

Meeting Minutes

PTO Meeting: September 12, 2012

- There were no minutes to approve from the last meeting
- Teacher's Report
 - Sharon McLaughlin reported that the school year was off to a great start and all the teachers were excited for a great year ahead. She commented that the kindergarteners had an extremely smooth transition as well.
- Principal's Report
 - Mark Maceneny reported that the school year was off to a great start, finally had the kindergarteners in the building and also commented that they had a great transition and thanked the kindergarten team
 - Mark stated that the ramp up of back to school was very smooth and he praised the faculty and everything they do to support the school
 - The support staff is running smoothly and fun is already being had in the classrooms
 - Mark reviewed the new schedule of lunch and recess and that he has received positive feedback around recess first and allowing kids more time to eat a nutritious lunch
 - Mark feels that now with kids receiving two recesses they are meeting their exercise and nutritional needs and at the same time slowing the pace down so they have time to eat
 - The school is also taking a more active approach in recycling this year: starting with milk cartons with the hopes of greater recycling including Styrofoam trays and hopefully a compost in the next year or two.
 - As of meeting, 455 students enrolled are enrolled but enrollment is flexible. There are 50 staff members.
 - This summer, the core values were mounted on the front wall of school and inside the lobby.
 - Additionally, the school is now fully online.
 - Document cameras and projectors have been provided to every classroom.
 - Special thanks to Alison Vaishnaw who wrote a grant to a program that donated 23 laptops to the school.
 - Curriculum nights have been set for October 1 (k/1), October 3 (2/3) and October 5 (4/5)
- President's Report (Brecky)
 - Discussed the annual report and importance of all parents reviewing it for pertinent PTO information
 - Reviewed last year's tremendous fundraising, this year the goal is to raise \$40k but to spend \$60k – use the Bear Fair money and surplus and spend on extraordinary purposes for the students.
 - Requesting proposals from teachers
 - Applies to technology, theatre initiative and beyond.

- PTO has been very busy since the start of school with two parent coffees, ice cream socials, meeting with principal, teacher, etc.
- Urged everyone to volunteer but also this year goal is to engage teachers and have the grades support one another with the grade run events.
- How event sponsored events will work:
 - Each grade receives an event and parents are expected to volunteer
 - Currently looking for an organizer for bake sale for Election Day
 - 5th grade looking for a new event and they get to decide
 - Need an organizer for the art night in June
- Laura Fuller approved as fundraising coordinator
- Discussed Facebook page
 - Usage: reminding about little events, sharing a memory, use it as a place to grow ideas, think differently, really important for Facebook.
- Question regarding Bishop talks email list and whether it is disabled. Determined it is not, Jayme will post anything that is pertinent
- Brecky reviewed Google drive – using Google documents to store information.
 - If we come across something online, trying to use Google docs for more collaboration.
 - Bishop PTO will share files, folders for every event and will provide access. When you are a coordinator, you will get invited to use document folder. For people to communicate, wrap up an event and keep notes.
- Reviewed meeting signage and purchases PTO made to date.
- Requested that everyone use the PTO stationary and thank people for volunteering
- Currently lots of confusion regarding approved food list, Mark to address in a Friday email. Wendy Elverson offered to put together a list of foods that will address food allergies.
- Annual Fund - moving forward and will be prepared for Curriculum Night
 - Needs a hand with people to help with selling spirit wear and bear bucks. Goal is \$10,000 for the year
- President's Report - Jayme

Jayme:

- Reviewed Grants for Teachers
 - This year we will provide grant opportunities including school improvements, sound system, offer teachers what to do with their classrooms. Jayme will be working with the teachers to understand their needs. Jayme will bring information to PTO.
 - Reviewed new bulletin board: Contains information on what is coming up, enrichment programs, hand-outs, volunteer sign-ups, fundraising, has a new home in corner front entrance

- Town Day coming up on Saturday: Joanne Routenberg coordinating – Plinko game, dress-up, lollipop tree and 50/50 raffle.
- Treasurers Report (Celeste and Adam)
 - Celeste reviewed this year's goal: to invest our surplus in our teachers, schools and make an impact
 - On the income side there are over 30 events. Two events, Annual Fund and Bear Fair bring in over 50% of the revenue. But every event does count. Events are about more than money, about spirit and community.
 - On the Expense side: large line items – technology initiative, community initiative, PTO grants
 - All activities ensure that we meet the plan
 - Each PTO meeting will serve as an opportunity to track spending and review with PTO
 - Celeste reviewed filing expense report for reimbursements:
 - Find it in google drive
 - Attach receipts and put good description
 - Either put in PTO mailbox or put on form
 - Adam and Celeste are still breaking down the roles/responsibilities
 - Separate so that there is control around the funds.
- Enrichment (Alison)
 - Reviewed outside enrichment that comes into the school: Very good overview in Annual Report.
 - Enrichment tends to have two different tracks:
 - Whole school: cultural, arts – assemblies, workshops that all school will do
 - Grade level events: evolved program over years in coordination with teachers, very similar from year to year
 - Structured around the curriculum of grade level.
 - 2012/203 Drama program : This year we have received a grant that has a theatre educator, will work with the teachers/grades several times. Workshop for teachers, each grade to do a small performance piece during den meetings
 - Additionally there will be an all school mock election ties into theatre since it will be about American Symbols
 - Resume for enrichment theatre educator on PTO board for review
- Spirit (Amy and Heather)
 - Spirit days will coincide with monthly school events
 - There will also be a spirit week again this year, date TBD
 - Amy and Heather took a survey of pre-order sales – it appeared that most people were open to individual purchases pre-ordered, more info to come
- Other
 - Pumpkin sale – Wendy Elverson reviewed the pumpkin sale scheduled for October 6.

- To include large and small pumpkins, hay bales, caramel apples, cider donuts, apples, cider and Enjoy Life bars for children with allergies.
- Each 2nd grade teacher will make the signs for the fundraiser
- Question was raised around the healthiness of each of the events. It was decided that we should use judgment and not deprive kids
- Room Parent discussion (Heather)
 - Heather reviewed with class parents how you can best support teachers this year
 - Communicating and coordinating with other parents
 - Primary ways of communication: Home to school folder and emails
 - Reviewed room parent responsibilities
 - Coordinating gifts for holidays, teacher appreciation week
 - Supplies for classroom
 - Organizing parties
 - Setting up activities/games/crafts and food
 - Parent volunteers
 - Field trip chaperones
 - Liason between classroom parents and PTO
 - PTO grade events, one for each grade
 - There is a questionnaire for teachers to help you personalize the year with them
 - New excel document made by Celeste to track slush fund /Totals at the bottom and then you can track what you purchase
 - Discussion of “Bulk Buy” – parents could buy in and provide paper towels
 - PTO requested copy of all wish lists so that PTO can evaluate
 - Teacher gift review: Total of \$150 for the whole year/Mass. Ethic law
 - Consider kindergarten aides
 - Make sure you find out about allergies and make everyone feel included
 - Discussion on allergies – considering an after school talk on allergies and how parents can better understand and be aware
 - Heather will create invitation with link all room parents
 - Last discussion was around hand cleanliness given the reversal of recess and lunch. Mark is looking into ways to wash hands post recess and will report back to PTO on next steps.
- Meeting adjourned: 9:00 p.m.