

MINUTES

Potter Road Elementary School PTO

Date | time 9/13/2017 7:00 PM | *Meeting called to order by* Lisa Gold & SaRah BoweRs

Motion to Approve Minutes – Lisa Gold

The May minutes from the final PTO meeting of the previous school year were reviewed and approved by the board.

Administration Report – Paula Del Prete & Assistant Principal Larry Wolpe

- Larry and Paula welcomed parents back and informed the PTO that Potter Road is off to a great start to the year.
- This year there are 520 students and two new teachers:
 - Sage – Lee Moore
 - Band - Katie Walden

Nurse Archambault's Report

- Nurse Archambault wishes to extend a thank you to the PTO for all the support she receives. Because of the PTO, she was able to purchase a wheeled portable first aid carrier.
- Hearing and vision checks will take place during the week of October 10th and Nurse A. is looking for volunteers to assist with this.

President's Report – Lisa Gold and SaRah BoweRs

- The PTO is parents and teachers working together to benefit the students. One of the main goals of the PTO is to fundraise so that we can help support Potter Road in many different ways.
- Some examples of how PTO funds have been used are:
 - Funding assemblies, speakers and creative arts programs
 - Assisting teachers to purchase needed books or supplies that are not budgeted.
- There are lots of ways to get involved and help the school. Many of which are easy, low commitment and can be done from home. Reach out to a PTO board member if you are interested and feel free to share ideas.

Committee Reports

Book Fair – Suzanne Burke

Book fairs will be held in December and the spring, and last for a full week each. These two weeks offer the opportunity to buy gifts for the holidays and prepare for summer reading. Volunteers will be needed for each day to help run the fair. Suzanne will send a signup genius before each fair.

Charleston Wrap – Jodi Rubin

Fundraiser for wrapping paper, gifting supplies and kitchen products. Order materials have been sent home to students.

Box Tops – Jasmine Laffin

The PTO would appreciate if parents could clip and send in Box Tops. Box Tops can be found on many food and household products. Each Box Top collected is worth 10 cents. There is a school-wide contest run twice a year but Box Tops can be send into the classroom at any time.

Creative Arts – Elizabeth Meyer & Shawndra Martinez

Creative arts are supplementary enrichment programs that are brought to the school and supported by the PTO. There is a different program for each grade. For example, Kindergarten had a touch tank brought in, 3rd graders experienced an in-house planetarium, etc.

Fine Arts Show – Tara Kilgallen & Mary Cahill Farella

Every spring, Potter hosts Fine Arts Night where there are choral and band performances as well as an art show. Each student will have a piece of art on display. Volunteers will be needed to help set up, hang and take down art.

Fundraising Coordination – OPEN

Amazon – When making purchases on Amazon, please use the link from the Potter Road website rather than going through Smile. By doing this, Potter Road receives a larger percentage of your purchase. Link:

<https://www.amazon.com/?ie=UTF8&camp=1789&creative=9325&linkCode=ur2&tag=pottroadelem-20>

Stop & Shop – Will contribute a percentage of your purchases to Potter Road. Please sign up for the A+ Rewards program on the Stop & Shop website.

Hospitality – SaRah BoweRs on behalf of Lisa Slavin

The PTO hosts several breakfasts and lunches for the teachers, staff and bus drivers over the year to show our appreciation for all that they do. This is an easy way to volunteer by donating food or your time to help set up and serve. Signup Genius will be used to coordinate each event.

KidStuff – Aimee Stanley

KidStuff fundraiser sells books full of coupons for local restaurants, stores and family activities. Books cost \$25 and Potter Road earns 50% of each book sold. Fundraiser will start on October 13th. This year books will not be sent home automatically with families. If you would like to order a book you can complete the order form, order on the Spirit Store Website, or pick one up at the Pumpkin fair.

Kindergarten Orientation – Betsy Fishman

The PTO will be looking for volunteers to help with the kindergarten orientation in the spring to help guide incoming students and parents to their new teachers, answer questions, and provide a warm welcome. This committee also helps organize playground meet-ups for incoming families to get together over the summer.

Kids With a Cause (KWAC) – SaRah BowerS for Jill Krejdovsky

Kids With a Cause meets once a month on Wednesdays after school for themed community involvement opportunities including coat drives, food drives, caroling, etc. KWAC enrollment is limited by the number of volunteers available. Open to all grades.

Landscaping – OPEN

The PTO is looking for volunteers to assist with landscaping. There is money budgeted for landscaping. Need assistance with planting and keeping the grounds looking nice.

