

# HILLSIDE ELEMENTARY SCHOOL PTC

## Meeting Minutes of October 3, 2017

Board members in attendance: Erin Apstein, Meg Rosenbaum, Heidi Wiesel, Amelia Burke

The meeting came to order at 7:17 pm.

### Approved May 2017 PTC Meeting Minutes

#### PTC Presidents' Update (Erin)

- o Dues Drive a huge success – very grateful for participation and support; 66% participation/ \$17,000 raised so far (total will be a bit higher)
- o “Kleenex & Koffee” well received & nice for kindergarten parents to connect; plan to continue this in the future
- o Back to School Picnic – also great, well attended for rain; came in under budget and was a community event meant to bring people together, not as a fundraiser
- o Coming up:
  - Fall Box Tops Contest started yesterday and ends on October 13<sup>th</sup>
  - Walk/Ride to School Day tomorrow (Oct. 4<sup>th</sup>)
  - Buzz Across America- kids earn popsicle stick by walking or biking to school any day, walk/running laps at morning mingle on Mondays or Fridays, participating in Trick or Trot, school-wide event to promote a healthy lifestyle, Mr. Teatro will plot the distance from Needham to San Francisco on a map in the hall of school (each lap=1/4 mile)
  - Room Parent Meeting on Friday, Oct. 6<sup>th</sup> in cafeteria at 8:35 am
  - Spirit Wear Sales will start in October and will be online this year- in time to order holiday gifts, online orders will help us be green
  - Halloween Trick or Trot 5k (Oct 29<sup>th</sup>)- we need volunteers for the day of, road marshals, and runners; if interested contact Seema
  - Scholastic Book Fair (Nov. 7, 8 and 9) and Author in Residence Jerry Pallotta, Literacy Night (Nov. 8th)
- Volunteer Needs (Meg)
  - o Picture Day Volunteers- we need help at 8:45-10 am
  - o Halloween Trick or Trot volunteers- day of help- water table, fun run

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- o Buzz across America Volunteers at Morning Mingle- short blocks of time: 8-8:25 am on Mondays and Fridays, sign up genius on the PTC page on Facebook, really helpful the first two Fridays as this program gets started
- o Book Fair – volunteers will be needed for K-3 classes (look for email to come from Room Parents)
- o 1<sup>st</sup> grade lunch help – always looking for help, sign up genius link
- o Media center : The classes in most need are Katz, Mangan/Strakosch, Miceli (PM) and Dangelo. See the newsletter for the time slots in need of help.

### **Budget Update (Heidi)**

- small surplus from last year’s budget, will be put towards arts programs and also enrichment grants

### **Principal’s Update – Mr. K**

- Traffic- Kids and families are doing well adjusting to the closed crosswalk out front, will be painting over it soon. Safety reminders from Mr. K: Continue to be mindful of the stop signs. Don’t use cell phones. Drive slow.
- Thank you committee: Parents and 5th graders write thank you notes for gifts given to Hillside. Please let the school know if there is someone who should be thanked.
- China trip: Nothing planned yet for this year. If there is enough interest around the December holidays, there is a possibility for the spring.
- Safety drills:
  - 2 fire drills- kids did great!
  - in mid-October will do an ALICE alert (practice for an armed intruder), “evacuate, barricade, listen (to a Hillside adult),” explain “could be animal or a bad person wanting to harm you”
  - also practice shelter in place as well- in case of a chemical/natural disaster-bunker mentality

### **NEF presentation (Seema/Joanna)**

- Needham Education Foundation grants support educational groups- enrichment for school
- school staff member and parents partner to write grants (Mrs. Hsu is Hillside NEF rep)
- described past small and large grants that Needham Education Foundation provided (iPad carts for classroom use, math backpacks for kindergarteners)
- author Jerry Pallotta will do a full day program at Hillside and a literacy night to get the kids excited about nonfiction- he writes “Who Would Win” books
- “Race to Nowhere” screening and panel- October 19 at 6 pm at Pollard- free but you need to sign up for tickets (link in newsletter, expected to sell out), includes

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panel with educators and psychologist, how to address issues of our children's over-busy lives

**CAP Presentation (Caren Nemtsov)**

- CAP (Child Assault Prevention) is a national and international program that teaches strategies to reduce vulnerability, talks about bullying, sexual assault by a known adult, stranger danger
- Done in 1st, 3rd, and 5th grade
- October 12th- informational night
- Parents encouraged to volunteer in CAP program- 21 hours of training, 1 year commitment, contact Caren at [cnemtsov@needhamcommunitycouncil.org](mailto:cnemtsov@needhamcommunitycouncil.org)

The meeting adjourned at 8:14 pm.

