

East School PTO
Board of Directors Meeting Agenda
Monday, August 29th at 10:30am

Attendees: Suzanne, Jenn Doan, Michelle Paterniti, Briane Jarvis, Kate Newth, Heidi Collins, LouLou Healey, Laura A, Karen Deane, Deirdre, Julie R, Yvette Kanter

Meeting Start Time: 10:45 am

Meeting End Time: 12:45 pm

AI = Action Items

1. President

- a. PTO Board Meetings – dates and times
 - Motion to keep Board Meetings to 2 hours
 - 3rd Wednesday of every month is Board Meeting at 9:15am
 - b. PTO General Meetings –
 - Only 4 meetings this year; first one on 9/14 at 9:15; 1 hour
 - AI: LL to change 10/19 General Meeting from East School to Middle School – evening timeframe
 - 11/16 General Meeting – MCAS Review
 - 1/18 – school committee
 - c. Board Member & Committees Poster Board
 - AI: People with missing pictures and bios, please get them to Sarah D'Sousa and Kathie Cronin
 - d. Curriculum Night
 - Sell Spirit t-shirts at these nights
 - e. By-laws
 - Everyone reviewed it and signed off
- AI: Suzanne to contact Beverly to secure All-Hands Meeting Dates & Themes
 - AI: Suzanne to cover budgets as part of her presentation at Curriculum Nights

2. Vice President

- Sign-Up.com will be used to
 - Room Parents will be selected by October
 - Red Envelopes will go out by September 16th, as well as the SignUp.com
- b. Review any open positions
- Newsletter Chair
 - **Enrichment Coordinators**
 - AI: Laura to send the open positions to Julie
 - 4th grade Physics Olympics
 - GSAA – tap into Enrichment Coordinators to help with planning activities
 - Committee for Teacher Grants
 - Home Room Parents
 - 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

3. Secretary

- a. Calendar – East School Google Calendar & Excel Calendar
 - 2 calendars will be kept – one on east-pto.com and an Excel version; everyone to send LL dates when they are confirmed
- b. Newsletter
 - 1st newsletter will get dropped after Tony sends out his “Welcome” email to all parents
 - AI: LL to send all newsletter distribution dates when they are available

4. Treasurer

- a. Review Budget
 - Kate will post budget on East PTO Web site
 - Please do not send Kate Check Request Forms in images format. Used PDF instead
 - Please do not just the PT drawers for Check Requests. Use the Treasurer-Folder
 - \$26k in reserves; need to determine how to spend and communicate to parents
- b. Review updated finance procedures
 - Math Olympics – Budget is \$50, but actual spend for 2015 Year was \$1200; need to reassess actual costs for this year
 - AI - Karen Dean to tie off with Laura

5. Committees

a. Communications

- Overwhelming positive feedback on the new web site. Congratulations to Sarah and Kathy Cronin for doing such a good job!
- AI: Everyone to review their sections/pages to ensure that copy on East PTO Web Site is updated and relevant
- AI: Saran and LouLou to communicate 1st Newsletter Drop
- AI: Sarah and LouLou Newsletter distribution dates – need to finalize them and communicate to all Board & Committees

b. Fundraising

- Appeal connected to the Directory; people will get their Directory if they donated
- Question for Chrissy Roberts – is there an Appeal meeting?
 - Should we still have kids name entered into a raffle if parents donate?
- Spirit T-shirts
 - Lots of discussion on whether to combine the Spirit t-shirts with the Field T-shirts; Majority of costs for Field Day are the t-shirts; last year, we asked for donations and some parents were confused as they thought the Appeal covered t-shirt costs for Field Day
 - 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 we don't charge, then we need to increase Field Day budget to account for t-shirts.

c. Activities

- Back to School Bash
 - 10/27 – Halloween Bash – On Thursday – perhaps right after school and considering no food
 - AI: Jenn Doan to check with Tony

d. Enrichment

- Review Hornstra Farm and any other field trips in question
- In School Presentation Enrichment Activities will be run by Karen Deane
- Field Trips – Laura will run this
- Explorers, Math Olympics & GSAA – Deirdre running with this
 - Deirdre met with Foster to learn about their Explorers
 - Teacher paid \$2,500 to run Foster Explorer Program
 - AI: Deirdre to further flesh out program and make recommendations to team for next Board Meeting
- AI: Mock Election – potentially add this to the Enrichment Program?
Laura to explore possibility with Tony

e. Support

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