

Hanover Public Schools

Matthew Ferron
Superintendent of Schools



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Director of Student Services

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*Assistant Superintendent
for Curriculum & Instruction*

Thomas Raab, Ed.D.
*Assistant Superintendent
for Business & Finance*

MEMORANDUM

To: Hanover School Committee
From: Thomas R. Raab, Assistant Superintendent for Business and Finance
Cc: Matthew A. Ferron, Superintendent of Schools
Date: February 26, 2020
Re: HPTA Update

Please find attached to this memo, the presentation notes from Joanna McCormick, President of the HPTA and the current status of the HPTA checking account from Sandy Suchoff, Treasurer. The checking account includes all expenses for this fiscal year.

Included separately in your School Committee packet is also a list of donations. The donations presented on behalf of the HPTA do not directly correlate with checkbook of the organization. They often have ordinary expenses, like all organizations, that are not direct donations to the school department but are necessary for them to conduct business. Donations are those funds given directly for the benefit of our schools.

I am grateful for all of the work the HPTA does on behalf of students, staff, and families. The fundraising they do goes directly back to the schools and is evident in the extensive list of activities supported by them. Please do not hesitate to contact me if you have any questions so that I may be fully prepared for our meeting on Wednesday night.

Hanover PTA 2019-2020

Annual Allocations

The Hanover PTA allocated the following to the schools last Fall.

Cedar \$5,760
Center \$7,040
HMS \$9,600
HHS \$9,600

As a reminder these numbers are calculated by taking the balance in our account from previous year's fundraising, subtracting what the Hanover PTA needs for operating expenses, scholarships etc. and dividing the remainder among the 4 schools based on student population in each building.

In addition we set aside \$10,000 to be divided among the schools to be used toward Staff Hospitality events during the year. We looked at what was historically collected for each school during that time and set aside that amount for Staff events at each school.

Cedar \$3,000
Center \$3,000
HMS \$3,000
HHS \$1,000

Staff events include a back to school welcome lunch the day before classes begin, snacks or sandwiches twice a year during evening conferences and a luncheon during Staff Appreciation week in May. This year we also provided lunch for all teachers at Center School the day of Mrs. Courtney Neville's wake. Staff Appreciation events are typically offset by donations from families for baked goods, beverages and other snacks. Hanover PTA funds are typically used for the main offering for these events, sandwiches, salads etc.

Traditionally staff events are paid for partially from Hanover PTA funds but primarily through a donation drive each Spring around the time of Staff Appreciation week. This year a decision was made based on the School Committee's desire for us to reduce the number of "asks" each year, to set aside money from our general fundraising and eliminate the Hospitality donation drive in the Spring.

Budgeting

Budget meetings were held subsequently at each school to discuss ways the money was intended to be used and to let us know of other needs and wishes that we might be able to help with. These meetings are held to insure the money is spent in line with the Hanover PTA's mission to further education enrichment at each school.

Many of the events we support are the same from year to year. Sometimes we are asked to support a need or wish list item that may have come up after School Committee budgeting is done in March. Occasionally we are asked to support a new program to give it a "trial" run. Sometimes those programs become annual programs and sometimes they are determined to be not the best fit for the school. The ability for schools to use PTA funds to explore new programs is invaluable.

Hanover PTA Funding for 2019-20 to date:

Cedar

Kindergarten Playdate/Bus Orientation

Conference Night Staff Dinner

Holiday Event – Kindergarten Polar Express and 1st Grade Happy Who-liday Event

Top Secret Science for Grade K and 1

Center

Welcome Back Staff Lunch

Staff Lunch Courtney Neville

Conference Night Staff Dinner

VNA Fruit Baskets

Holiday Event – Snow Bowl – Grades 2-4

HMS

Welcome Back Staff Lunch

5th Grade welcome lunch

Chrome Carts

History Program Bay Colony Players

Turkey Trot awards

Spelling Bee Prizes

HHS

Freshman Orientation Lunch

Conference Night Staff Dinner

Student Planners

2 Rolling TV's, carts, white board

Anticipated Additional Funding Requests for 2019-2020

Cedar

Conference night Dinner
Staff Appreciation Lunch
Family Movie Night
Reading Day
Family Science Night
Top Secret Science 3 additional programs
Math Night
Field Day

