



## Meeting Minutes

**Date:** September 17, 2013

**Attendees:**

**MPHSA Executive Committee 2013/2014:**

*Co-Presidents-Karen Riley & Jenn Curnow,*

*1st VP-Ann Gallagher*

*2<sup>nd</sup> VP's Teri Belles & Sheryl McNichol*

*Treasurer-Geralyn Dilluvio*

*Secretary-Julie Murtha*

**Superintendent – Mark Maire**

**Borough School Principal – Sean Dolan**

**Mountain Way Principal – Lindsay Vieira**

**Meeting Summary:**

**7:40 pm -Welcome:** The meeting was called to order at 7:40pm.

**7:40- Introduction of the Executive Board**

*Co-Presidents-Karen Riley & Jenn Curnow,*

*1st VP-Ann Gallagher*

*2<sup>nd</sup> VP's Teri Belles & Sheryl McNichol*

*Treasurer-Geralyn Dilluvio*

*Secretary-Julie Murtha*

**7:45-Mr. Maire**

- Welcomes all the parents and principals and thank you for all of the recent contributions to the schools from the HSA.

### **7:50-Mrs. Vieira**

- Thank you for the new sign and shade structure on the playground. Also a thank you to the Beautification Committee for all of their hard work.

### **7:55 pm-Mr. Dolan**

- First week has gone well. Extra supervision at drop off in the morning has been extremely helpful.
- Thank you for the new sign in the back of the school as well as the digital announcement board that is now outside the Main Office. Both contributions from the HSA.
- New transfer to Google Docs has been very successful. We now have the power to reach everyone at once or small groups.
- The lockers have been repaired and there are now lockers for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders.
- Back to school night will be on Thursday, September 19, 2013 at 6:30pm.

### **8:00 pm-Karen Riley**

- Last school year, the HSA has spent \$25,000 on activities, programs, signs, shade structure and more
- Our potential goals for this year include: Technology resources for the students and faculty, enhancements to the schools, Recess enrichment for inclement weather days and parent seminars.

### **8:05 pm-Teri Belles and Sheryl McNichol- Instructions for Room Parents**

- This will be Teri's last year in this position. Sheryl will be taking the lead role. Questions can go to both of them.
- Room Parents role is to plan parties, get out HSA information to parents and contact parents in case of emergency.
- At Back to School Night, please introduce yourself to your class and teacher.
- Ask about allergies in your classroom.
- My sign up or sign up genius should be used to plan parties.
- You are not required to attend all field trips
- As a room parent you can not collect money for teacher's gifts. Please ask for a volunteer to take care of it.
- If the emergency alert system fails, you will need to contact the parents in your class. You must speak to someone, Do not leave a message.
- Overall Room Parents need to attend quarterly meetings, which will be brainstorming sessions and to deal with any questions or problems.
- There is no longer an Overall School Parent only Individual grade parents.
- Overall parents need to communicate with the Main teachers for their grade.

- Overalls at Mt. Way are in charge of running field day
- All Room Parents must be HSA Members. It is \$10 per family

### **8:15 pm-Karen Riley, Communications Policies & Procedures**

- All HSA sponsored events
  - Can be put up on the website, included in the weekly blast, put up on the HSA Facebook Page.
  - Please contact Susan Vere to get information put on the school website
- Grade sponsored event (field day, class trips, 3<sup>rd</sup> grade Luau, etc)
  - Please use your Room Parents to get information out.
- Student sponsored activities
  - May be included in the weekly newsletter and
  - May be put up on the District Website.
- Event for any other organization,
  - May be in the weekly newsletter (if it is posted on the organization's or district website)
  - May be put up on the District Website.
- The HSA website will be update on Mondays. Any requests must be in by Friday to be included in the weekly update. You can send request to [mphsa.webmaster@gmail.com](mailto:mphsa.webmaster@gmail.com)
  - The content in the e-mail will be a summary and the full information will be included on the website.
  - If you are linking to an organization, you must include a link for your announcement to be included in the newsletter.

### **8:25 pm-Geralyn Dilluvio-Treasurer**

- Amy Connolly will be taking over as Treasurer next year.
- For all committee heads, forms for payment or reimbursement are on the HSA Website. Please fill them out and put them in the HSA website at Borough.
- If you are buying something please make sure to get a tax exemption for before you make your purchase
- We have agreed to take on two new projects for the upcoming year
  - Mt. Way will get new picnic tables for under the shade structure.
  - We will also share the expense with the school to replace the wall pads at the Borough Gymnasium. The new pads will also have the school logo on them
  - We have purchased the school agendas for Borough
  - The Teacher's Welcome Back Breakfast
- Send in your Box Tops. Box Tops made \$2,400.00 last year
- Sign up for Stop and Shop A+ rewards
- Target Take Charge Program - Register your target card for the school to receive money when you shop.

#### **8:30pm-Jenn Curnow-Co-President, Membership Forms**

- Membership forms will be sent out on Friday, September 20, 2013

#### **8:33pm-Sheryl McNichol-2<sup>nd</sup> Vice President-Kids Stuff**

- We made over \$2,500 in profit from Kids Stuff books last year.
- They cost \$25.00 per book and we receive \$12.50 per book
- They will go home on Thursday, September 19, 2013
- If you do not want the book send it back to school. Otherwise send in a check for \$25.00 and keep the book
- The sale goes from September 20, 2013 through October 4, 2013.
- Books are sent to the youngest child in the family. 1 book per family. If you receive more than one you can return the duplicate.
- If you purchase 5 books you will receive 1 free. The books can also be bought for other counties and states.
- Please contact Sheryl with any questions.

#### **8:36pm-Amy Gervasio-Book Fair**

- Amy will chair the book fair at Mt. Way.
- It will run October 21-25, 2013
- Borough Book Fair will be October 7-11, 2013
- We received \$125 Scholastic Dollars from last years book fair. The Scholastic Dollars were given to the new Pre-School Class at Mt. Way. They used them to purchase new books.

#### **8:40pm-Jenn Curnow-Co-President, Box Tops**

- Please trim your box tops neatly and carefully
- Check for expiration dates.
- There are 3 collections through the year. The cut off date for the first collection is October 9, 2013.
- We received \$3,700.00 last year for our box top collections.

#### **8:40pm-Julie Murtha-Secretary, Photo Fundraiser**

- Fundraiser will take place October 19, 2013 and October 20, 2013 from 10-3 at Robert's Garden Park in Morris Plains
- Rain Dates will be November 2<sup>nd</sup> and 3<sup>rd</sup>
- Flyers with prices and sign up instructions will be going out soon.
- Sign up is first come first serve.

**8:40pm-Jenn Curnow-Co-President, Lice Seminars**

- We will be planning an education seminar about preventing lice.
- We will also be working with the principals on helping in school as well.

**8:42pm-Karen Riley-Co-President,-What on your Mind?**

- New feature on [www.mphsa.org](http://www.mphsa.org) called “What’s On Your Mind?”
  - Parent feedback forum that can be used to provide ideas, feedback, questions to the MPHSA Executive Board
- Open Floor for questions
- Questions to Mr. Maire, Mrs. Vieira and Mr. Dolan about the ½ days for teacher’s development.
  - Teachers are in development from 1:45-4:00
  - If the half days were not implemented the students would be with substitute teachers for the afternoon.

**Meeting closed at 8:45pm**