



## About the Pine Hill PTO

Welcome to the Pine Hill Elementary School PTO! Please review the enclosed materials for more information about the Pine Hill PTO.

### **Mission: Student Enrichment, Teacher Appreciation, Community Building**

The mission of the Pine Hill Elementary School PTO is to create an inclusive and connected community of students, families, and educators through enriching educational experiences, teacher appreciation, and community-building events.

### **Funding**

PTO activities are funded by your PTO dues and donations, as well as volunteer-led fundraising events and activities. A tentative Calendar of Events for the year and an overview of PTO finances are enclosed to give you a better picture of what your dues and other funds raised help to make possible.

### **2023-2024 Dues and Donations**



As a parent/guardian of a student at the Pine Hill Elementary School, you are now a member of the Pine Hill PTO - welcome! **The PTO dues for the 2023-2024 school year are a suggested \$50 per student or \$100 per family**; however, families should contribute what is most comfortable for their budget. Additional donations beyond the annual dues are always welcome to help support our student enrichment activities. The dues and additional donations are the first step in helping the PTO fund our per-student spending for the year (See Financial Snapshot).

**To pay your dues**, please visit the Pine Hill PTO Store at

<https://pinehillpto.membershiptoolkit.com/>. Create and/or update your family information in the Membership Toolkit directory, then "purchase" the annual dues and make any additional donations. You can pay electronically via Membership Toolkit, or alternatively, you can complete the enclosed form on the last page of this packet and return it to school along with a check payable to "Pine Hill Elementary PTO" **by October 21st, 2023**.

We are hoping for participation from all Hanlon & Deerfield families and are looking forward to an exciting school year as we transition together to Pine Hill Elementary School this spring!

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## Get to Know Your Pine Hill PTO

### Executive Board 2023-2024

Role	Deerfield	Deerfield Students (Grade)	Hanlon	Hanlon Students (Grade)
<b>Co-Chairs</b>	Andrea DiCicco	Trey (5), Charlie (3)	Daniele Mathras Fay	Baker (1)
<b>Treasurers Bookkeeper/Tax</b>	Ada Lewendon Chow Yee Vinther	Maggie (5) Olivia (K)	Megan Dewey	Michael (4), Thomas (2)
<b>Secretary</b>	–		Melanie Kane	Brendan (4), Robbie (2)
<b>Communications Coordinator</b>	Brianne Lamb	Audrey (4), James (2)	Sarah Cantley Jennifer Flanders	Claire & Lucy (1) Emily (2)
<b>Volunteer Coordinator</b>	Julie Wallace	Kylie (3)	Sarah Spinello	Ryan (1)
<b>Fundraising Coordinator</b>	Brooke Brown	Andrew (3)	Amy Vidnovic Maggie Joyce	Annie (1) Addy (2)
<b>DE&amp;I Coordinator</b>	Mercedes Carrasco	Hunter (4), Harper (1)	Kate Scales	Claire (4) Millie (2)
<b>Boston Families Representative</b>	–		Daliza Nova	Luna (4), Hugo (1)
<b>SEPAC Representatives</b>	Doris Forteith	Greyson (3)	Kela Klosi	Krystal (1)

Board member terms run for 2 years starting July 1 and running through June 30.

### Follow Pine Hill PTO on Social Media



Join the [Pine Hill PTO Facebook](#) group (a closed, private group for the Hanlon + Deerfield → Pine Hill Community only) and follow our private [@pinehillpto Instagram](#) account for the latest updates from the PTO.

## Visit Our Online Portal - Membership Toolkit



In addition to housing our Online Directory, we will use **Membership Toolkit** for all our email communications, event registrations, and payment tracking. Families often use the email directory to send birthday invitations and play-date invites, so **we hope all families will create their account and be included**. Please visit <https://pinehillpto.membershiptoolkit.com/> to register for an account and download the **Membership Toolkit App** for access on the go. If you have any issues getting your account set up, please email us at [pinehillpto@westwood.k12.ma.us](mailto:pinehillpto@westwood.k12.ma.us) for help!

