



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.

2024-2025 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 2024-2024 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 **Friday, October 11th**.

We are hoping for participation from all Pine Hill families and are looking forward to an exciting school year!

WHAT'S INSIDE . . .

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Get to Know Your Pine Hill PTO

Executive Board 2024-2025

Role	Board Member	Students (Grade)
Co-Chairs	Sarah Cantley Brianne Lamb	Claire (2), Lucy (2) Audrey (5), James (3)
Treasurers Bookkeeper/Tax	Jaime Marshall	Ryan (1)
Secretary	Julie Wallace	Kylie (5)
Communications Coordinator	Jennifer Flanders Whitney Kimmel	Emily (3), Isabel (K) Elliot (1)
Volunteer Coordinator	Katelyn Castro Jennifer Magnan	Isabel (1) Payton (4), Kinsley (1)
Fundraising Coordinator	Karlenis Castillo Christina Hajjar Amy Vidnovic	Khaalis (1) Juliana (1) Annie (2), Jane (K)
DE&I Coordinator	Daliza Nova Kate Scales	Luna (5), Hugo (2) Claire (5), Millie (3)
Boston Families Representative	Karlenis Castillo Daliza Nova	Khaalis (1) Luna (5), Hugo (2)
SEPAC Representative	Doris Forteith	Grayson (4)
WABA Representative	Amanda McNulty	Kevin (1)

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

Follow Pine Hill PTO on Social Media



Join the [Pine Hill PTO Facebook](#) group (a closed, private group for the 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 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 will be held in the evenings at Pine Hill. These meetings will be announced via email, shared via social media, 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 [2024-25 PTO Volunteer Interest Form](#) and/or email us at 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
September	Curriculum Night Teacher Dinner
October	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*

August

Kindergarten Meet & Greet

September

PHS Welcome Back Picnic/Food Drive

Welcome Club Meet-up

Fall PTO Meeting

Picture Day

Curriculum Night

October

Ever So Humble Pie Fundraiser

Teacher Conference

Charleston Wrap Fundraiser

Westwood Gear Sale

Halloween Event

Pine Hill Play

November

First responder Gift Baskets

Raise Right Fundraiser (gift cards)

December

WYFS Gift Drive

Inclusive Schools Week

January

STEAM Fair

Math League Starts

Dumpling Fundraiser

February

Booster Fundraiser

Virtual Talent Show

March

Start of Intergenerational (Gr 4)

Book Fair

Yearbook Photo Deadlines

Pine Hill Musical

April

Original Works Art Fundraiser

Teacher Conferences

Math League Meet

Yearbook Order Deadline

Teacher Experiences

May

Parent Social & Fundraiser

Teacher Appreciation Week

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

2023-2024 Financial Summary (combined for Deerfield and Hanlon)

- Total Raised: \$41,800
- Total Spent: Approximately \$100 per student
- Over 90% 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: \$33,000 as of 6/30/2024 (Excludes \$21,000 of funds earmarked for specific purposes: art programs, scholarships, DEI initiatives, and the outdoor classroom.)

2023-2024 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
 - CommUnity Night & Art Show
- 5th Grade graduation events
- Welcome Club Events

2024-2025 Fundraising Goal: \$40,525

The Annual Dues (suggested \$50 per student or \$100 per family) only cover a portion of the average per-student spending (2023-2024 average spent per student was \$100). 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 2024-2025, as well as teacher appreciation, and community building activities. Donations can be sent in with your dues or at any time via [Membership Toolkit](#).

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	
WW Apparel	Chelsea Davis	Fall	- Work with other Westwood schools to select apparel and create form - Organize and prepare orders for delivery to school	 
Halloween Event	Christina Hajjar	Fall	- Coordinate/plan the event - Coordinate with board for volunteers	 
Humble Pie Fundraiser	Brooke Brown	Fall	- Coordinate annual pie sale (dates, menu) - Coordinate with board for online orders and volunteers	 
Raise Right	Julie Wallace	Nov/Dec	- Set up online ordering - Coordinate with board for distribution	 
WYFS Gift Drive	Andrea DiCicco	Nov/Dec	- Set-up link to purchase items - Coordinate with board to distribute link	
Charleston Wrap	Karlenis Castillo Christina Hajjar Amy Vidnovic	Oct/Nov	- Work with vendor to coordinate fundraising dates - Provide communications team with fundraising details	 
Play	Julie Wallace Andrea DiCicco Mercedes Carasco	Fall/ Winter	- Work with vendor to select dates and program - Work with Pine Hill administration to plan for rehearsals and show	 
Dumpling Fundraiser	Brooke Brown	Winter	- Coordinate with vendor to select dates - Communicate timing/ordering details for MT store - Coordinate pick-up schedule	
Math League	Ishani Tewari Co-coordinator Needed	Winter	- Coordinate volunteers - Schedule programming	
Booster Fundraiser	Amy Vidnovic Karlenis Castillo	Feb	TBD	
PHS Apparel	Christina Hajjar	Spring	- Select vendor and apparel, create form - Organize and prepare orders for delivery to school	
Original Works	Megan Dewey	Spring	- Share program materials with art teachers in October - Email class list for artwork labels in January - Submit artwork to Original Works by end of February - Share Parent Order Information in mid to late March	 
Field Day	Board/PE Teachers	Spring	1 meeting with gym teacher to discuss event and volunteer needs - Order pizza and popsicles	 

Inter-generational	Andrea DiCicco	Spring (4th Grade)	- Coordinate with Westwood Senior Center to discuss activities - Reserve/coordinate any activities - Purchase any refreshments/supplies needed	
CommUnity Night	Kate Scales Katelyn Castro	Spring	Organize community events that showcase the strengths of our community (activities include crafts, book sales, and music)	
Pine Hill Directory	Julie Wallace	Year round	- Work with school to obtain up to date list of current students - Maintain online directory within Membership Toolkit - Provide support to PTO Board for communication/ store functionality	
Teacher Appreciation	Melanie McNally Amber Stepper	Year round	- Coordinate meals and occasionally small gifts for teachers throughout the school year - Brainstorm/coordinate ways to improve the look of the school, making it a more welcoming space for students and visitors	
Welcome Club	Kate Scales	Year round	- Connect Westwood families to Boston buddy families - Organize programming to Welcome Boston families into the Pine Hill Community - Work with school administration to obtain list of families that are new to the community - Coordinate welcome events and set up/recruit "buddy" families	
Bookfair	Sarah Spinello Maria Drakopoulos	March	- Coordinate timing and volunteers for bookfair - Work directly with bookfair vendor	
Parent Social	Christina Hajjar	May	TBD	
Yearbook	Daniele Mathras Fay Maria Drakopoulos	Year round	- Organize and collect photos for yearbook - Design/layout yearbook - Create fliers/paper order forms	
Grant Writing	Christine Amara	Year round	- Write 1-2 grant funding requests (e.g., The Foundation for Westwood Education, The Westwood Cultural Council) - No previous grant experience is necessary	

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 events/activities.

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

****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 2024-2025 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 11, 2024.

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!