PTA Meeting Minutes

October 18, 2016

1. Attendance/dues collection

12 voting members present (sign in sheet attached, Item 1)

1. Approve last meeting minutes (action item)

**Action taken:** Passed to next meeting

1. Approve Board slate (action item)

 Chantel Abraham – President

 Anna Palmer – Vice President

 Kathleen Sullivan - Secretary

 Ginny Lupo – Treasurer

 Amy Chavez – Auction Chair

 **Action taken:** unanimous approval

1. Presentation of Fundraising Proposal (action item)

Hill Performing Arts teachers Meghan Gates (Drama) and Randal Runyan (Orchestra, Guitar) presented information regarding the proposed fundraising project to replace the lighting and sound system in the auditorium.

Randal Runyan (**Sound)** System has been damaged, so upper speakers do not function and the sound board is obsolete. Currently using Mr. Runyan’s personal sound equipment. Mr. Runyan provided a written quote, but does not believe that we need the crossed out items. An additional amount would be spent on wireless mics. Total request: $6300. (attached, Item 2)

Meghan Gates (**Lighting**) The lighting board is fairly new and works well and the dimmers work well. Main limitations are in the number of actual lights (a/k/a instruments). Many of the ones in place are not theatrical and not bright enough. They are hung in a way that is inaccessible and require significant difficulty to rehang. There is insufficient wiring and infrastructure to operate. Need to create additional outlets and more flexible connection to the light board. Could be done in phases in terms of instrument purchases, but really need the electrical infrastructure to be addressed. Written quote presented is a year old, but built with optimum arrangement. (attached, Item 3) Total request: $23,000.

Recommendation: Best to do the sound system right away, begin with lighting infrastructure during the summer due to anticipated disruption of construction.

Discussion: There was a fundraising run in 2015-2016 that raised $1000 for the sound system. Bond money will not be available this year to support the lighting and sound. Hill can be an attractive option to DSA with additional investment in the performing arts department. Other fundraising options including patio expansion (circa $20k), the marquee in front of Hill (circa $10k), and the gym bleachers (circa $50k). Discussed possibility of fun run to raise funds for marquee and other sponsorship possibilities. With existing balance plus funds coming in (primarily grocery cards), can likely pledge the funds needed to replace the sound system.

**Action taken:** Unanimous approval of plan to target this year’s PTA fundraising to the performing arts. If PTA balance rises to $10k, approved immediate funding of sound system request.

1. Fundraising Project Reports:

Treasurer report – Ginny Lupo:

Checks for the patio project have cleared. Need to pay insurance. Current balance: $6300.31. PTA has a Square device and account that can be used at events. Discussed preparing a PTA backpack with an iPad, Square and other reference documents.

 Grocery cards - Ginny Lupo:

Program works with participants purchasing cards from PTA for participating stores, including Safeway, King Soopers and Albertson’s. Participants load the cards at customer service, then spend on normal grocery purchases. Hill receives a percentage of the funds loaded onto the cards. 7 Safeway cards were in use in September with cash loaded of $5000, generating @$250 for the school. Lower amount used to date in October, but many more cards issued. Expect ongoing increases in numbers based on card issuance.

Discussion of need to have visible PTA presence at events, including football games to increase use of cards.

Box tops - Ginny Lupo and Anna Palmer:

 This project will be taken over by student council.

Totes for Hope – No report; Discussed concerns about capacity to continue program without leadership.

Auction - Amy Chavez:

Working towards setting a date and location. Presented for input several draft letters, including language tailored to different fundraising proposals.

 Dining for Dollars - Pam Graver:

Events lined up for Chipotle (donates 50%, 11/2, 4-8 p.m.), Park Burger (11/15, 11-9 p.m.). Working on Lucky Cat.

1. Other Community Reports:

Social media - Anna Palmer:

Has created a new PTA website using wordpress. Is working to place a paypal button on the PTA page linked from the school website. Also consistently posting to the PTA school Facebook page.

