be posted via email.

### **Guest Speaker – Jeanne Goodwin, Hillside Secretary**

Jeanne reminds parents to go on PowerSchool to check their children’s data. It is very simple to verify and update information. She will also check each child’s data by the end of November. The system has already reduced the paperwork sent out in the beginning of the school year. However, parents will still need to fill out the medical card for the nurse and the orange emergency contact cards annually.

The information at the elementary level will just be contacts, absences, and tardiness. No grades will be posted at this time.

If the user name and password is misplaced, contact Jeanne to get it again.

### **Principal’s Report – Michael Kascak**

#### *Lockdown and Emergency Situations*

Because of the experience with the recent lockdown of Needham schools, emergency procedures and communication methods are being evaluated. To avoid the confusion from false calls or media reports, Superintendent Gutekanst is the only person authorized to lift a school lockdown. A teacher, Raylene Roberts or a grade level leader, is appointed to take over whenever the principal is not on the Hillside campus. If a group is on a fieldtrip during an emergency, they will be contacted by cell phone about where to go. Teachers bring the field trip contact forms with them and could call parents.

If there is an emergency where Hillside must be evacuated, the staff will bring out the file box with the orange emergency contact cards. (Parents are reminded to update their information if there are any changes.) The Carter Memorial Church is the designated emergency site where the children would go.

Various technologies will be used to contact parents. Michael is checking into the telephone voice system used by the Mitchell School to notify parents, called VoiceShop. Residents of Needham and METCO parents can register up to 4 telephone numbers for Swiftreach Reverse 911 by going to the town's website at <http://www.needhamma.gov/index.asp?nid=1249>. The staff also needs to update the list serve to send out emails informing parents of the emergency and aftermath.

#### *CAPP (Child Assault Prevention Program)*

Presentations are made to students in the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades. There will be a parent information meeting about CAPP at the Eliot School on November 28<sup>th</sup> at 7pm. CAPP is looking for more parent volunteers to be trained.

#### **School Committee Report – Presented by Jen Sexton**

Connie Barr is the School Committee liaison for Hillside, but she will be unable to attend morning PTC meetings. For more information about School Committee meetings go to the website at [http://district.needham.k12.ma.us/ssc\\_school\\_com.htm](http://district.needham.k12.ma.us/ssc_school_com.htm).

#### *Future School Enrollment*

It is difficult to make future enrollment projections, and the numbers are a little off this year.

Next year, Pollard Middle School's enrollment will be at its highest level due to the incoming 6<sup>th</sup> grade class. Core classes have 21 – 23 students, and electives tend to be lower, while P.E and music classes can have very large groups. Under consideration is adding a 6<sup>th</sup> grade half cluster with two teachers. Plans for the following year with the 6<sup>th</sup> grade at High Rock are in the preliminary stages.

#### *School Calendar*

The calendar for 2008/2009 is being developed. All early release and delayed start dates will be on Tuesdays. Schools will adjust their schedules so students will not miss too many classes that are normally held on Tuesdays. There will not be a professional day on the Monday after the Thanksgiving weekend. Instead, the professional day will be on the Presidential Election Day, November 4, 2008. The Christmas vacation will be 8 business days long.

#### **Committee Reports**

##### *Book Fair*

The Book Fair was very successful, totaling \$13,000 in sales. The PTC will get about \$3300, which is \$300 more than what was budgeted. There were also lots of generous donations, with teachers getting about \$1600 worth of wish list books, gift certificates, and \$1 for books program.

With the \$300 above budget, \$600 worth of books can be purchased from Scholastic. A motion was made and passed unanimously to use those funds to build up the classroom libraries for Ms. Healy and Ms. Fuller.

##### *Literacy Night*

This was a wonderful event that generated a lot of positive feedback. It also brought in around \$700 in sales. Perhaps Scholastic could provide a well known author to headline a future Literacy Night.

### **Treasurer's Report – Kathy DeMayo**

The dues are above the budgeted amount. Because the gift wrap fundraiser was not as lucrative, a different vendor may be considered.

Kristin Miller, founder of Garden Girl skin care products, held a shopping night and pledged 15% of her sale proceeds to the Hillside PTC, which amounted to \$132.

### **Enrichment Grant Proposals**

#### *Digital Voice Recorder - \$113*

Marge Modena, Media Center staff, submitted a proposal to purchase an Olympus digital voice recorder to create podcasts. She has been borrowing the town's digital voice recorder, but that presents with logistical problems. The request for \$113 passed unanimously.

#### *Rocketry Project and Space Show - \$400*

Raylene Roberts submitted a proposal to enhance the 5<sup>th</sup> grade science unit on rockets and space, by bringing in a show. The request for \$400 passed unanimously.