## General PTO Meetings

The Pine Hill PTO holds two or three general meetings during the school year - one in the fall and one or two in the spring. For the convenience of our families, these meetings are held online via Zoom. These meetings will be announced via email, included on the [Pine Hill PTO Google Calendar](#), and posted on the Membership Toolkit landing page once scheduled.

## Want to Get More Involved?

All PTO programs are managed by parent and caregiver volunteers like you. Volunteering is a great way to meet other Pine Hill families. The success of the Pine Hill PTO can be measured in the cooperative spirit with which families and staff work together on behalf of our Pine Hill students. Want to help out? Fill out our [2023-24 PTO Volunteer Interest Form](#) and/or email us at [pinehillpto@westwood.k12.ma.us](mailto:pinehillpto@westwood.k12.ma.us).

### Teacher Appreciation & Meals

Meals and gifts for teachers and staff are sponsored by the PTO. Families do not attend these meals.

August	Back-to-School Teacher Breakfast & Lunch
October	Curriculum Night Teacher Dinner
November	Night-time Parent-Teacher Conferences (Dinner Provided to Teachers)
April	Night-time Parent-Teacher Conferences (Dinner Provided to Teachers)
May	Teacher Appreciation Week (Breakfast, Lunch & Small Gifts Delivered by PTO)
June	Last Day Teacher Lunch

# Tentative Calendar of PTO Events\*

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## August

Kindergarten Meet & Greet

## September

Pine Hill Community Picnic

Welcome Club meet-up

Fall PTO Meeting

Picture Day

Curriculum Night

## October

Ever So Humble Pie Fundraiser

Westwood Gear Sale

Halloween Event

## November

Teacher Conferences

First responder gift baskets

SCRIP Fundraiser (gift cards)

Charleston Wrap fundraiser

## December

Family Bingo Night

WYFS Gift Drive

Inclusive Schools Week

## January

STEAM Fair

Math League Starts

## February

Food Drive

Virtual Talent Show

Spring PTO Meeting

## March

Start of Intergenerational (Gr 4)

Student Council Movie Night

Scholastic Book Fair

Yearbook Photo Deadlines

## April

Original Works Art Fundraiser

Teacher Conferences

Math League Meet

Yearbook Order Deadline

## May

Parent Social & Fundraiser

Teacher Appreciation Week

Memorial Day Observance

Unified Champions/Fun Run

## June

Final PTO Meeting

Community Night & Art Show

Field Day

5th Grade Graduation Events

Summer Reading Kickoff

### \*Please Note:

Dates/events are subject to change.

Always refer to the Calendar on the Pine Hill PTO Membership Toolkit website for the most up-to-date information.

# Financial Snapshot

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## 2022-2023 Financial Summary (combined for Deerfield and Hanlon)

- Total Raised: \$57,700
- Total Spent: Approximately \$150 per student
- Over 95% of funds raised went to community events, enrichment, and teacher appreciation. (The remaining balance is related to administrative expenses for bookkeeping/tax, insurance and bank fees.)
- Total Current Assets: \$34,000 as of 6/30/2023 (Excludes \$25,000 of funds earmarked for specific purposes: art programs, scholarships, DEI initiatives, and the outdoor classroom.)

