

MINUTES

Potter Road Elementary School PTO

Date | time 3/21/2018 6:45 PM | *Meeting called to order by* SaRah Bowers

Virtual Meeting

Due to the predicted snow and the previous meeting cancellations due to weather, this meeting was held using GoToMeeting online.

Administrator's Report – Larry Wolpe

- Busy working on creation and implementation of two-way program. Recently visited Barbeiri K and grade 1 and saw first-hand the benefits of two-way education. Very exciting.
- Met with incoming 1st grade two-way families on 3/20. 34 families have now signed up. We have enough families committed for two full 1st grade classes. K registration is underway but is going well, so we are likely to have two K classes also.
- PRS model will be 80/20 (Portuguese/English) for K, then 70/30 for first grade, 60/40 for second grade, and 50/50 for third-fifth grade.
- Mr. Wolpe (and others from Framingham) will attend multi-state bilingual educator conference in Somerville this weekend.
- Considering creating a Portuguese club (probably before-school) but would need a faculty volunteer.
- School security - high priority, doing all we can. Doors are locked 24/7, practice drills with FPD regularly and receive feedback. Superintendent is making safety and security a high priority in budget proposal, details are TBD. Changes in policies/procedures are mostly decided at the district level.
- Assessment season is underway.
 - Access testing was completed in January (English language proficiency). Results forthcoming
 - MCAS testing coming up: Grades 3-5 will take ELA and Math; 5th grade will also take science and technology
- School Improvement plan shared at School Council meeting in January. Goals include creation and implementation of two-way program, continued work with PBIS, and multi-tiered system of instructional supports. Presenting plan for formal approval on May 2.
- New PBIS “Great Bus Rides” program encourages good behavior during transportation. Bus drivers fill out slips for each great bus ride, and after 10 slips, the bus drivers receive a \$5 DD gift card, funded by the PTO.
- Important reminder for afternoon clubs – **a list of all students participating in the club must be submitted to the office at least 2 weeks ahead of time** to ensure correct dismissal process for all students.
- Snow Buddies program outside of the office – collecting donations of gently used winter gear (hats, gloves, boots, snow pants, jackets, etc.) Anyone in need of these items can help themselves. This will remain until winter is over!
- iReady – students have taken two diagnostics, and staff recently had training on how to interpret reports. Staff is working with the data to track student growth and achievement. Staff is free to share this info with parents – feel free to ask them for it.
- Salute to Framingham is tomorrow. Paula DelPrete is receiving a new award called “We Are Grateful.”

Presentation from Gabrielle Oliveira

- Gabby Oliveira is an Assistant Professor of Education at the Lynch School of Education at Boston College. She is originally from Sao Paolo Brazil.

- She is interested in learning how immigrants and their children experience education, as well as the experience of faculty, staff and administration. Her current project focuses on understanding “how children, parents and teachers navigate the cultural differences that come along with Brazilian immigration in the elementary schools in Framingham.” She is interested in observing Potter Road as we launch the new two-way program as a part of this project.
- In phase 1 she will visit the school, observe classrooms, meet with teachers and students, etc. In phase 2 she will work with families and do home visits and interviews to understand the issues and benefits of the program.
- She is not focused on academic achievement, but more so on the experience such as aspirations, parent involvement, etc. She will follow all guidelines for confidentiality and consent and be sure to have all necessary permission forms completed beforehand. She will also be accessible by phone or email to answer any questions, etc.

Treasurer's Report – Kevin Harris

Revenue/Income to Date:

- Activity Fees \$3,709.67 (up a lot from last year due to higher participation, more activities)
- Book Fair \$2,611.34 (up from \$2,004.38 last year)
- Amazon brought in \$1,232.20 YTD (down slightly from last year – please remember to use the PRS link when you shop on Amazon – link can be found on PRS website)
- Stop & Shop brought in \$1,344.50 so far this year. Program will end in March.
- Boxtops \$559.92 + \$214.30 just submitted
- Restaurants \$520.74 (lower than prior year due to fewer fundraiser through the fall/winter)
- Staples grant \$3,500 thanks to Jess Arey! Staples grant program will end this year.
- Mathworks donation \$1,000 thanks to Prashant Kulkarni!
- Expenses on target, with a few additions:
 - Board approved \$150 to buy new art tables
 - Board approved \$200 honorarium for instrumental sectionals (teacher stipend)
 - Board increased E&O insurance to cover crime (\$45 increase)
- Upcoming expenses include 5th grade graduation, remaining field trips and assemblies, drama club and spring picnic.
- Forms
 - Please be sure to use the disbursement/deposit form for any PTO financial transactions and fill it out properly – email Kevin for the form, or else it is available in the office.
 - If you are making a purchase for the school with PTO funds, you should also use a certificate of tax exemption in order to avoid paying sales tax.

MySchoolAnywhere Demo

- To improve and streamline PTO communication, PRS is assessing a software package called MySchoolAnywhere. It includes an online directory (which would replace our paper directory), email communication (which would replace the LOOP), sign-up forms (which could replace sign-up genius) and online store (which could also be used to collect for activity fees and donations.) Online ads can also be sold to offset the annual cost (similarly to the printed directory). It is available in desktop version or as an app.
- There is an option to opt out of sharing directory information with our school community.
- The annual fee will be \$398/year. This would provide a net savings over the cost of producing the paper directory (which costs over \$700/year).
- Other schools in Framingham are also using some components of this product, and it has been approved by the FPS technology department.

