

# MINUTES

## Potter Road Elementary School PTO

---

*Date | time* 11/8/2017 7:15 PM | *Meeting called to order by* SaRah BoweRs

---

### Welcome – SaRah BoweRs

---

- A thank you to Gianni's for donating pizza for the meeting and for our first pizza social. Suggestions always encouraged for ways to make attending meetings easier and more enjoyable for all.

---

### Administration Report – Assistant Principal Larry Wolpe

---

- MCAS results went home. Data will be used for the three year school improvement plan (Dr. Tremblay has changed plans from one year to three year.)
- School council meetings are forthcoming.
- Professional development day held Tuesday Nov. 7<sup>th</sup>, focus on social emotional health.
- iReady system is being used. It starts diagnostically for students. Does not take place of teachers, who are currently learning the program themselves. Features dynamic diagnostics.
- PBIS (positive behavior intervention and support) is in its second year, which is tier 2. At this stage "check in, check out" is introduced. A particular student may receive 3-6 weeks of check ins not by a school administrator but by someone the student has a relationship with within the school.
- Currently still looking for a band / music replacement. There is a consistent substitute in the mean time. Band participation is doing well, there is a high participation rate.
- Turkey Trot will be Wed. Nov. 22 – students only.
- A contest to name the Panther will be announced and starting shortly.

---

### Motion to Approve Minutes – SaRah BoweRs

---

The October minutes from the PTO meeting were reviewed and approved by the board.

---

### Treasurer's Report – Kevin Harris

---

- The Pumpkin Fair net \$4,334.40
- Monster Money Challenge net \$2,220.52 (almost \$1,000 more than last year)
- Direct donation drive has collected \$1,910 (\$5 more than last year)
- Activities fees have totaled \$2,465 (\$1,000 more than last year)
- If one is on a committee and needs a check to pay a bill, there is a form available within the office (red folder on front of file cabinet) that must be completed. If you order something online, wait until it is delivered before submitting request for reimbursement.
- A reminder that banks only accept checks written in black or blue ink.
- For cash, please use a paperclip and/or envelope.

---

## Committee Reports

---

- 5<sup>th</sup> GRADE FUNDRAISING – Gayle Seletz
  - 5<sup>th</sup> graders have double the amount of fieldtrips than other classes (all curriculum based)
  - there are now 4 classes vs previous 3 (~90 students). Field trips account for almost half of their budget (which PTO helps support by covering bus fees, nominal fees).
  - Yearbook provided to students (very personal books, contract with Entourage, an online yearbook company).
  - T-shirts provided (they have been ordered now for students to wear on spirit days)
  - End of the year celebration (invitations, programs, party in gym)
  - Class gift given to school from 5<sup>th</sup> graders (past examples, benches, picnic table, art tables). Paula and Larry provide input.
  - Gift given to each teacher (\$25-\$50)
  - Popsicle day outside (usually donated)
  - Full annual budget is approximately \$11,000. Sometimes ask for direct donation, always do events throughout the year to raise funds (Skyzone, Yankee Candle, Calendar Raffle, Restaurant Night, Savers, Books for Bingo night).
  - They have paid for one field trip so far, have \$1,800 in account. If not enough is raised, charge fee for celebration and last fieldtrip.
  - Totally transparent committee.
- Brainstormers Club – Beverly Hugo
  - This is her 26<sup>th</sup> year teaching the club.
  - Can also be known as future problem solvers of America. International academic competition for science and social studies.
  - Free for 4<sup>th</sup> and 5<sup>th</sup> graders, meets most Thursdays.
  - Cover 5 topics, first of which this year is the spread of infectious disease. Students learn as much as they can about the topic in one month. Children are taught during 45 minute meetings, and continue learning at home with password protected ID. Beverly can correct during the week.
  - Parent volunteers are always welcome, open door, stop in any time. Co-teacher this year.
- Pumpkin Fair – Jaime Cesar and Jasmine Laffin
  - Ran smoothly. Would like to have more help in the weeks beforehand next year. Volunteer welcomed to go to businesses and ask for raffle prizes, another for the flyers, sign up genius, logos (can be done at home), another to run haunted house.
  - No burgers next year, just hot dogs and pizza, and perhaps nachos with cheese.
  - Third chair person would be ideal
- Money Monster Challenge – Kristi Johnson and Adina Kurzman
  - Best year yet!
  - Jars were moved to office, will be located there next year as well.
  - Two people needed to shadow next year. Program runs for two weeks, money is counted daily and charts are updated daily.
- Mini Grants – Jasmine Laffin
  - \$4,500 in budget, grant requests are over \$6,000.
  - 7 people on committee, which meets 11/09.

