

## **East School PTO**

08.30.17 Meeting Notes

### **Attendees**

Heidi Collins, Katie Connolly, Christina B?, Jen Doan, Ashley Kalish, Suzanne Kracunas, Sarah Kuzniar, Kirsten Moore, Kate Newth, Michelle Paterniti, Julie Robertson, Nancy Faris

### **Meeting times**

- PTO Board meeting will take place on the third Wednesday of every month at 9:15am.
- The first meeting is on Wednesday, 9.13 at 9:15. It is a general meeting open to the whole East community. It will be run and facilitated by Tony Keady and Becky Case.

### **PTO Speakers for general meetings**

- This year there is an all-town PTO group, which is pooling money to get great speakers.
- Suggestions for meeting presenters are welcome. Any leads let Suzanne and Julie know.
- The "Social Thinking" presenter was valuable and the PTO plans on bringing her back.

### **Board Member issues of interest**

- **All new board members need to submit a headshot to Suzanne for the PTO website and East School office bulletin by 9.13.**
- Every board member should review and sign the by-laws. **Suzanne to send out.**
- The PTO is a not-for-profit organization – and is insured as such. Individual board members have no personal liability.

### **Open positions**

- There are a few more open positions than in previous years.
- By-laws state that volunteers can serve up to 2 years. After 2 years, the position needs to be posted, if no interest than original person can return to their position. We are operating according to by-laws.

- Two types of positions: permanent positions and event-oriented. Julie will post openings for permanent positions.
- New positions will be posted at the beginning of the year. Give them until beginning of October to respond. Except for room parents - deadline 9/27. Will actively monitor signup.com volunteer ship. **Don't let a good program die.** Speak up and sell a program.
- Open positions: Co-chair for Newsletter, Book fair co-chairs, Snowflake sale – 2, Hobby night – 2, Screen-free week, Kindergarten welcome, Back to school bash, Mother-son, Enrichment – 2 for K (scheduling, not directing the programming), 1 for 3<sup>rd</sup>, 1 for 4<sup>th</sup>, 4<sup>th</sup> grade physics, Get Smart about Art chairs. See PTO website for updated list; look under volunteering section.
- **Julie to forward list of activities to Heidi and Ashley.**

### **Get Smart About Art**

- GSAA Volunteers will be recruited by room parents, not the GSAA chairs. Hope is that the personal plea from the room-parents will be more effective in getting parents involved.
- As the grade goes up, participation levels go down. Need separate days for each grade, so that parents of multiple children don't have volunteering conflict.
- Planning to do a joint art celebration/show with Mr. Bliss and GSAA. Hope is that the joint celebration will be the beginning of a collaboration between GSAA and the East Art Program.
- Approach Mr. Bliss about taking over one of the bulletin boards in the school for art exhibits for the kids. Would like to have more art exhibits for kids, not just the town show.
- Christina is working on the best method for organizing, pulling and distributing GSAA supplies. Recommends that general supplies are stored together; then get grouped in bins by class and distributed by cart.

### **School Council**

- Meets 4-5 times a year; reviews survey questions regarding quality of the education and experience.
- Was an appointed 2-year position, now elected.
- Striking this from PTO responsibilities. It is under the purview of Mr. Keady.

### **Communications**

- We are sending home PTO Magnets with the School Calendar and the PTO web address.
- The website is new last year. People still don't know about it. Need to direct people to the website. It is a great resource, but not well known.
- Send any information blurbs and announcements to Kathie Cronin and Sarah D'Souza, the Communications Chairs. Cut and paste any links and send as well.
- Can also send information to Keady to put in his school-wide email blast.
- Always a good idea to cc Sharon on everything.
- First newsletter drop is coming up. Any new information? Back to school bash; PTO appeal? Anything else?
- We might not do a September PTO newsletter. Might just put news in Keady's email blast.
- **Suzanne to follow-up with Sarah and Kathie on date and contents of first PTO newsletter.**

### **Secretary**

- Secretary is responsible for taking and posting meeting notes and for updating the PTO calendar.
- Need to make sure that Sharon is informed of all PTO events so she can add it to the East calendar.
- Calendar is on the website.
- PTO notes get posted on the website and sent via email.
- **Nancy to meet with LouLou and go over details.**

### **Treasurer**

- Old and new treasures have met and reviewed materials and responsibilities.
- **Suzanne needs to provide signature for new account (See Elaine or Tracey at the bank)**
- Sarah is going to take over the Paypal account. Need to evaluate whether Paypal is a good payment mechanism. The fees are high relative to the nominal purchase prices – but it is convenient at events when parents don't have wallets.

### **Budget**

- Kate handed out copies of budget that was approved for the upcoming year.
- The budget will also be posted on-line.

- Haven't adjusted the appeal number in several years. Need to determine if this is still the right number or if it needs to go up to reflect rising costs.
- Enrichment is one of the biggest budget items. If the cost for enrichment activities goes up than we need to adjust the appeal number accordingly.
- We are not putting survey monkey on the budget for next year. If we need it, we can use East School's survey monkey account.
- There is money in the budget to reimburse volunteers for event expenses. Event Chairs should notify volunteers of budget in advance and give them the re-imbusement form (it's on the website). Volunteer needs to fill out the form, scan receipts and email it back to get reimbursed.
- Large expenditures need the approval of the President and Vice President.

### **School Store**

- Marybeth is running school store by herself this year.
- Lots of unsold items; may need to discount those items to sell (\$4000 in deficit currently due to unsold inventory).
- **Marybeth to do some analysis on inventory, sales, and pricing in hopes of getting the store back in the black.**
- Marybeth may need some help going over inventory and items in the PTO closet.

### **Enrichment**

- Concerns regarding rising costs and budget. Author fees are rising, trying to add a 4<sup>th</sup> grade trip to the BSO. Already capped out.
- **Suzanne to forward the class numbers (i.e., the number of children in each class) to Kirsten.**
- **Kirsten to calculate and communicate Enrichment overages. Let the board know how much more she needs to fund the Enrichment programming for the year.**
- PTO is currently spending \$129 per student on Enrichment programs.
- Scheduling plantings with Holly Hill Farm? Is this under enrichment or is this run by the teachers?
- **Suzanne to meet with Chrissy and set the appeal and get that in the works.**

### **Fundraising**

- Miss Flanagan is interested in doing a "Milk and Cookie" book drive. Partner with other school and ties in nicely with literacy; also potential partnership with "Screen Free" week in March.
- February is community service.

- Fun Run is a good fundraiser; generates both community spirit among and dollars.
- Consider bringing back the Jingle Run. Need to find someone to run it.
- Restaurant and shopping nights are a success.
- Register your Stop and Shop card.
- Other suggestions?
- **Jen, Julia and Michelle will put together an agenda**