- Feedback on the demo was overwhelmingly positive. SaRah called for a vote to purchase and it was unanimously approved.
- Anyone interested in participating in usability testing can email SaRah potterroadpto@gmail.com for access.

PTO Updates

The PTO is looking for additional volunteers to help with the following. If you would like to help, email potterroadpto@gmail.com.

- **By-Laws Committee** - The PTO By-Laws need to be updated to reflect Framingham's change from a town to a City, stipends for staff, and various other areas requiring additions or clarification.
- **Grant Writers** – Potter Road faculty and staff would appreciate any volunteers who would be willing to help with grant writing to pursue additional funding to enrich and enhance programs at Potter Road.

Committee Updates

Kindergarten Tours – Thursday, March 29 at 1:30PM and 6PM. Volunteer slots have been filled for both time slots. Representative from YMCA Schools Out program will be present.

Kindergarten Orientation – In early June, incoming K students will meet teachers, parents will receive information, etc. Goal is to provide warm welcome to PRS. Jaime Cesar, Jasmine Laffin and Rute Lima volunteered to help Betsy.

Art Show – Fine Arts Night is May 23. Includes art show in the gym, musical performances in the cafeteria (choir, singing club, band, soloists, bucket drumming, etc.) Volunteers needed to help with matting, hanging and taking down artwork. If interested, email SaRah and she will forward to Tara Kilgallen and Mary Cahill Farella.

Sweetheart Dance – 3rd annual event took place in February. This is a community-building, break-even event, not a fundraiser. PTO Board will brainstorm ways to increase capacity and manage ticket sales to ensure that more people can attend. Sells out immediately and some people miss out on the opportunity to attend – popular, fun event.

Charleston Wrap Fundraiser – This year raised \$1,200 (down from \$2,700 last year). Contract up for renewal – unanimous vote to keep this fundraiser for another year, as it is still a decent source of income and it is an easy fundraiser to manage.

BOKS – BOKS begins Monday, March 26. Includes a new element - BOKS Leadership Council, comprised of ten 4th/5th graders, who will get to plan and lead some of the classes this session.

Hospitality – The hospitality committee, led by Lisa Slavin, hosts an annual luncheon for teachers, where they each receive a small gift from the PTO. Teachers have requested that in lieu of gifts, they would greatly appreciate help refurbishing the teacher break room. The Framingham Public Schools has agreed to paint the break room and install A/C, with no cost to Potter Road. The PTO could purchase new furniture (tables and chairs) but would need to buy through a specific vendor contracted by FPS. The cost would be \$3,000, but the PTO has that available in free cash. Unanimous vote to approve as a one-time expense in support of our wonderful teachers.

Restaurant Fundraisers

- 3/27 – La Cantina Italiana
- Future events: April – Smashburger; May – Margaritas; June - Ben & Jerry's

Boosterthon – Potter Road will be doing a Boosterthon fundraiser for the first time this spring. Boosterthon is a fun run where students get sponsorship to run laps, and it's a festive field-day type event that the kids love, with music and other features. These fundraisers have been done at many other schools in Framingham and tend to be incredibly successful, with schools earning \$15K+ (sometimes much more).

5th Grade Fundraising Proposal

Each year, a group of 5th grade parent volunteers is responsible for special fundraising, to pay for t-shirts, yearbooks, a graduation party, and various field trips/enrichment activities for that year's 5th grade class. SaRah looked back many years and found that, on average, the cost of 5th grade supplemental activities is \$8,564. SaRah proposes that the PTO consider providing a set amount annually for each 5th grade class, to cover a specific items (i.e. the end of year party, yearbook, t-shirts, and a field trip). Mr. Weinstein who supports this approach. Existing 5th grade fundraisers would be rolled into general PTO fundraisers, in order to pool resources. This proposal will be considered in more detail at a PTO Board Meeting and voted on at a subsequent PTO meeting.

Additional Business

- **Drama Club** – performances will take place on May 18 and 19. The shows will recreate 1940s style “live radio theater.” Open to the public, tickets will be available for purchase. Fifth grade will sell baked goods at the event.
- Ms. Gately, a PRS 2nd-grade teacher, is running the Boston Marathon as part of Team Framingham. She is fundraising for Resiliency for Life, which is an academic intervention and dropout prevention program that serves Framingham High School students.
- 2018 Robotics challenge will take place at Walsh on Sunday, May 20. Elementary teams from Potter, Barbeiri and Dunning will participate. Open to the public.
- **Boxtops for Education** classroom winners: 1st Place: Ms. Gately's class (307 boxtops); 2nd Place: Mrs. Langmeyer's class (230 boxtops); 3rd Place: Mrs. Brown's class (207 boxtops)

Motion to Approve Minutes – SaRah Bowers

The previous meeting minutes will be voted on at the April PTO meeting. Due to the online format this month, the minutes could not be circulated during the meeting for review/approval.

The meeting was called to a close at 8:30 PM by SaRah Bowers.

The next PTO meeting will take place on Wednesday, April 11th at 7:30pm in the cafeteria.