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# HILLSIDE ELEMENTARY SCHOOL PTC

## Meeting Minutes of December 5, 2017

Board members in attendance: Erin Apstein, Meg Rosenbaum, Heidi Wiesel, Amelia Burke

The meeting came to order at 7:17 pm.

### Approved October 2017 PTC Meeting Minutes

#### PTC Presidents' Update (Erin)

- Halloween Trick or Trot 5k - was a great community event, made some money, requires a lot of volunteer effort.
- Book Fair - a success, teachers got most of the books they requested.
- Literacy Night with Jerry Pallotta (PTC)
- Author in Residence with Jerry Pallotta (NEF)
- Poker Tournament- broader crowd than our other events, nice event, raised unexpected funds for this year- approximately \$3000
- Spirit Wear -did really well, almost at our goal.
- Holiday Boutique- community event, big turnout, 10% of sales benefit Hillside
- Coming up:
  - Family Fun Night: December 8<sup>th</sup> – pajama theme
  - Parent Social: parents only, Sat. Jan 20 7:30-11:00 p.m. at the Village Club- country theme
  - Meet up & Skate at Babson January 21 5:00-6:50 p.m.
  - Our next PTC Meeting is January 24<sup>th</sup> at 8:45 a.m. - Superintendent Gutekanst will speak and be available for questions
  - Bertucci's Fundraiser January [TBD]

#### Volunteer Needs (Meg)

- Family Fun Night- sign-up genius
- 1<sup>st</sup> grade lunch help- will need help starting in January.

#### Treasurer's Report (Heidi)

- \$81 raised from Amazon smile- reminder to purchase through PTC website for Amazon purchases
- \$10,000 to fund creative arts project- each grade level can select a program- 3rd and 5th graders attended a musical performance "Revels"
- \$6300 grant funded teacher supplies
- \$2000- media center- new books
- \$1000- playground equipment (balls, hula hoops, chalk)
- \$190- staff appreciation day

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### **Approve Changes to the Budget**

- \$1,500 designated to a new line item in the Budget for technology equipment to purchase camera scanners for each classroom (high tech overhead projector Maria DiCicco requested- right now they are shared by grade level)
- Staff Enrichment grants
  - Reading A-Z Ms. Tarantino- find Just Right reading books \$109
  - Social Thinking, supplemental volumes and posters - Ms. Babcock, Ms. List, Ms. Miceli- K-2, \$395

### **Principal's Update (Dr. Maloney)**

- Mr. K will return from medical leave January 2. Dr. Maloney will remain until the break.
- In terms of curriculum, she has been observing:
  - Lucy Hawkins writing curriculum. Kids have excited attitude toward writing. Write about a small moment- be descriptive, use dialogue.
  - Kids are learning coding using Bee-Bots.
- High school program called Own Your Peace spoke to staff yesterday about social emotional learning. They will return in February and meet with clusters.

### **Andrea Longo Carter (Hillside's School Committee Representative)**

- resource for parents about concerns at Hillside or in district
- big agenda items this year- new Sunita Williams school, construction at high school (February-completed for next school year), full day kindergarten (fall 2019)

Traffic route for drop off/pickup at new school was discussed. Morning Mingle will continue at new school.

Meeting Adjourned at 7:57 pm.

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# HILLSIDE ELEMENTARY SCHOOL PTC

## Meeting Minutes of January 24, 2018

Board members in attendance: Erin Apstein, Meg Rosenbaum, Amelia Burke

The meeting came to order at 8:50 a.m.