## 2022-2023 Spending Highlights

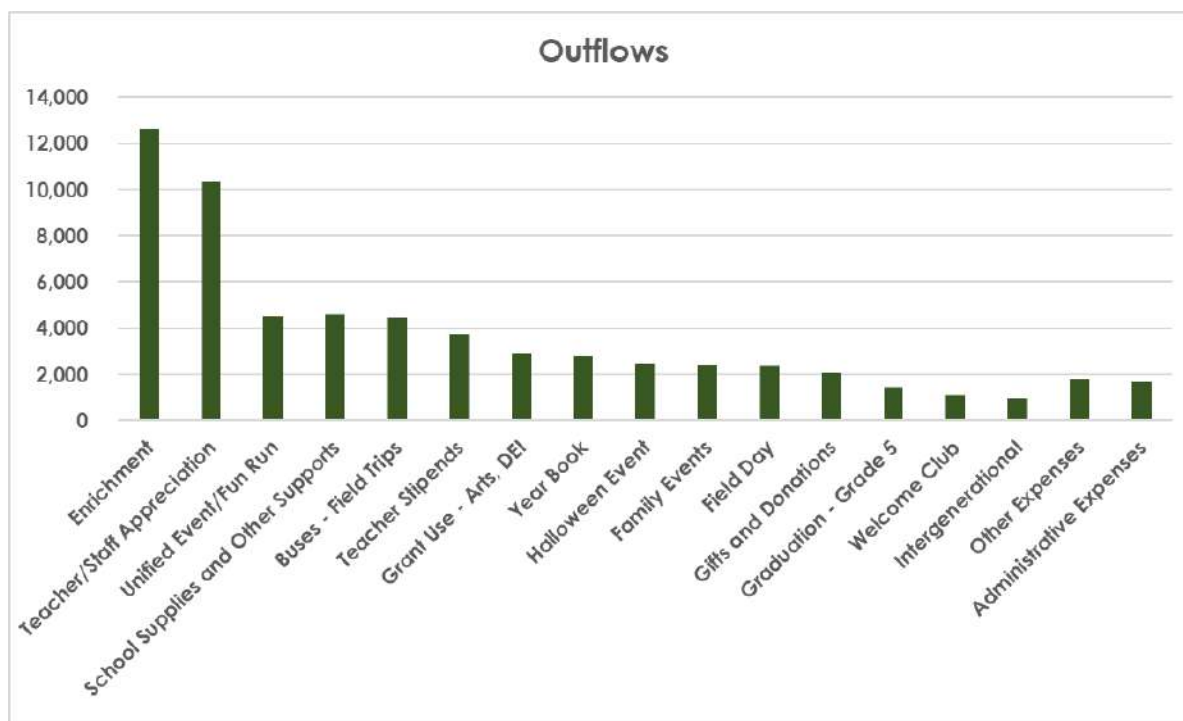
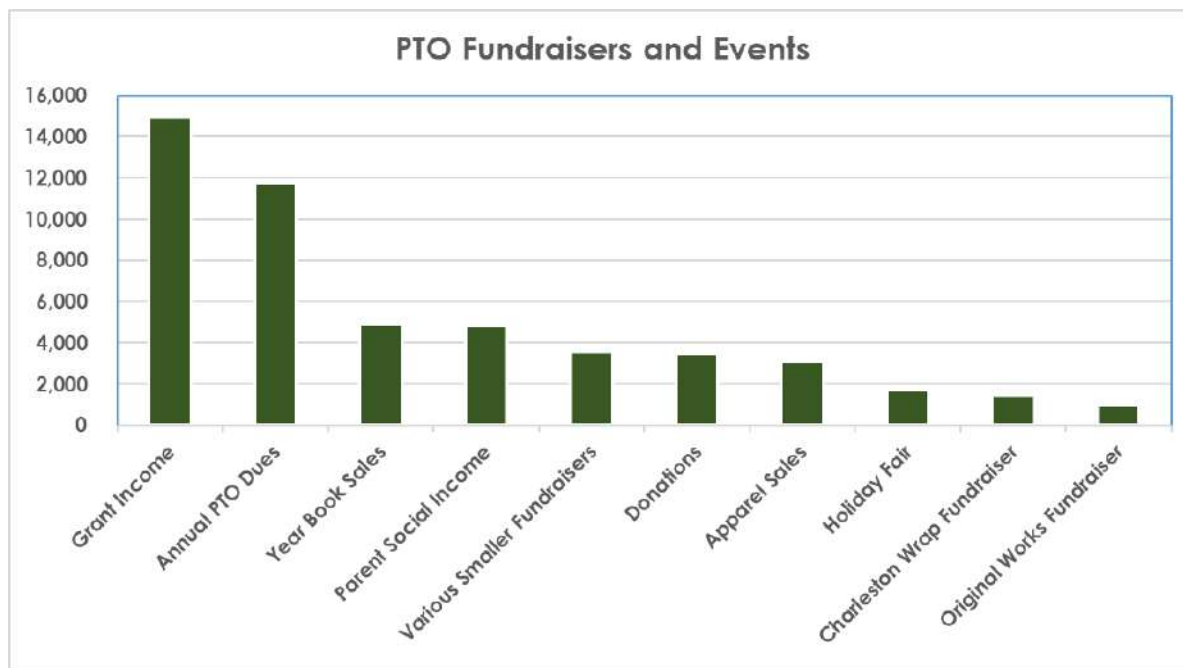
- Teacher stipends for classroom supplies and Teacher Appreciation activities and meals throughout the year
- Student Enrichment
  - Workshops to support classroom learning
  - Outdoor classroom/garden support
  - Buses for field trips
  - Intergenerational program
  - Field day support
- Family Events
  - Welcome back & Year-end picnics
  - Halloween Event
  - Bingo Night
  - Unified Champions/Fun Run
- 5th Grade graduation events
- Welcome Club Events

