

East School PTO Board of Directors Meeting Minutes

Wednesday, September 14, 2016 10:30am

President: Suzanne Kracunas

- Welcome and kick-off meeting
- **AI: Suzanne will attend the All School planning meeting on 9/19 hosted by B. Vernon and report back the dates.**

Enrichment: Laura Accettella

- Goal this year is to increase communication between teachers and parents. Deirdre created a doc with grade specific enrichment activities to be handed out on curriculum night.
- VP Case has requested that no field trips be scheduled between April 13th – April 29th for grades 3-5 due to MCAS make up
- Mock election run by JFK Museum a potential for Nov. 3rd.
 - **AI: Laura A to send Tony K an email for buy in.**
- Explorers: Deirdre Anderson
- Pop ups for ½ days planning underway.
- Targeting to have a winter explorers with favorite choices – Tu/Thur.
- **AI: Karen Deane to get cost of Math Olympics to Laura A. and Kate N.**

Communications: Sarah D'Souza

- Very busy making updates to the website but just about there.
- Kathie Cronin taking pictures of school store items today to post online
- PTO Digest will be out monthly. If anyone has any ideas or topics they want covered please let Sarah know.
- No photocopier this year. Everyone is to handle their own needs.
- Waiting on final list from front office for directory creation.
- Email Sarah and Suzanne for all Social Media post needs
- Digest Distribution Dates:
 - **Fri, Sept. 30**
 - **Fri, Oct. 28**
 - **Fri, Dec 2**
 - **Fri, Dec 3**
 - **Fri, Jan 27**
 - **Fri, Mar 3**
 - **Fri, Mar 31**
 - **Fri, Apr 28**
 - **Fri, Jun 2**
 - **Fri, Jun 30**
- Sarah requesting have a co-chair.
 - Kathie Cronin has confirmed interest and will be added to the website and attend the next BoD meeting.

- AI: Sara D'Souza - Find back up photographers
 - Egle Ruth, Chris Ward, Michelle Wagoner possibilities

Activities: Brianne Jarvis

- Back to school bash needs more volunteers.
 - AI: Brianne send a note to Suzanne to put a note on facebook looking for people to sign up
 - Halloween Party – Jen Doan
 - We decided to keep pizza and Oreos as part of the entrance fee
 - Will keep the gym open
 - Question re: whether or not the 5th grade will sell glow sticks and who will advertise this
 - AI: Jen Doan to find out from Deirdre A. or Amy Vloshko how to get H.S. volunteers.

5th Grade Committee

- AI: Suzanne to set up a meeting for her, Kate Newth and Julie to discuss expectiaotns for communication etc.

Newsletter: Loulou Healey

- Looking for an editor
 - AI: Loulou – follow up with Adrienne McGarr

Leadership Volunteers Needed: Julie Robinson

Please consider anyone you know that might be a good fit and suggest they sign up!

- Boks trainers
- Get Smart about Art Coordinator
- Grade level enrichment coordinator
- Library volunteer
- Book Fair Coordinator
- Sunshine Coordinator

Outstanding Action Items (AI) from August BoD meeting:

- **AI: Julie to create Home Room Parents Responsibility List so Room Parents are aware of what the role entails; invite school nurse to Home Room Parents training to discuss the no food restrictions for in-class activities**

• AI: Jenn Doan to investigate options to charge vs. not charge for Field Day t-shirts. If we are to charge, this needs to be clarified in the Appeal. If not, we need to increase budget for Field Day. – Will discuss at October 7th meeting

- **AI: Julie to confirm who is the Support Chair?**