### **Welcome and Guest Speaker Superintendent Gutekanst**

- Update on School Committee
  - Budget request approved- will be reviewed by finance committee and town meeting. Sunita Williams School will have plenty of room for full day kindergarten.
- Terry Duggan (Director of Program Development) and Jessica Petersen (Newman principal), kindergarten and KASE teachers working on new kindergarten program for students.
- Foundations ready to be poured at new school site. Dr. Gutekanst would like to make Sunita Williams school solar-powered. \$1 million cost for solar panels. Saved \$7 mil. on the bid. Solar panels will for themselves in 15 years. Only one other solar powered school in MA.
- No plans for redistricting when new school opens. There is some thinking about buffer zones for schools to absorb overflow of students based on enrollment.
- Long term Hillside will be turned into park/fields. Short term- police/fire/school administration/Mitchell temporarily relocated here while rebuilt.
- High School expansion beginning in February. Mitchell and Pollard are future projects.
- Spoke about the respectful walkouts at High School and Pollard which “provided an opportunity to educate one another how to treat each other.”
- Equity audit procedures in our schools involved 250 parents, students, and staff and asked “what is the culture like in our schools.” Initial findings: Needham has some excellent programs, good intention, still has problems, some students feel uncomfortable and some conversations have been stopped instead of addressed in the classroom. Dr. Gutekanst is committed to being transparent about it.

### **Approved December 2017 PTC Meeting Minutes**

PTC Presidents’ Update (Erin)

- Family Fun Night-huge success, maybe too long, space issues
- Winter Parent Social-raised ton of money, generous families, great unique auction items from teachers and staff
- Meet Up & Skate-community event, not fundraiser, small turnout

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- Coming up: Bertucci's fundraiser tonight, Bingo Night (Feb. 2), Box Tops Contest (Feb. 5-16), Used Book Sale (March 6-7)-donation box in lobby, and Hillside v. Eliot Basketball Game (March 16)

#### Volunteer Needs (Meg)

- Bingo Night! Sign-up genius-need many more volunteers
- Yearbook (upload your pictures)
- Basketball players (deadline Feb. 16<sup>th</sup>)- police detail to make it less crazy
- Talent Show - April Crawford, encourage group acts
- First grade lunch duty
- 5th grade parents- end of year celebration plans- will need help from parents, not an official PTC event

#### Budget Update (Erin/Heidi)

- Dues -increased \$600 received from corporate matches
- Poker night raised \$2800
- Book fair revenue- \$2650
- Spirit wear made about \$1500
- Parent Social numbers still coming but very successful
- Box Tops- \$950 from recent program
- Special donation received from Thakore Family-donation to fund creativity carts in media center; Ms. DiCicco helped students make thank you's
- Holiday Boutique-includes now an additional \$190 raised
- Creative Arts- earmarked \$10,000
  - funded grades 2 and 4 field trips to MFA- kids loved it
  - upcoming kindergarten program-Mr. and Mrs. Fish
- Family Fun Night- netted \$415 in expenses
- Technology- Ms. Hitron spent budget on books; used book sale proceeds will go to her budget
- Staff Appreciation Budget- for staff coffee before Thanksgiving; welcome back for Mr. K; staff appreciation lunch in spring
- Holiday Gifts- gift cards to cafeteria, custodial, front office staff, nurse
- Doc cameras purchased based on approval last month

[Grant Review] [No Grants this Cycle]

#### Principal's Update – Michael Kascak

- wants to take photos at the MFA field trip with 4th graders
- heat has been repaired at Hillside; more updates to be made over Feb. vacation

The meeting adjourned at 9:50 a.m.

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# HILLSIDE ELEMENTARY SCHOOL PTC

Meeting Minutes of March 6, 2018

Board members in attendance: Erin Apstein, Meg Rosenbaum, Heidi Weisel, Amelia Burke

The meeting came to order at 7:22.

Brief introductions of board members, Mr. K, Ms. List, Ms. DeCicco, parents in attendance.