Minutes Respectfully Submitted by Kim Marie Nicols, Hillside PTC Secretary

## **HILLSIDE ELEMENTARY SCHOOL PTC**

Meeting Minutes of December 12, 2007

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The meeting came to order at 7:04pm and adjourned at 8:20pm  
Attendance was 16 Members

### **Co-Presidents' Report – Marian Slavin and Jennifer Quinn**

They announced date changes for two upcoming events:

#### *Used Book Fair*

Because the Presidential Primary has been changed to February 5, 2008, the Used Book Fair is now scheduled for that date. Since the gymnastics equipment will be in the gym, the Used Book Fair will be held next to the cafeteria, near the Lost and Found area. Last year it brought in many new books and over \$900 in funds to the Media Center.

#### *Next PTC Meeting*

The January meeting will be held on Thursday, January 17<sup>th</sup> at 9am.

### **Special Topic Discussion – Maureen Graham, Hillside School Nurse**

Maureen spoke about head lice and had handouts on how to battle them. She was also recently on the panel of a town-wide workshop titled “Head Lice to Dead Lice” that was well attended, including 6 parents from Hillside.

The issue of head lice is emotionally charged, embarrassing, and has a lot of stigma attached. But lice are a nuisance, not a health problem, although they are difficult to get rid of.

The Health Services Department of Needham Public Schools developed a pamphlet entitled “Head Lice”. Needham does not have a ‘no nit’ policy, so children are not sent home if lice are discovered. General notices about head lice among the students are put into the Hillside News, but grades or classrooms are not singled out.

The best management is education, for there is a lot of hype and myth about lice that is perpetuated over the internet. Preventative measures include encouraging girls to wear their hair pulled back, and not piling up coats. Mass screening of classrooms is not recommended since it is usually a waste of time and can lead to stigma. Treatment includes using the lice shampoo that is available over the counter and combing out the nits.

Head lice are a common problem in all schools, and there have been 17 cases reported so far this year at Hillside. This is worse than last year and found across all grade levels. Maureen will be glad to teach parents how to check for lice and discuss treatment options.

She enjoys going into the classrooms and has spoken about head lice, caring for cuts to prevent infections, body odor, allergies, specific illnesses or disorders, and sometimes shows videos on those subjects.

## **Teachers Report – Sheila Mangan**

Sheila thanked the PTC for funding all of the recent Enrichment Grant proposals.

## **Principal's Report – Michael Kascak**

### *Safety*

In the event of an emergency, a Voice Shot phone system, which Mitchell School already has, could notify parents. A motion for the PTC to fund up to \$500 to implement a Voice Shot system at Hillside unanimously passed. Each time it is used would cost approximately \$85.

Other safety notification methods include:

- the Hillside email listserve platform will be set up in January
- the radio system that Michael has will be repaired
- perhaps the Town of Needham will decide to get all school principals a handheld system

### *Upcoming Workshops*

“Know Your Schools” with Superintendent Gutekanst is January 10, 2008

“Responsive Classroom” – 4 workshops in January through March 2008

### *Parking Lot Issues*

The pick up time is taking longer lately due to the ice and parked cars. A police officer is assigned to Hillside once a week. Parents are reminded not to drive while talking on their cell phones.

### *Morning Mingle*

The outside mingle is suspended from January 2nd to February 25, 2008. After that, it will depend on the weather. If the entry light is on during the drop off time, then students should go directly to their classrooms. It is important for the students to be on time for school, arriving between 8:20 to 8:34am.

## **Committee Reports**

### *Social Committee- Laura McGovern and Kristin Miller McGovern*

On February 2<sup>nd</sup>, the Hillside PTC Winter Luau will be held at the VFW in Needham. This will be a social, not fundraising, event for parents and school staff to have a fun evening out without children. This will be a break-even event, so the tickets will pay for food and there will be an alcohol cash bar. In keeping with the tropical theme, people are encouraged to wear Hawaiian shirts. The committee needs parent volunteers at each grade level.

### *Program on Disabilities (POD) – Anne Weinstein*

The POD will be launching in January, and culminating with a school assembly for the 1<sup>st</sup> – 5<sup>th</sup> graders. This year, with a \$600 grant from the Needham Commission on Disabilities and funds from the PTC, both Hillside and Eliot Schools will have 'Helping Hands' speaking about spinal cord injury prevention and demonstrating their assistance monkeys.

### *Hillside Clothing – Mary Ann Duchna-Savrin*

The tee and sweatshirts have arrived for those who pre-ordered. Because the small sweatshirts are running extra small, contact Mary Ann if you would like to exchange it for a medium.

**Treasurer's Report – Jennifer Quinn** (for Kathy DeMayo)

The Hillside PTC Income Statement for 12/12/07 reflects the latest income and expenses.