Center

Trivia Night
Science Fairs
Conference Night Refreshments
Staff Appreciation Lunch
3rd Grade Bingo
4th Grade Celebration
Sports day

HMS

Rolling TV with Cart
NE Aquarium Erosion Grade 5 Science Program
Historia Antiqua Grade 7 Social Studies Program
Staff Appreciation Lunch
Library Improvements

HHS

Staff Appreciation Lunch
Graduation Stoles
Undergrad Awards

2019-20 Fundraising

This year a concerted effort has been made to reduce fundraising and the small “asks” whenever possible. We have made every effort to avoid charging for events such as Science Fairs, Bingo, etc. Going forward the only events we anticipate charging for are those family events where food is served such as Dad’s Pizza Night, 4th Grade Celebration, 8th Grade Dinner Dance.

Passive Fundraisers

We promote the following “passive” fundraisers which yield anywhere from \$150-\$1000 annually

Box Tops for Education
Amazon Smile
Toy Box Shopping Night
Fringe Boutique/Wicked Cite Kids Shopping Night
Turkey Trot T-Shirt sales

Direct Donations

Our Direct Donation campaign continues to be decreasing each year. Our best supported school was Cedar. We believe this is due to the families being “new” to the district and eager to support and also that hard copies of the information are sent home (and actually make it into parents hands). The other schools did this campaign through e-notifications only and have not done well at all

Direct Donations to Date:

Cedar \$2,737.50
Center \$1,222.50
HMS \$1077.14
HHS \$835

Direct Donations are intended to be used in the current school year they are raised.

Fall Fundraiser – Boon Supply

Our Fall Fundraiser for HMS and HHS was new this year. We used Boon Supply/Soul Warming Soups and Mrs. Field’s Cookies. This was well received with positive feedback to the quality of the products offered compared to programs we have run in the past. Despite that we really did not raise much more than we have with our prior Fall Fundraiser. We raised \$5,990.60 with participation from about 150 students about 10% of the population in those 2 schools. The funds raised from the Fall Fundraiser are earmarked for 2020-2021.

Spring Fundraiser – Boosterthon Fun Run

The Fun Run kicked off this past Monday at both elementary schools and will culminate with the indoor “glow” Fun Run on Wednesday March 4th. The theme this year is ***Mindspark Wild West*** with a focus on S.T.E.A.M skills. The character traits students will be learning about include Honesty, Gratitude, Generosity, Kindness and Humility. Our goal this year is \$50,000. This is our primary fundraiser district wide and funds raised will be used to support all schools next year.