## **Approved January 2018 PTC Meeting Minutes**

### **PTC Presidents' Update (Erin)**

- Bingo Night (2/2)- fun night, great event!
- Used Book Sale (3/6-7)- money raised directly benefits media center- purchase new books
- Hillside v. Eliot Basketball Game (3/16)- sign up genius, tickets online, Ms. List and teachers playing, pep rally at school
- Talent Show (4/6)
- Festival of Cultures (5/18)- more info to come
- Movie Night (new addition, 6/1)- less volunteers required, lower cost than carnival, outdoor event

### **Volunteer Needs (Meg)**

- Yearbook- please send in photos especially from first day and picnic, room parents will do class pages
- Basketball game- sign up genius, share duties with Eliot parents
- Talent Show- show night and rehearsal night help needed
- Festival of Cultures-looking for co-chair for event-contact Meg/Erin
- First grade lunch duty

### **Budget Update (Heidi)**

- funded an enrichment grant- Ms. Miller's 5th grade class Iditarod
- winter social- \$7400 net
- funded CAP program \$1300

### **Grant Review (Jessica Young & Seema Meloni) (Extra 5<sup>th</sup> Grade Book Club book purchase & Owl Pellets)**

- 5th grade teachers requesting grant for Owl Pellets- 5th graders dissect these every year- each student gets their own, helps understand the food web, \$250 cost- approved

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- Mrs. Roberts- 5th graders extracurricular book club requesting 8-15 books through Amazon not available through Scholastic- these books can be used again each year- \$122.34- approved

**Principal's Update and Discussion on Appropriate Use of Technology**– (Michael Kascak and Maria DeCicco)

**Principal's Update (Mr. K)**

- Update on intern program at Hillside- Switching from Lesley to Curry College- may not have interns next year. Curry interns will take on more responsibility. Curry has a way for us to add a special ed component to the intern program. Usually 6-8 interns each year at Hillside.
- Walter Godoy, our lead custodian, spoke at Needham Goes Green recently and did a wonderful job.

**Discussion on Appropriate Use of Technology (Ryan O'Leary, Needham PD, Ms. DeCicco, Technology Integration Specialist)**

- importance of communication with your children about safe and meaningful use of technology
- 2 digital citizenship classes each year at Hillside for students and constant reminders from Ms. DeCicco
- technology used to supplement and enhance classroom learning and the 4 C's- communication, collaboration, critical thinking, creativity- move them forward in interpersonal skills, work with partners and groups
- please reach out to Ms. DeCicco, Mr. K, or Officer O'Leary with questions
- commonsensemedia.org great resource
- read about projects Hillside is doing with technology on school website

The meeting adjourned at 8:30.

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# HILLSIDE ELEMENTARY SCHOOL PTC

## Meeting Minutes of April 25, 2018

Board members in attendance: Erin Apstein, Meg Rosenbaum, Amelia Burke

The meeting came to order at 8:48 a.m.

Board members, Mr. K, parents in attendance made introductions.

### **Enrichment Grants (Seema Meloni) – (3 grants)**

- Ms. Hsu- 4th grade- standing desks-1 bar-like desk and 4 stools (optional seating)- pilot program here- \$605.98
- Ms. Hsu- 4th grade- math related games- including Set (card game), Zeus on the Loose, timers (multiple sets for enough children, 4 classrooms to use) - \$989.88
- Ms. List- kindergarten- “I’m done, what can I do now?”- 2 carts with independent activities, extensions of the curriculum- ie. alphabet and math puzzles, building sets, life cycle; reusable- \$1,023.80
- allocated \$6,000 for grants-only spent \$900 so far
- all 3 grants approved

### **Approved March 2018 PTC Meeting Minutes**

#### **PTC Presidents’ Update (Erin)**

- Used Book Sale - 100% proceeds to media center (\$753), unsold books used in media center or donated to Needham library/Cradles to Crayons
- Hillside v. Eliot Basketball Game- amazing night! Great attendance and Mascot was a great addition, huge turnout, \$2500 to Hillside (and \$2500 to Eliot)
- Talent Show– sold out, very successful, so much talent, raised \$1600
- Calendar Raffle items needed (by May 5<sup>th</sup>), last big fundraiser
- Hillside Night at Fenway (May 29<sup>th</sup>)-sold out