Robotics and Lego Club – Kevin Harris & Kevin Mullen

Lego league is open to grades 1-3 and is an after-school program that takes place for 10 weeks over the winter and spring. Robotics is open to grades 4-5 and will begin in the spring. Volunteers are needed to assist with both programs, no experience with robotics necessary.

The Loop – Jennifer Harris

The Loop is the email system that the school uses to distribute electronic information to families, and is one of the main ways to stay informed. Sign up by emailing PotterRdLoop@gmail.com. Once your email is received, you will be sent an invitation to join the Loop.

Mini Grant Program – Jasmine Laffin

Teachers can submit a proposal to apply for a mini grant from the PTO for up to \$200. A committee meets to review and approve proposals. Examples of past grants awarded include books for classrooms, learning toys and headsets.

Monster Money Challenge – Adina Kurzman and Kristi Johnson

Fun, two week challenge where each classroom has a jar and is asked to bring in change. Students can add change to their classroom jar to earn points or sabotage other classes by depositing bills to decrease their point totals. The winning classroom gets a prize and their teacher has to wear a pumpkin suit for the entire day. Last year \$1400 was raised.

Portuguese Liaison – Rute Lima

Liaison will assist with translating documents for PTO.

Pumpkin Fair – Jaime Cesar and Jasmine Laffin

Will take place on Saturday, October 21st from 12-4pm. This is Potter's biggest event of the year. This year we hope to have a pie eating contest, haunted house, cupcake decorating, games and more. Roughly 100 volunteers are needed to help run this event. There will be sign up opportunities for adults and older kids. If you have any ideas or feedback, please reach out to Jaime or Jasmine.

Restaurant Fundraising – Colleen Frost and Jaime Cesar

Restaurant fundraisers will take place approximately once a month. Easy way to have a fun dinner with Potter community and raise money for the school. Our first event will be at Fun and Games on Thursday, September 28th from 2-5PM (an early release day). 100% of the laser tag proceeds will support Potter, along with proceeds from refreshment sales. Future events are Panera on 10/26 and California Pizza Kitchen on 11/7.

Room Parent Coordinator – Lisa DeRosa

The room parent helps in classrooms, supports teachers and assists with communication between the teacher and other parents. Room parent selection is happening now and room parents will be notified soon.

School Pictures – Adina Kurzman

School pictures took place this week. Coffee Pond Photography has been the vendor for several years and Potter is in the process of renewing the contract for another 3 year term.

Drama Club – Betsy Fishman

Drama club is in the planning phase and is expected to start in the spring. Still to be determined what grades will be able to participate - More information to come!

School Spirit – Jasmine Laffin

PTO has a new, local vendor. T-shirts, sweatshirts, car magnets and water bottles are available for purchase. Every Friday is Potter Road spirit day for students to wear their Potter gear. Adult sizes can also be ordered.

Square 1 Art – Susan Migliorisi

Fundraiser where parents can purchase various items (magnets, mugs, ornaments, etc.) with their child's original artwork printed on it.

Student Directory and Ad Solicitation – Mary Chatsworth Tripp

Families are able to opt in/out to providing contact information for the directory – a form has been sent home with instructions. Each family will receive a printed directory, and an electronic version will be emailed to the LOOP. There is also an opportunity to purchase ad space within the directory, which helps offset printing costs. The deadline for submitting information and placing ads is September 29.

Sweetheart Dance – Kari Canney & Lisa DeRosa

The 3rd annual dance will take place on February 2 (Snow date is February 10) and is open to all family members. There will be a DJ and food to enjoy. This is a fun community building event and sells out quickly.

BOKS – SaRah BoweRs

Stands for Building our Kids Success. Before school exercise and nutrition program that meets on Mondays and Fridays. Sign up paperwork has been sent out in the Friday Folders. This program is in high demand and participants are selected by lottery. PTO is looking for volunteers to help. If you volunteer, your child will get a guaranteed entry into BOKS. BOKS can accommodate 60 children.

TWPTO – Kevin Harris

The mission of the Town Wide PTO is to support the schools and the PTO's of all the schools. Meetings are monthly and parents are encouraged to attend. The next meeting will be about the candidates running for school committee will take place on October 30th, venue TBD. There is also a website and facebook group where more info can be found: <https://www.framingham.k12.ma.us/domain/1544>.

Boosterthon – Adina Kurzman and Kristi Johnson

This is a new fundraiser for Potter. The entire school will participate in a 'fun run' in June. Students will gather pledges from people they know and then collect money from sponsors based on how far they ran. The run will be organized by a 3rd party vendor and Potter will receive 50% of what is raised. Other local schools have done this and have had great success.

The meeting was called to a close at approximately 8:30 by SaRah BoweRs. The next PTO meeting will take place on Wednesday, October 11th at 7pm.