**Superintendent Dan Gutekanst**

The Superintendent encourages all parents to complete the survey he recently distributed by December 21, 2007. It can also be found on [www.questionpro.com/akira/TakeSurvey?id=811691](http://www.questionpro.com/akira/TakeSurvey?id=811691).

He will be invited by Marian and Jennifer to attend a future Hillside PTC meeting.

**Minutes from the October 17, 2007 and November 14, 2007 Meetings**

The minutes were unanimously approved.

Minutes Respectfully Submitted by Kim Marie Nicols, Hillside PTC Secretary

## Hillside PTC Income Statement - December 12, 2007

Category	2007/2008 Actual	2007/2008 Budget	Difference
<b>Income</b>			
Dues	7,405.00	6,000.00	1,405.00
Parent Challenge Donations	3,495.00	3,000.00	495.00
Gift Wrap	6,261.37	7,500.00	(1,238.63)
Fall Fun Night	1,299.50	1,350.00	(50.50)
Book Fair	3,000.00	3,000.00	0.00
Bingo Night	0.00	300.00	(300.00)
Skating Party	0.00	850.00	(850.00)
Spring Fling/Silent Auction	0.00	16,000.00	(16,000.00)
School Pop/Box Tops	0.00	500.00	(500.00)
Tupperware	0.00	200.00	(200.00)
Used Book Sale	0.00	500.00	(500.00)
Year Book	0.00	2,800.00	(2,800.00)
Interest Income	0.00	225.00	(225.00)
Other Income	284.40	0.00	284.40
<b>Total Income</b>	<b>21,745.27</b>	<b>42,225.00</b>	<b>(20,479.73)</b>

## Expense

### Programs:

Creative Arts Program	2,900.00	10,000.00	7,100.00
Drums - Teacher Training	1,050.00	1,000.00	(50.00)
Enrichment Grants	550.00	6,500.00	5,950.00
CAPP (Child Assault Prevention Program)	0.00	1,100.00	1,100.00
Campus for Hillside	300.00	2,000.00	1,700.00
Field Trips - Kindergarten	1,000.00	1,000.00	0.00
Field Trips - 1st Grade	0.00	1,200.00	1,200.00
Field Trips - 2nd Grade	1,000.00	1,000.00	0.00
Field Trips - 3rd Grade	1,000.00	1,000.00	0.00
Field Trips - 4th Grade	0.00	1,000.00	1,000.00
Field Trips - 5th Grade	1,960.00	2,000.00	40.00
Field Day - 5th Grade	0.00	400.00	400.00
Hillside Goes Green	0.00	250.00	250.00
Media Center/Technology	0.00	2,045.00	2,045.00
METCO	0.00	250.00	250.00
Picnics	813.50	1,800.00	986.50
Playground Equipment	731.52	600.00	(131.52)
Presentation on Disabilities Speakers (POD)	0.00	1,000.00	1,000.00

**Expenses Related to Income Items:**

Book Fair	57.77	0.00	(57.77)
Bingo Night Expenses	0.00	525.00	525.00
Fall Fun Night Expenses	1,079.75	1,350.00	270.25
Skating Party Expenses	0.00	850.00	850.00
Spring Fling Expenses	0.00	6,000.00	6,000.00
Year Book Expenses	0.00	2,500.00	2,500.00

**Other:**

Donations/Gifts	0.00	500.00	500.00
Principal's Grants	46.69	1,250.00	1,203.31
PTC Admin Expenses	149.67	300.00	150.33
PTC Insurance/NPN Membership	0.00	643.00	643.00
Purell for Cafeteria	0.00	200.00	200.00
Retirement Brunch/Gift	0.00	200.00	200.00
Spelling Bee	0.00	350.00	350.00
Staff Appreciation Lunch	0.00	350.00	350.00
Teacher Grants	5,400.00	5,400.00	0.00
Technology/Communication	164.06	350.00	185.94

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<b>Total Expenses</b>	<b>18,202.96</b>	<b>54,913.00</b>	<b>36,710.04</b>
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<b>NET</b>	<b>3,542.31</b>	<b>(12,688.00)</b>	
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**HILLSIDE ELEMENTARY SCHOOL PTC**  
Meeting Minutes of January 17, 2008

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The meeting came to order at 9:05am and adjourned at 10:25am  
Attendance was 16 members.

**Co-Presidents' Report - Marian Slavin and Jennifer Quinn**

They welcomed all to the meeting and referred all in attendance to various handouts including the meetings agenda.

**Special Topic Discussion – Ruth Griffin and Barbara Buckley, Food Services**

Ruth spoke about the school lunch program. She discussed how school lunches are planned, how lunches meet standards for nutrition and how parents can be involved with their child(ren)'s lunch choices.