## 2023-2024 Fundraising Goal: \$49,020

The Annual Dues (suggested \$50 per student or \$100 per family) only cover a portion of the average per-student spending (2022-2023 average spent per student was \$150). The PTO relies on volunteer-run fundraisers and donations for the remaining amounts. **Please consider making a donation to the PTO** in addition to the membership dues to help us fund enriching activities for our children in 2023-2024, as well as teacher appreciation, and community building activities. Donations can be sent in with your dues or at any time via [Membership Toolkit](#).

## 2022-2023 Financial Results

The financial results below represent the combined results for Deerfield and Hanlon for the 2022-2023 school year.















# Pine Hill PTO Volunteer Opportunities















To meet its mission and financial obligations, the Pine Hill PTO relies on active parent/caregiver participation. Time commitment and the nature of work involved varies. To help you find a good fit, we've included volunteer opportunity descriptions.

**We still need quite a few coordinators and committee members, see \*\*\* opportunities below!**





## PTO EVENT/ACTIVITY COORDINATORS

All require coordination with the Board regarding volunteer, communications, sign-up, and product needs

Event	Coordinators	Timing	Key Tasks	
<b>Apparel</b>	Chelsea Davis Maria Drakopoulos	Fall	<ul style="list-style-type: none"> <li>Work with other Westwood schools to select apparel and create form</li> <li>Organize and prepare orders for delivery to school</li> </ul>	 
<b>Halloween Event</b>	Kristen Dooher Kelly Lloyd Daliza Nova Christina Mahoney Liz Quinn Jess Stanley	Fall	<ul style="list-style-type: none"> <li>Coordinate/plan the event</li> <li>Coordinate with Board to set up online registration</li> </ul>	 
<b>Humble Pie Fundraiser</b>	Brooke Brown Maggie Joyce Amy Vidnovic	Fall	<ul style="list-style-type: none"> <li>Coordinate annual pie sale (dates, menu)</li> <li>Coordinate with board for online orders and volunteers</li> </ul>	 
<b>SCRIP</b>	Karen DeWolfe	Nov/ Dec	<ul style="list-style-type: none"> <li>Set up online ordering at SCRIP.com</li> <li>Create flier for distribution</li> </ul>	 
<b>Original Works</b>	Kerry Capodilupo Megan Dewey	Fall and Winter	<ul style="list-style-type: none"> <li>Share program materials with art teachers in October</li> <li>Email class list for artwork labels in January</li> <li>Submit artwork to Original Works by end of February</li> <li>Share Parent Order Information in mid to late March</li> </ul>	 
<b>Play</b>	Julie Wallace	Fall/ Winter	<ul style="list-style-type: none"> <li>Work with vendor to select dates and program</li> <li>Work with Pine Hill administration to plan for rehearsals and show</li> </ul>	 
<b>Family Bingo Night</b>	***	Winter	<ul style="list-style-type: none"> <li>Organize a family-friendly holiday BINGO night</li> </ul>	 
<b>Field Day</b>	Tyler Simpson	Spring	<ul style="list-style-type: none"> <li>1 meeting with gym teacher to discuss event and volunteer needs</li> <li>Order pizza and tee-shirts</li> </ul>	 
<b>Unified Champions</b>	Andrea DiCicco Karen Dolman Sarah Spinello	Spring	<ul style="list-style-type: none"> <li>Organize inclusive movement based activities for families to participate in. Can be one event in the Spring or potentially smaller gatherings over the course of the school year</li> </ul>	 
<b>Inter-generational</b>	Andrea DiCicco	Spring (4th Grade)	<ul style="list-style-type: none"> <li>Coordinate with Westwood Senior Center to discuss activities</li> <li>Reserve/coordinate any activities</li> <li>Purchase any refreshments/supplies needed</li> </ul>	 