CSC - Karl Reinig:

Shared CSC’s primary role is to prepare the school’s Unified Improvement Plan (UIP). Serves as tool to look at school’s data and establish priorities. Key to budget process. Likely will take 2 meetings to complete the UIP review.

Coffee with Kavanaugh - Ro Carson:

Well attended. Discussion included praise for the Assistant Principal. Cards at the front desk are available to write thank you cards for any deserving staff. A high school fair is planned for November 16.

City Year - Anna Palmer:

Hispanic Heritage Night: Recently sponsored Hispanic Heritage Night, 80 kids attended, but only 7 families. Discussed need to get families involved.

Teacher Appreciation: Planning for for 10/28 and 10/29, for 50-75 staff. CY is creating a banner and video appreciation. Requesting financial support from PTA—options discussed were a coffee cart (@$400) and/or massage ($1 per minute). Discussed possible low cost massage option to be investigated for January.

Winter Clothing Drive: from 10/24 to 11/11, CY is leading a winter clothing drive. Encourage all to donate and swap. Planning to have a kick-off event, connected to a football game, perhaps a crockpot/chili cookoff, 11/16/16, 5-7 p.m.. PTA asked to help promote.

Back on Track night: 12/1 CY is having an event for students who need community service points to get back on track. Requesting PTA support for dinner. Will get a quote.

**Action taken:** Approved funding for coffee cart on 10/27 and agreed to issue a sign-up for parents to bring baked goods.

1. Other business:

Discussed holding an adult community event. While all agreed it could be a good idea, concerns regarding capacity. Discussed possible

family hosted night, $20 donation at a private home.

1. Principal Report (discussion item)

Principal Sean Kavanaugh discuss the 2015-2016 parent satisfaction survey that is administered in the spring. Members shared understanding that the survey impacts the school’s accreditation, points for participation level and high ratings. Important to work promptly to resolve concerns rather than wait for survey. Discussed need for an informational writing about the survey—parent to parent. Principal expressed his support of PTA’s fundraising target to support the performing arts. Shared other ideas for funding bleachers.

1. Calendar – Reviewed events for which volunteers are sought to represent PTA and solicit funds and participation.

October 19 - Football and Volleyball games at Slavens

 \*Potbelly Sandwich Shop bleacher fundraiser

\*October 20 - 8th Grade Show, 7pm - Auditorium

October 21 - 6th Grade Choir Performance - 9th period, Auditorium

\*October 24 - Football and Volleyball games at Hill (DCIS)

\*Oct 26 – Chipotle fund raiser (745 Colorado Blvd 4-8) to support HPA to NY

 \*Football and Volleyball games at Hill (Merrill)

Oct 27 & 28 – Teacher planning days

\*Oct 31 - Football and Volleyball games at Hill (DDS)

Nov 2 - Football and Volleyball games at Bill Roberts

Nov 4 – no school

Nov 11 - All Day City Wide Choir Rehearsal

 \*Coffee with Kavanaugh

Nov 12 - City Wide Choir Concert - 3pm

Nov 14-18 Homecoming Week

Nov 15 - Football and Volleyball games at McAuliffe

\*Nov 16 - Football and Volleyball games at Hill (Bruce Randolf)

\*8th Grade Show - 7pm Auditorium

 Nov 18—Homecoming Dance

Nov 21-25 – Fall break

\*November 30 - Orchestra and Rock Bank Concert, 7pm

\*Dec 1 – 8th grade invention convention (5-8)

 \*Back on Track night

\*Dec 2 – Coffee with Kavanaugh (8:30-9:30)

\*December 7 - Band Concert (7:00-8:30)

\*December 8 - Choir Concert (7-8:30)

December 9th Winter Formal (6-8:30)

Dec 22 to Jan 4 – Winter Break

Jan 5 & 6 – teacher only days

1. Set next meeting date: November 17, 2016