#### **Volunteer Needs (Meg)**

- Festival of Cultures (May 18<sup>th</sup>)- participants needed to share your culture
- Movie Night (June 1<sup>st</sup>)- outdoor, replacing spring carnival this year, food table, no rain date, sign up genius

- Staff Appreciation Lunch (June 5<sup>th</sup>)-sign up genius, early release day, donations or hands on help welcome
- First grade lunch duty-sign up genius
- Needham Exchange Commission asked schools to encourage parents to participate in July 4th parade
- Open Positions for 2018-19:
  - Co-Chair Yearbook Coordinator-contact Meg Rosenbaum

**Vote for PTC Co-president**

- Vanessa Jones was voted in as our new co-president. She has two children at Hillside and lots of volunteer experience at Hillside and the community.

**Budget Update (Erin)**

- spiritwear sale successful
- grant budget in good shape
- kindness t-shirts- 5th grade contest to design t-shirts- using teacher grant money

**Principal's Update (Mr. K)**

- will show preview of new building at next PTC meeting in May
  - playground will have space theme and tie into Sunita Williams, school's natural setting reflected in front of building
- focus on kindness- high school "Own your Peace/Piece" movement- group has come to Hillside and worked with the students here on empathy, will continue next year
- Chinese exchange students arriving June 4- need hosts for 5 nights- school during the day and sightseeing, contact Mr. K if interested

The meeting adjourned at 9:42 a.m.

# HILLSIDE ELEMENTARY SCHOOL PTC

Meeting Minutes of May 22, 2018

Board Members in Attendance: Erin Apstein, Meg Rosenbaum, Heidi Weisel, Amelia Burke

The meeting came to order at 7:16 p.m.

## **Approved April 2018 PTC Meeting Minutes**

### **PTC Presidents' Update (Erin)**

- Festival of Cultures (May 18) – such a great night, 18 countries represented, wonderful performances
- Hillside Goes to the Red Sox – May 29th, tickets will be emailed if you purchased
- Movie Night – June 1<sup>st</sup> (Ferdinand) (shine only) 7 pm, movie at 8 pm, \$5 donation suggested per family
- Calendar Raffle - Raffle is coming up, tickets on sale May 22nd and items raffled off the week of June 4-8
- 5<sup>th</sup> grade: Field Day June 12<sup>th</sup> and End of Year Party at BSC Wellesley June 15<sup>th</sup>

### **Volunteer Needs (Meg)**

- Teacher Appreciation Lunch – SUG - few spots open for servers and clean up
- Fifth grade – Field Day SUG and End of Year Party- SUG
- First grade lunch duty
- Buddy Families Needed- new family meet an existing Hillside family as a resource, see newsletter for contact info
- July 4<sup>th</sup> Float/Parade- Hillside will have a float - contact April Crawford, SUG coming
- Open Positions for 2017-18:
  - Co- Chair of Yearbook- contact Meg Rosenbaum

### **Enrichment Grants**

- Mr. Franks (5th grade)- Kano computer kit- build computer and coding kit, pilot project, STEM, work with Ms. DiCicco- \$250- approved

### **Budget Update (Heidi)**

- spiritwear netted \$2,000
- \$1600 from box tops
- fulfilled enrichment grants from last meeting
- in good shape from budget perspective
- playground slide and restocking playground balls- huge priority to be fixed soon

### **Principal's Update and Slide Show of Developments of Design & Construction of the Sunita L. Williams school (Mr. K)**

- 5th grade T shirt contest winning tshirt revealed-kindness theme
- staff and student collaboration on art show- use QR reader during show
- slideshow of new school
- 100+ parking spaces at new school includes some visitor parking

- 
- full size gym, administration and cafeteria wing, academic wing
  - special ed spread throughout the building
  - sensory classroom outdoors sensory experiences outside ELC classrooms available to everyone (all senses except taste)
  - outdoor classroom with waterproof whiteboard and trails, pond
  - colors in building reflect nature
  - drop off has three lanes for buses, cars
  - few hosts needed for students from China

**Passing the Gavel**

- Erin passed the gavel to Vanessa Jones as new co-President of PTC.

The meeting adjourned at 8:25 p.m.

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