Barbara indicated that she aims to plan a balanced menu with a lot of variety. She begins with basic items that she knows are popular with the children every month (ex. Hamburger/hot dog, French toast sticks, breakfast for lunch...) as well as government commodity items such as turkey sandwiches, 100% pure beef patties and chicken fingers and patties. One important nutritional component of each menu limits the percentage of calories from fat to less than 30 and saturated fat to less than 10.

The children are required to choose a minimum of three items when they purchase school lunch (and snacks do not count as an item.) An example of three items might be an entrée, milk and fruit. Children are not permitted to choose more than one entrée, ex. Only one hot dog or one piece of pizza. Ruth explained that this decision was based on the obesity crises among children and the difficulty in monitoring those children permitted to take more than one entrée and those not permitted, as well as the limited time allotted for lunch periods.

There is not much actual food preparation at school. The work in the cafeteria is mostly heating up already cooked foods. Barbara and others working in the cafeteria encourage children to try new foods and to take a lot of fruits and vegetables.

The PIN system is working great with the children. Low balance letters (balances under \$10.00) are sent out on Tuesdays and negative balance letters (balances below \$0.00) are sent out on Fridays. Parents are encouraged to email Ruth if they are interested in having online access to their cafeteria accounts. With online access parents may be able to see balances on their children's accounts as well as food choices that their children are making daily at school.

## **Principal's Report – Michael Kascak**

Thanks to the PTC for sponsoring Voice Shot. Need more parents to return the form with their emergency numbers. PTC will send out reminder email to all parents.

Report card update: Hillside is on the forefront of report card reform. Terry Duggan came to the school council meeting in December and described the standard based report card that Hillside will be switching to. A sample of the standard based report card and an in-depth description and discussion of the new report cards will be had at the next PTC meeting on February 13, 2008 at 7:00pm. There will also be a meeting with the third grade teachers and parents on Wednesday, March 5, 2008 at 6:00pm as this new report card will be piloted in third grade this year. The new standard based report card is not as subjective as the current report cards and gives you more accurate information about your child. Mr. Kascak hopes to have a “focus group” of third grade parents at the end of the year to “tweak” the system if necessary.

NEF Grant issued to continue and to grow the Lesley at Hillside program. Mr. Kascak has already accepted two students from Lesley for next school year and now with the additional monies awarded from the NEF grant he hopes to expand the program to up to eight student teachers.

Mr. Kascak reporting for Maureen Graham- she went to a Safe Routes program meeting. Safe routes is not just about walking to school; other issues include: poor plowing job on sidewalks adjacent to school property, insufficient parking spaces in school lot, environmental concerns. We are continuing to work on these and other issues and may need to form a PTC committee to further investigate.

## **School Committee Report – Jennifer Quinn**

All revolving around the school budget. Superintendent is seeking 7.3% increase over last years budget. He was told that this was not possible, but rather that there were three possibilities: a 5,4 or 3% increase over last years budget. The different scenarios were briefly discussed and we were advised to keep watching the news on the budget.

The High Rock project is on schedule to date.

## **Committee Reports**

### **PTC Winter Party – Jennifer Quinn**

February 2, 2008 luau for adults only (flyer read “get a babysitter” to indicate that this is an event for parents to relax and enjoy a night out with others in their Hillside community.) Cost is \$20.00 per person and should be a lot of fun.

### **Used Book Sale – Rochelle Goldin**

February 4,5. Election day. Voting will take place in the cafeteria (because the gymnastics equipment will be set up in the gymnasium). Book sale will be set up outside the cafeteria near the lost and found. Many voters will walk directly by the book sale to

get to the polls. Rochelle is looking for people to help out: a) by donating books and b) by working at the sale. Please contact her if you are able to help.

**Treasurers' Report**

NEF small grant (up to \$5,000.00) request deadline is March 5, 2008.  
Skating party fundraiser is next weekend- hoping for a large turnout.

**Enrichment Grant**

Mr. Tatro has requested three additional gymnastics mats. The cost is approximately \$400.00 each. The gymnastics program is shared throughout the Needham school system. Hillside is allotted only a small amount of time with the equipment. These mats would enable Mr. Tatro to expand the gymnastics program and the mats could be used in a variety of ways. These mats would not circulate around the schools but would remain full time at Hillside.

The enrichment grant was unanimously approved.

**Minutes from December 12, 2007 PTC Meeting:**

The minutes from the December 13, 2007 PTC meeting were unanimously approved.