- Anyone who works within the school can ask for up to \$200 in the form of a grant. Many curriculum based requests this year.
- Box Tops – Jasmine Laffin
  - New committee chair requested per Jasmine (and confirmed during meeting – Michelle Lund)
  - Boxes are located in every classroom, collect them, dispose of expired, mail in to company.
  - Last year \$1,257 raised.
- Lego and Robotics Clubs – Kevin Harris
  - Run in spring. Lego for grades 1-3, Robotics grades 4&5.
  - Last year Robotics club competed at Barbieri
  - Sign ups will go out in December, parent volunteers needed.
- The Loop – Kevin Harris
  - The process of joining the Loop has been modified to be more user friendly and to eliminate steps. Flyer went out in last Friday folders.
  - New multilingual site is being looked at which could combine & replace the loop and sign up genius. Can be used as an app, costs less than \$400/year. Will be tested over the winter. Myschoolanywhere.com
- Townwide PTO – Kevin Harris (President)
  - School committee forum held two weeks prior; Beverly Hugo won our district in election.
  - Next meeting Monday Nov. 13<sup>th</sup>, 7pm at Stapleton.
  - Topic is “raising healthy families in a not so healthy world”. \$25 Whole Foods gift card giveaway. Future of TWPTO will be discussed.
  - Dr. Tremblay had meeting with PTO presidents, spoke of Brendan Ryan of food services. The high school courtyard is a garden which grows vegetables which are put into the food served at schools. WGBH video about garden is available. Discussed that parental handwritten notes not acceptable for food allergy awareness within school – note must come from doctor. High participation for reduced breakfasts and lunches through out schools, must stay on top of costs and be aware. Purchased sandwich packaging machine to not have to outsource anymore.
  - Director of building and grounds attended meeting, spoke about capital projects coming up at schools. Mulch issue with the YMCA has been resolved, measurement has been synced.
  - When schools are rented out, rent is collected. Best tenants are movies being filmed.
- Kids With a Cause – Corrine Sonia
  - KWAC started today, over 40 students participating. First year a lottery was not needed, enough parents volunteered so that everyone who wanted to participate could do so.
  - Coat drive donation box decorated, as well as placemats to be delivered to Meals on Wheels.
  - Next month holiday caroling will take place
- BOKS – SaRah BowerRs
  - Holding a drive for Daniel’s Table, who recently helped one of Potter’s families. Currently need non-perishable snacks, drive happening until next Friday Nov. 15<sup>th</sup>.

- Art – Ms. Maxwell
  - the third graders art is being scanned, matted, and sent to Children’s Hospital to spread some cheer.
- “Cookie Walk” – SaRah BoweRs
  - Fuller held “cookie walk”, could purchase homemade baked good within a takeout container for \$5 per container. Fill it with what you want. In 1.5 hours they made \$300. Keep in mind for Family Reading Night, and perhaps future election days.
- Book Fair – Suzanne Burke
  - Runs Dec. 3<sup>rd</sup> – 7<sup>th</sup>. Adding in more academic elements this year, sign up genius coming shortly. Evening event will be on the 6<sup>th</sup>. New and improved teacher wish boxes.

The next PTO meeting will take place **Wed. December 6<sup>th</sup>** after the Book Fair. Topic included will the Cameron’s SAGE program.

Meeting was called to a close by SaRah BoweRs at 8:42pm.