July 2019 Donations					
	<i>Cedar School</i>				
		Cedar Chairs			189.97
Total July 2019 Donations					189.97
August 2019 Donations					
Total August 2019 Donations					0.00
September 2019 Donations					
	<i>Center Sylvester School</i>				
		C/S Staff Appreciation	Jodie Phillips	lunch provided to staff for welcome back	325.60
	<i>Hanover Middle School</i>				
		HMS Staff Appreciation	Papa Gino's/Themis	pizza	477.49
		Technology	PC Enterprises	chrome carts	2,409.31
		Brick Program	Anne Logan	reimbursement for payment to Pavelok	947.50
	<i>Hanover High School</i>				
		Freshman Orientation	Jill Kadra	pizza	260.23
Total September 2019 Donations					4,420.13
October 2019 Donations					
	<i>Hanover Middle School</i>				
		Staff Appreciation/5th Grade Orientation	Kim White		88.38
	<i>HPTA</i>				
		Flash Drive	Amazon		91.36
Total October 2019 Donations					179.74
November 2019 Donations					
	<i>Cedar School</i>				
		Cedar K Playdate	Christina Hoadley		13.98
		Staff Appreciation	Christina Hoadley		434.58
		Boxtops	Christina Hoadley		14.74
	<i>Center Sylvester School</i>				
		Beautification	Stephanie Patten		38.98
		C/S Boxtops & Hospitality	Jodie Phillips		551.61
		Staff Appreciation	Kate Dauphinais		287.66
	<i>Hanover Middle School</i>				
		HMS History	Bay Colony Educators		1,200.00
		HMS Turkey trot	Crown Trophy		267.55
	<i>Hanover High School</i>				
		HHS Staff Appreciation	Spencer's Pizza		135.08
		Student Planners	School Specialty II		1,575.00
		Technology	Amazon	2 rolling tv's & cart & white board	6,538.97
	<i>HPTA</i>				
		Literacy Program	Booksource/The Reading Warehouse		370.47
		Boon	Soul Warming Fundraising LLC		3,364.60
		Membership	Joanna McCormick	printing of donation letters	116.88
Total November 2019 Donations					14,910.10
December 2019 Donations					
	<i>Cedar School</i>				
		Welcome Back	Town of Hanover		120.00
		Cedar K & 1 Holiday	Christina Hoadley		187.76
		Staff Appreciation	Christina Hoadley		40.04
		Thanksgiving Raffle	Danielle Leary		60.00
		Cedar Holiday Events	Nicole Duggins		14.99
		Boxtops	Christina Hoadley		105.00
	<i>Center Sylvester School</i>				
		C/S Snowbowl	Amazon		38.94
		C/S Snowbowl	Darcy Lamond		124.63
	<i>Hanover Middle School</i>				
		Turkey Trot Tshirts	Town of Hanover		1,479.50
	<i>Hanover High School</i>				
		HHS Technology	Amazon	rolling cart	621.92
		HHS 8th Grade Open House	Themis Pizza		271.50
	<i>HPTA</i>				
		Filing Fees	MA Attorney General		70.00
Total December 2019 Donations					3,134.28
January 2020 Donations					
	<i>Cedar School</i>				
		Gr 1 Grinch Event	Christina Hoadley	Artificial xmas tree	52.47
		Cedar K & 1 Holiday	Town of Hanover	Inv 02420, jello & juice 1st gr, sugar cookies & coco for	126.25
	<i>Center Sylvester School</i>				
		C/S Snowbowl	Christine Sherman	craft expenses	370.17
		C/S Snowbowl	Shannon Harmon	mason jar snowmen craft	187.18
		Beautification	Stephanie Patten	front foyer décor	41.15
		VNA Fruit Baskets	Shannon Harmon	gift cards for baskets	64.00
	<i>Hanover Middle School</i>				
		HMS Technology	PC Enterprises	chrome carts	8,922.24
		Boxtops	Kim White	postage, individual prize& donuts/hot chocolate	216.82
	<i>HPTA</i>				
		HPTA Insurance Expense	PTO Today	new expense this year deemed necessary by Town of Hanover for personal liability insurance	444.00
		HMS Boon fundraiser	Joanna McCormick	gift cards for prizes	216.00
		Dad's Pizza Night	Themis Pizza	funds for pizza	640.24
		Dad's Pizza Night	Themis Pizza	funds for pizza	712.31
Total January 2020 Donations					11,992.83
February 2020 Donations					

	<i>Cedar School</i>				
		Top Secret Science	Massachusetts Science Center	1st grade Science Program	940.00
		Top Secret Science	Massachusetts Science Center	Kindergarten Science Program	960.00
	<i>Center Sylvester School</i>				
		C/S Snowbowl	Kate Dauphinais	glue for 2nd grade craft	74.36
		C/S Snowbowl	Town of Hanover	Inv 02320 hot chocolate/water	228.00
	<i>Hanover Middle School</i>				
		Spelling Bee Prizes	Barnes & Noble	prizes for spelling bee	147.52
	<i>HPTA</i>				
		Dad's Pizza Night	Town of Hanover, Facilities Reservation	custodian fee on 1/29/20 & 1/30/20	360.00
		Dad's Pizza Night	Town of Hanover	Inv 02720 waters, juice, italian ice	774.00
		Dad's Pizza Night	Themis Pizza	funds for pizza	648.30
		Dad's Pizza Night	Town of Hanover	Inv 02620 labor for food service dept	464.76
		Dad's Pizza Night	Themis Pizza	funds for pizza	665.35
				Total February 2020 Donations	5,262.29
				Total HPTA 2019-2020 Donations	40,089.34