Minutes Respectfully Submitted by Michelle Zaff, Hillside PTC Co-Secretary

**HILLSIDE ELEMENTARY SCHOOL PTC**  
Meeting Minutes of February 13, 2008

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The meeting came to order at 7:05pm.  
Attendance was 14 members.

**Co-Presidents' Report - Marian Slavin and Jennifer Quinn**

They welcomed all to the meeting and referred all in attendance to various handouts including the meetings agenda.

**Special Topic Discussion – Dr. Terry Duggan, Director of Program Development and Implementation**

Dr. Terry Duggan spoke about the new report cards being piloted in Hillside's third grade. A "DRAFT" of the new report was available for viewing. The plan is to move to "standards based reporting" from what is described as a more subjective report that we have been receiving to date. The new report cards will be first used this June 2008 by all the third grade teachers who have been meeting as a team to ensure that the same standards will be used throughout this grade level. The plan is to expand this standards based report cards to other grades within Hillside and to other Needham schools over the course of the next few years.

The anticipated benefits from this move include a greater connection between curriculum and assessment, more accurate reporting of student learning, more clearly defined expectations of students, a system to measure each student against an objective standard of learning rather than comparing students to each other, more consistent, detailed and accurate reporting on student progress.

The general trend in our community and nationwide is toward standards based reporting. It allows school systems to compare what (third) graders in Needham are learning versus what (third) graders in other towns/states are learning (and how well they are learning these objective standards).

There was much discussion and concern regarding the loss of the teacher narrative section of the current report card. Parents want to keep what they perceive as the more personal connection from the teachers. Parents felt that the new report card seemed very impersonal and "cold." Dr. Duggan appreciated the input and reiterated that this is just a draft and the report card is still a work in progress and she is eager to receive parent feedback. There will be a "focus group" of current third grade parents to get their feedback to help make this the best possible report card.

Mr. Kascak stated that this report card will make teachers better and more consistent across the board. He restated that the third grade teachers will be working together as a team and doing report cards together; meeting together as a "professional learning community." Hillside is a strong, stable school and that is why it was chosen to pilot this

program for the town of Needham. Third grade conferences in April may be a little longer as teachers explain the new report card to parents.

### **Principal's Report – Michael Kascak**

The phone call we got this weekend was a “reverse 911” from the town- NOT voice shot from Hillside. Voice shot will be put in place over school vacation. Voice shot is only for announcements pertaining specifically to Hillside school emergency matters rather than townwide emergencies. PTC funded voice shot. Parents volunteered with Jeanne at the office to input the information into the system. A Hillside specific emergency example would be if the water went off in our building- after a certain amount of time we would relocate to our emergency location- Elliot School and notify Hillside parents (only) through voice shot.

The town/school is in need of crossing guards and the need will only increase next year as the transportation budget decreases. PTC will include notice requesting any volunteers who want to work as crossing guards to contact Mr. Kascak in the next newsletter.

A fourth grade student noticed the plaque in the school lobby noting that Hillside's birthday is May 28, 1941 and that Amos Hamburger was chairman of the building committee. Mr. Kascak proposed making Wed. May 28, 2008 “Hillside Day” and having hamburgers for lunch in honor of Amos Hamburger, maybe also having slush/balloons, etc. to make it a special day. He will seek a couple of parents for a small committee to plan the day.

### **School Committee Report – Jennifer Quinn/Connie**

Town budget- some personnel at all levels will be cut under new budget. There will be changes in the transportation/buses system. Under state law schools must transport children over two miles away from school, Needham has always transported those over one and a half miles from school but funds are limited and this may have to change.

Trying to arrange a commingling/recycling project started in all town owned buildings.

There have been no real clashes between Fincom and the school committee- they are working together. Parents role in the budget process is to keep informed, not a lot of advocacy is necessary right now. Next year there will probably be an override request.

### **Committee Reports**

#### **Treasurers' Report/Jennifer Quinn for Kathy DeMayo**

Budget:

Luau: broke even as designed to do.

Used Book Sale: brought in \$732.50- all proceeds to go to media center

Expenses: \$395.00 required for our insurance= only expense this month.

Kim Marie Nichols:

Citizens for Needham Schools; an important organization and a way to gather information for parents. Can be found at [Needhamyes.com](http://Needhamyes.com)

**CoPresidents Report (continued from above)/Marian Slavin:**

Need help with spring fling, especially auction items. \$10,000 comes from auction alone at spring fling (\$16,000 from spring fling overall), really need this to be successful- most important fundraiser for the PTC.

**Minutes from January 17, 2008 PTC Meeting:**

The minutes from the January 17, 2008 PTC meeting were unanimously approved.