<b>CommUnity Night</b>	Kate Scales	Spring	<ul style="list-style-type: none"> <li>Organize community events that showcase the strengths of our community (activities include crafts, book sales, and music)</li> <li>Welcome new families to the Pine Hill Community</li> </ul>	 
<b>Pine Hill Directory</b>	Julie Wallace	Year round	<ul style="list-style-type: none"> <li>Work with school to obtain up to date list of current students</li> <li>Maintain online directory within Membership Toolkit</li> <li>Provide support to PTO Board for communication/ store functionality</li> </ul>	 
<b>Teacher Appreciation</b>	Margaret Donahue Kaitlin Vernon Maria Drakopoulos	Year round	<ul style="list-style-type: none"> <li>Coordinate meals and occasionally small gifts for teachers throughout the school year</li> <li>Brainstorm/coordinate ways to improve the look of the school, making it a more welcoming space for students and visitors.</li> </ul>	 
<b>Welcome Club</b>	Kate Scales	Year round	<ul style="list-style-type: none"> <li>Connect Westwood families to Boston buddy families</li> <li>Organize programming to Welcome Boston families into the Pine Hill Community</li> <li>Work with school administration to obtain list of families that are new to the community</li> <li>Coordinate welcome events and set up/recruit "buddy" families</li> </ul>	
<b>Yearbook</b>	*** Maria Drakopoulos	Year round	<ul style="list-style-type: none"> <li>Organize and collect photos for yearbook</li> <li>Design/layout yearbook</li> <li>Create fliers/paper order forms</li> </ul>	 
<b>Grant Writing</b>	Brooke Brown Maggie Joyce Amy Vidnovic	Year round	<ul style="list-style-type: none"> <li>Write 1-2 grant funding requests (e.g., The Foundation for Westwood Education, The Westwood Cultural Council)</li> <li>No previous grant experience is necessary</li> </ul>	 
<b>School Merger Coordinators</b>	Christine Amara Meaghan Miller Sarah Spinello	Fall/ Winter	<ul style="list-style-type: none"> <li>Collaborate with Pine Hill Administration to create opportunities for students to commemorate their respective Deerfield/ Hanlon communities</li> </ul>	  

### Key

 Can be done at any convenient time (phone calls/emails) or the event occurs in the evening	 Can be done with younger children in your care or any convenient time (phone calls/emails)
 Work directly with Pine Hill students	 This job is a short-term commitment

### ONE-TIME EVENT VOLUNTEERS

While the above individuals and committees are responsible for planning these events/activities, many require volunteers the day of the event. Be on the lookout for email requests for volunteer participation.



## COMMITTEE ROLES/OPENINGS

Committee chairs oversee the administrative aspects of the committee (setting meeting dates/times, agendas, notes, task lists).  
Members help to plan, coordinate and identify volunteer needs and event/activities.

