

# Cook Wissahickon Home & School Association Meeting Minutes

**HSA Meeting Minutes:** 12.13.2018

**Time/Location:** 5:00 pm at Cook-Wissahickon School Library

**HSA Board Members Attending:** Dan M., Elyse C., Elisabeth C., Alyssa B., & Ashley R.

Dan M: Officially Started Meeting at 5:12 p.m.

- Dan M. opened meeting by giving the floor to attendees to ask any questions or discuss any new items:
  - Holiday Shop was the biggest topic:
    - Alyssa B. mentioned holiday shop issues about missing money and items from children after they returned to the classroom. Elyse B stated that the issue was contained to one specific class room and that most issues resolved.
    - Dan M., Elyse B., and Elisabeth C. all agreed that there were scheduling conflicts and volunteer issues that can be handled differently next year now that we have a better idea of the needs surrounding the holiday shop, such as more volunteers during K1 & K2 class schedules, volunteers arriving before the classes do, etc. Elyse B. and Elisabeth C. are putting together a holiday guide for better implementation next year.
    - Suggestions made for earlier date to accommodate Hanukkah and also making it more inclusive for children who do not celebrate the holiday.
  - Dan M. confirmed Ms. Lanahan's retirement had been announced at school earlier in the day and that a permanent replacement has been hired and a smooth transition with minimal disruption is expected. The new hire is a full-time school district employee and not a long term substitute.
  - Dave Furioni - Community Partnerships Coordinator made an announcement for parents that on Thursday, December 20th at 11 a.m. with The BOSS Group in Bala Cynwyd, there will be a coat giveaway at the school and a few parents on hand to help would be beneficial.
- 11.08.2018 Minutes
  - Motion made by Dan M. to approve meeting minutes of November. Motion passed and meeting minutes were approved.
- [Treasurer's Report](#): Elisabeth C.
  - Current balance as of 11.30.2018 \$13,513.14
- Volunteering Update: Elyse B. and Ashley R.
  - Thanks to everyone who has volunteered to date. It's been a great year with lots of returning and new faces. Volunteers have helped improve school events!
  - Classroom Parent Program Update: Class parent mixer went well. Looking to do an additional less formal event in the future. Class parents working hard on holiday events and end-of-year gifts for teachers.
  - Next event to work on is the Winter Book Fair, dates are 1.28.19 to 2.1.19.
  - HSA needs list of volunteers with clearances: David F. has been tasked to begin working on excel spreadsheet. This spreadsheet will make it easier to check off interested volunteers. More expected for January meeting.
  - Volunteers must have clearances: this is now being strictly enforced. To avoid confusion for future volunteers or last minute issues for volunteers who may not have all clearances needed, a suggestion was made to hold a volunteer event

- showcasing volunteering opportunities as well as assistance with training and clearances.
  - Dan M. made a call for parents with special skills to please let us know. With the help of a parent (Ken Carmichael) last month we were able to resolve fish tank issues and help Mr. D with ordering new equipment. Encourage parents when speaking with them to reach out! Contact [cookwisshsa@gmail.com](mailto:cookwisshsa@gmail.com) to reach out!
  - Volunteer questions can be directed to [cookwiss2019volunteer@gmail.com](mailto:cookwiss2019volunteer@gmail.com)
- Fundraising Update: Alyssa B.
  - 5K: Big annual fundraiser, theme Blast from the past was suggested. Meeting date/time will be announced in January meeting to discuss in more detail for anyone interested.
  - Dine to Donate: Couch tomato in January and Spicy Belly in February. Goal is to have one dine to donate each month. Last year Spicy Belly brought in \$150 and Chestnut Hill Brewery \$175.00. Date/Times to follow at January's HSA meeting.
  - Box Tops ytd is currently at \$251.30. Checks come in twice a year so this check is from box tops submitted April to December. Box tops money raised goes into the student activity fund and not actual HSA fundraiser. Specifically Mr. Lowe is putting the box tops proceeds towards 5th grade ballroom dancing.
  - Dan M. spoke for Margie about the friends and family push. HSA current goal is \$4,000. This is roughly \$8 per child. Letter went out to each student in Wednesday folders and via email to the HSA newsletter list
  - Amazon wish list is slowly moving along. Teachers slow to get their wish list created. Reach out to your classroom parent to find the needs of your child's classroom. Find your teachers wish list [here](#).
  - Corporate letter has gone out, goal is to raise \$10K from corporate/business donations.
  - CW's 50th Anniversary coming up: HSA looking for ideas to fundraise/celebrate around this. Mr. Lowe looking to connect with alumni to highlight past graduates. May want to post on neighborhood social media pages to seek out alumni. Anniversary committee was established at December board meeting anyone interested in joining should contact [cookwisshsa@gmail.com](mailto:cookwisshsa@gmail.com) or [kellieryan11@gmail.com](mailto:kellieryan11@gmail.com)
  - NUT Days: Potential to raise \$20K - but need all grades/all teachers vested in making this a priority. Goal is \$15K minimum, but this is an easy, great fundraiser. Current Nut Day proceeds \$6,556.00.
- Teacher Update: Mrs. Brown
  - Nothing to report, no new comments.
- Committee Updates: Dan M.
  - We needs help forming specific committees: Fundraising, Volunteer, Anniversary, 5K, and By-laws.
  - **Motion made by Dan M. to create a By-Law Committee. Motion passed and vote approved to form a By-Law Committee.**
- Upcoming
  - Looking to have an event joining forces with NW Philadelphia schools. Mifflin, Shawmont, Dobson, and Cook. Possible Roxborough/Manayunk/East Falls event to promote communication and showcasing. This will be an event not a fundraiser.
- Meeting adjourned 5:53 p.m.