Minutes Respectfully Submitted by Michelle Zaff, Hillside PTC Co-Secretary

## Hillside PTC Income Statement - February 12, 2008

Category	2007/2008 Actual	2007/2008 Budget	Current Year Budget vs. Actual
<b>Income</b>			
Dues	7,405.00	6,000.00	1,405.00
Parent Challenge Donations	3,495.00	3,000.00	495.00
Gift Wrap	5,953.10	7,500.00	(1,546.90)
Fall Fun Night	1,299.50	1,350.00	(50.50)
Book Fair	3,630.99	3,000.00	630.99
Bingo Night	0.00	300.00	(300.00)
Skating Party	898.00	850.00	48.00
Spring Fling/Silent Auction	0.00	16,000.00	(16,000.00)
School Pop/Box Tops	390.14	500.00	(109.86)
Tupperware	0.00	200.00	(200.00)
Used Book Sale	732.05	500.00	232.05
Luau Party	1,020.00	0.00	
Year Book	0.00	2,800.00	(2,800.00)
Interest Income	85.89	225.00	(139.11)
Other Income	154.20	0.00	154.20
<b>Total Income</b>	<b>25,063.87</b>	<b>42,225.00</b>	

### Expense

#### Programs:

Creative Arts Program	3,000.95	10,000.00	6,999.05
Drums - Teacher Training	1,050.00	1,000.00	(50.00)
Enrichment Grants	1,056.55	6,500.00	5,443.45
CAPP (Child Assault Prevention Program)	0.00	1,100.00	1,100.00
Campus for Hillside	300.00	2,000.00	1,700.00
Field Trips - Kindergarten	1,000.00	1,000.00	0.00
Field Trips - 1st Grade	0.00	1,200.00	1,200.00
Field Trips - 2nd Grade	1,000.00	1,000.00	0.00
Field Trips - 3rd Grade	1,000.00	1,000.00	0.00
Field Trips - 4th Grade	1,000.00	1,000.00	0.00
Field Trips - 5th Grade	1,960.00	2,000.00	40.00
Field Day - 5th Grade	0.00	400.00	400.00
Hillside Goes Green	0.00	250.00	250.00
Media Center/Technology	324.04	2,045.00	1,720.96
METCO	0.00	250.00	250.00
Picnics	813.50	1,800.00	986.50
Playground Equipment	731.52	600.00	(131.52)
Presentation on Disabilities Speakers (POD)	0.00	1,000.00	1,000.00

#### Expenses Related to Income Items:

Book Fair	57.77	0.00	
Bingo Night Expenses	0.00	525.00	525.00
Fall Fun Night Expenses	1,184.75	1,350.00	165.25
Skating Party Expenses	660.00	850.00	190.00
Spring Fling Expenses	0.00	6,000.00	6,000.00
Year Book Expenses	0.00	2,500.00	2,500.00
Luau Night	1,031.93	0.00	(1,031.93)

#### Other:

Donations/Gifts	325.00	500.00	175.00
Principal's Grants	46.69	1,250.00	1,203.31
PTC Admin Expenses	149.67	300.00	150.33
PTC Insurance/NPN Membership	395.00	643.00	248.00
Purell for Cafeteria	0.00	200.00	200.00
Retirement Brunch/Gift	0.00	200.00	200.00
Spelling Bee	0.00	350.00	350.00
Staff Appreciation Lunch	0.00	350.00	350.00
Teacher Grants	5,400.00	5,400.00	0.00
Technology/Communication	164.06	350.00	185.94
<b>Total Expenses</b>	<b>22,651.43</b>	<b>54,913.00</b>	
<b>NET</b>	<b>2,412.44</b>	<b>(12,688.00)</b>	

**HILLSIDE ELEMENTARY SCHOOL PTC**  
Meeting Minutes of March 19, 2008

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The meeting came to order at 9:10am.  
Attendance was 5 members.

**Co-Presidents' Report -- Marian Slavin and Jennifer Quinn**

They welcomed all to the meeting. There are several open PTC positions for next year, including co-president and secretary. Volunteers are encouraged to speak to Marian or Jennifer.

**Principal's Report – Michael Kascak**

The fifth grade tour guides for kindergarten orientation were great. There will likely be four sections of K next year.

MCAS will be starting next week.

School assemblies have been waiting for the gymnastics equipment to be moved out of the gym. There is an abundance of assemblies, and it has been difficult to schedule everything.

Voice Shot is to be tested today.

The Hillside ListServe is complete. The newsletter will be sent out via the ListServe to test it. This will be done at a later date so as to not confuse it with the Voice Shot testing.

The Police Dept. has made Mr. K aware of a chess scam that is going on in town. Families are warned to be aware of this as well.