<b>Fifth Grade Planning</b>		
	<i>Deerfield Members</i>	<i>Hanlon Members</i>
Chair	***	***
Member	Ada Penabaz	Amy Saunders
Member	***	Amber Stepper
Member	***	Stephanie Connelly
Member	***	Melanie McNally

<b>Spring Parent Social</b>		
	<i>Deerfield Members</i>	<i>Hanlon Members</i>
Chair	***	Kelly Lloyd
Member	***	Kate Scales
Member	***	***
Member	***	***
Member	***	***

<b>Math League</b>		
	<i>Deerfield Members</i>	<i>Hanlon Members</i>
Chair	Ishani Tewari	***
3rd Grade	Annie Courchene	***
4th Grade	Maryam Yeganegi Liz Tarshis	Jim McManus
5th Grade	Takeshi Yamaguchi	***

<b>STEAM/Art Fair</b>		
	<i>Deerfield Members</i>	<i>Hanlon Members</i>
Co-Chair	Sofia Travayiakis	***
Member	Christina Close	Marta McManus
Member	Maryam Yeganegi	***
Member		***

### Committee Descriptions:

#### **Fifth Grade Planning**

**Winter-Spring**

The Fifth Grade Planning Committee plans a series of events for our fifth grade class including a fifth grade service project, a fundraising event, a graduation party, and moving up ceremony.

#### **Math League (Grades 3-5)**

**November-April**

Math League is a program open to students in grades 3-5. The goal is to make math more fun and approachable to kids of all abilities by helping them apply the skills they have already learned in a team-oriented, energetic setting. Students meet one morning per week, playing games and solving problems in teams. In April, each grade competes in a meet against the other Westwood elementary schools. Parents “coach” the practices, helping the kids apply what they know to problems that are new to them. **You do not need to be a math whiz to help – all that is required is enthusiasm and a sense of humor!** Parents also do not have to commit to coaching every week – one parent for each grade helps coordinate the coaching schedule.

#### **Spring Parent Social Fundraiser**

**January-May**

The Spring Social Committee organizes a casual parent social. Tasks include securing a venue, silent auction items, and publicizing the event. The goal of this committee is to organize a relaxed event where Pine Hill parents can have some fun, socialize and raise some funds for the PTO.

#### **STEAM Fair**

**December-January**

The STEAM Fair Committee coordinates an evening event all about creativity! Students share their optional at home Science, Technology, Engineering, Art and Math (STEAM) projects. The Committee works with the School Librarian to plan and coordinate the event, identify volunteer needs, and help set up the event.



## Pine Hill PTO

### Family Dues and Information Form

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**\*\*YOU DO NOT NEED TO SUBMIT THIS FORM IF YOU ALREADY UPDATED/CONFIRMED YOUR FAMILY INFORMATION AND PAID MEMBERSHIP DUES ON MEMBERSHIP TOOLKIT\*\***

All Pine Hill families are automatically part of the Pine Hill PTO. In addition to our fundraising activities, the PTO relies on annual family dues payments to help cover student enrichment, teacher appreciation, and community building activities. PTO dues for the 2023-2024 school year are \$50 per student or \$100 per family, but families should contribute what is most comfortable for their budget. We very much appreciate the support of our Pine Hill families.

*\*\*Please visit our Pine Hill PTO portal to update your family information, pay family dues, and make additional donations, if desired, online (<https://pinehillpto.membershiptoolkit.com/story/279721>) OR you can complete this form and submit to the Hanlon or Deerfield office. You do not need to fill out this form if you have already updated your information and submitted payment online.\*\**

Please update your family information and submit dues payment by October 21, 2023.

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_ Best Phone #: \_\_\_\_\_

Youngest Pine Hill Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Please make checks payable to "Pine Hill PTO" and return it with this form to school by Monday, October 21st or submit payment and any donations via [Membership Toolkit](#).

Dues (\$50/student, \$100/family)	\$
Additional Donation (optional)	\$
TOTAL PAYMENT	\$
If paying by check, please add CHECK # here: _____	

*Thank you for your support of the student enrichment, teacher appreciation, and community building activities of the Pine Hill PTO!*