With respect to the Hillside Yearbook, the teachers feel that it should be more kid-driven. The teachers are concerned about how commercial the yearbook has become. An alternative may be a CD prepared for each 5<sup>th</sup> grade student. A teacher stipend could possibly be created that would allow a faculty member to take over the yearbook as an after-school activity. Mr. K, the fifth grade teachers, and the PTC presidents will meet to discuss this further.

**Committee Reports:**

**Staff Appreciation Luncheon/Jennifer Ziskin**

The Staff Appreciation Luncheon is on track. They have already received some volunteers. There is some discussion about the possibility of entertainment, and Mr. Kascak says that there is no need. The teachers just want to enjoy a relatively leisurely lunch together.

**Bingo Night/Judy Jacobs**

Bingo Night brought in \$285. They spent \$245 plus expenses for an EMT and custodian.

### **Spring Fling/Kathy DeMayo**

Spring Fling committees have met. Please consider making a donation to the auction.

### **Treasurers' Report/Kathy DeMayo**

For POD, the PTC spent \$200 for the Paralyzed Veteran presentation and \$600 for Helping Hands (\$300 of the latter amount to be reimbursed).

CAPP expenses: \$1100.

\$355 for media books.

\$350 for the NEF Spelling Bee teams. Kathy noted that in addition to the parent team, there would be both Hillside teacher and administration teams at the Bee.

### **Enrichment Grants:**

1. Science books for the study of cells in the 5<sup>th</sup> grade, submitted by Maria DeCicco for \$168.48. There was a short discussion about whether this information could be found on-line and used for instruction via the smartboard. Kathy DeMayo made a motion to approve the grant. It was approved by all.
2. Social Studies books for the study of US history in the 5<sup>th</sup> grade, submitted by Maria DeCicco. These material include *Voices from America's Past* for \$855.36 and *The U.S. Constitution & You* for \$174 (total grant is for \$1,056.06). Jenn Sexton made a motion to approve the grant. It was approved by all.

### **Learning Garden:**

Jenn Sexton introduced a Campus for Hillside project – the Learning Garden for the front knoll of the school (between the parking lot and the cafeteria windows). We discussed the timing of the project and the possibilities for funding. Jenn was encouraged to apply for an enrichment grant for early funding.

### **Minutes from February 13, 2008 PTC Meeting:**

The minutes from the February 13, 2008 PTC meeting were unanimously approved.

Minutes taken by Kathleen DeMayo and Respectfully Submitted by Jennifer Quinn

**HILLSIDE ELEMENTARY SCHOOL PTC**  
Meeting Minutes of April 16, 2008

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The meeting came to order at 7:05pm.  
Attendance was 16 members.

**Co-Presidents' Report - Marian Slavin and Jennifer Quinn**

They welcomed all to the meeting and referred all in attendance to various handouts including the meetings agenda.

Plea to fill positions for PTC board for next year and description of positions available.

**Principal's Report – Michael Kascak**

Voice Shot was tested and worked out great- will only be used in absolutely necessary because it is costly.

Interim school improvement plan is being presented to the school committee, theme: thinking out of the box, creative thinkers in time of limited resources.

The school had the “best assembly ever” today, it was run almost entirely by the kids- the fourth and fifth grade green committee..

**School Committee Report –Connie Barr**

Town budget- some personnel at all levels will be cut under new budget. There will be changes in the transportation/buses system. Under state law schools must transport children over two miles away from school, Needham has always transported those over one and a half miles from school but funds are limited and this may have to change.

Trying to arrange a commingling/recycling project started in all town owned buildings.

There have been no real clashes between Fincom and the school committee- they are working together. Parents role in the budget process is to keep informed, not a lot of advocacy is necessary right now. Next year there will probably be an override request.

**Committee Reports**

Staff appreciation luncheon is tomorrow.

Spring fling coming up-Kathy DeMayo needs people to work at the auction OR to give donations.

**Treasurers' Report/Jennifer Quinn for Kathy DeMayo**

Bingo night brought in \$285.00

Yearbooks will be a wash.

First grade field trip cost approx. \$1,200.00.

Used book sale money went to Mrs. Vaccarro. She purchased books for the school at NE Mobile Book Fair.

## **School Committee Report**

Kim Marie Nichols

School committee meeting last night- discussion re: transportation fees; new structure- if live within a two mile radius will be a fee for bus service.

Considering an override to allow for the timely opening of the High Rock School

### **Co-Presidents Report (continued):**

Three enrichment grants opened for discussion:

a) Emerald Necklace Project: outdoor garden/learning center, initial cost: \$1,980.00 for fence, contractor, crew to get it ready and started for next year. Hoping also for NEF grant and maybe more from PTC for benches, gateway arbor, post and rail fence, plant vines. = outdoor classroom      **APPROVED**

b) school would like portable storage device to move large files from personal laptops to classroom projections. Request two of these devices, cost \$320.00.      **APPROVED.**

c) first grade wants to provide students with cushion to sit with at circle to define personal space. Request eight sets of six soft seats, each set cost \$36.00.      **APPROVED.**

### **Minutes from January 17, 2008 PTC Meeting:**

The minutes from the February 2008 PTC meeting were unanimously approved.

**Special Topic Discussion** –A registered dietician and two senior nutrition students from Framingham State College discussed top concerns and simple strategies from choosing healthy snacks to quick and easy meal ideas. The speakers used a “Top Ten” list format- most common questions or concerns parents have about meals and snacks for kids.

10. Breakfast- balance protein, fat, fiber keeps you full longest.
9. Snack Attacks- good to eat snacks if eating the right kinds of snacks; suggestions: string cheese and an apple; bowl of fiber cereal with skim milk
8. Liquid sugar- extra large soda contains 54 packets of sugar in it. Recommend- lots of water, milk or 100% juice; stay away from soda and sugary juices
7. Secret saboteurs: yogurt- good source of protein BUT can be full of SUGAR
6. Apprehensive of the artificial: esp. soda and juice; can artificial sweeteners cause cancer/disease- still no evidence but sends children wrong messages, kids need calories
5. Bank on a healthy bag: Lunchables- no good- all carbs and simple sugar; almost ½ day worth of sodium in just lunch alone; involve your children in lunch choice and preparation
4. Dinnertime Dispute: picky eaters- kids self regulate- won't starve themselves; parents job= to provide food, kids job= to eat; good resource book: Ellen Satter, How to Get your Kids to Eat but Not too Much.
3. Quick Bites: can't make gourmet meal every night; suggestions, dinner in a hurry- breakfast for dinner- scrambled eggs, fresh fruit; foods to keep handy- tuna, PB&J, whole grain bread; milk, string cheese
2. Grocery Store Confusion: Health claims- companies trying to confuse you intentionally; half the fat/half the calories- when they take something out, they have

to substitute something in= more sodium or sugar; if can't pronounce the ingredients then go with the original.

1. Mealtime Matters: \*eat as a family as often as possible, at table with no t.v.; Plan ahead- set goals for family dinners and meals. Get your children involved- ex. Kids can tear the lettuce for the salad, stir, make their own pizza

Minutes Respectfully Submitted by Michelle Zaff, Hillside PTC Co-Secretary

## **Hillside PTC Minutes – Wednesday May 21, 2008**

The meeting began at 9:05 with Marian introducing Glenn Brand, the principal of Pollard Middle School.

### **Special Topic Discussion – Glenn Brand**

Glenn began his discussion outlining the opportunities the rising 5<sup>th</sup> graders would have to visit Pollard prior to school beginning in September. He continued by discussing the impact the opening of High Rock will have on Pollard and the increase from four to four and a half clusters next year. He noted that the staffing of the half cluster will consist of two teachers each teaching two subjects and that class size will stay in the 22-23 student range. There will be 2 clusters in the main building and 2 and half in the modules. Glenn also discussed the student advisory (mentoring) program which will be launched next year. Jennifer and Marian thanked Glenn for his time.

### **Principal's Report – Michael Kascak**

Michael announced there was an upcoming coffee for the new SPED director that parents were invited to attend. He also discussed the anti-bullying program which will take place in February and will include a parent training component. There will be a movie provided for the children (K-2 and 3-5) which will be staffed by teachers so parents can attend the training. Michael expressed the need for a METCO volunteer; there will be a significant increase in the number of METCO students and he would like to have volunteers to buddy up with the METCO students on early release days. He also mentioned that the office had a need for an old typewriter and asked for a donation.

### **President's Report – Jennifer Quinn and Marian Slavin**

Jennifer introduced the enrichment grant for \$300 for slush for Hillside's anniversary. The grant was approved by all.

**Minutes from the prior meeting** – Approved by all.

### **Treasurer's Report – Kathy DeMayo**

Kathy noted that the 5<sup>th</sup> grade card fundraiser had been very successful bringing in over \$900 dollars. The PTC has also received a foundation donation of \$1000, a portion of which will be directed towards KASE. Also the fundraising for the Learning Garden has had a very strong start with parent donations of \$1,800 already received.

Kathy then summarized the results of Spring Fling. The event raised over \$20,000 and netted \$15,250 after expenses. The auction made approximately \$11,170. She thanked the committee heads for all of their work on the Fling.

Jennifer then introduced Heather Goss and nominated her as PTC Co-President for the 2008-2009 school year. The motion to approve Heather as Co-President was approved by all. Jennifer thanked Marian for her service for the past two years.

Minutes respectfully submitted by Kathy DeMayo, PTC Treasurer.