

# MINUTES

## Potter Road Elementary School PTO

*Date | time* 5/9/2018 7:00 PM | *Meeting called to order by* SaRah BoweRs

### Motion to Approve Minutes – SaRah BoweRs

The April minutes were reviewed and approved by the board.

### Administration Report – Paula Del Prete

- MCAS testing is currently underway. This year it is all being done on computer. The ELA portion has been completed and the math and science and technology are starting this week.
- Mr. Wolpe is interviewing candidates to be teachers for the new Portuguese 2 -way program starting in the fall. He has visited Barberi and been speaking with other districts to solidify what the model will look like at Potter Road.
- The teachers are very appreciative of the staff lunch put on by the PTO and love the newly installed air conditioning unit. They are excited for the new furniture to arrive.
- Kindergarten orientation will be happening on Monday June 4<sup>th</sup>.
- We welcome our new Assistant Principal, Michelle da Costa, who will be joining Potter Road next fall. She is bilingual in Portuguese and English and has experience with 2-way programs having served as a Bilingual Coordinator at Barberi.
- Paula extended her thanks to the PTO for all its support over the years. It's been a great experience for her.

### Board Update

- The PTO voted in its board for the 2018/2019 school year as follows:
  - SaRah BoweRs – President (to serve 2<sup>nd</sup> of 2-year term)
  - Kevin Harris – Treasurer (to serve 2<sup>nd</sup> of 2-year term)
  - Jasmin Laffin – Vice President of Volunteers/Committees
  - Jaime Cesar – Vice President of Fundraising
  - Colleen Frost - Co- Secretary of Record Keeping
  - Aimee Stanley - Co-Secretary of Electronic Communications
  - Corrine Sonia - Co-Secretary of Physical Communications
  - For the 2018/2019 school year, the PTO will be adding 2 grade level representatives for each grade, 1 English speaking and 1 Portuguese speaking (non-board positions).
    - These individuals will help to build an inclusive culture and increased communication between the PTO and grade levels.
    - Several individuals have expressed an interest in being a grade level representative, but we still have several roles available. If you are interested, please reach out to SaRah BoweRs.

- Treasurer Update – Kevin Harris
  - There has been an increase in planned spending for expenses such as field trip admission, bussing, the Esta Rita Scholarship, My School Anywhere and new furniture for the teachers' lounge.
  - There has been a significant increase in money brought in from activity fees (\$5,500). Other income includes Amazon \$118, Boxtops \$220, Square One Art \$1100.

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## Committee Reports

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- There are several committees looking to fill openings for the 2017-2018 school year. The Sweetheart Dance and Pumpkin Fair need people to shadow the chairs with the intention of taking over the following year. Jasmine will follow up with specifics on which committees need volunteers to chair them.
- Kindergarten Orientation - Betsy Fishman
  - Kindergarten orientation will take place on June 4<sup>th</sup> in the morning. Betsy is looking for volunteers to help welcome new families and students. An email to sign up will be sent out soon.
- Drama Club - Betsy Fishman
  - The production will open on Friday. Tickets can be purchased by sending back the form or purchasing online at the Spirit Store. She may need additional volunteers to help with organizing the show. The 5<sup>th</sup> grade class will be selling carnations and concessions to raise funds at the show. Parents can also purchase 'Stars' to send a message backstage to their student thespian before the show.
- Restaurant Fundraisers – Jaime Cesar & Colleen Frost
  - Smashburger fundraiser brought in \$227. There will be another fundraiser at Margaritas Wednesday, May 16<sup>th</sup>. The final fundraiser will be at Ben and Jerry's Ice Cream on either June 12 or 20<sup>th</sup>.
- Boosterthon – Adina Kurzman & Kristi Johnson
  - The school-wide fun run will take place on June 6<sup>th</sup>. An information flyer will be coming in the Friday folder on May 18<sup>th</sup>. Students can begin to solicit donations from sponsors after the May 24<sup>th</sup> kickoff.
- Book fair – Suzanne Burke
  - The Scholastic book fair will run from May 29<sup>th</sup> -June 1<sup>st</sup> during the school day only and there will be no evening hours. A flyer came home in the past Friday folder and a Signup Genius will be sent out looking for volunteers to help during the fair.
- PTO expo – Jaime Cesar
  - Jaime attended this event and gathered information on some new fundraising ideas.
- Fine Arts Show
  - The show will be held on May 23<sup>rd</sup> in both the cafeteria (chorus & band performances) and the gym (art show). Additional volunteers are needed to help set up and take down art work.
- Lego League – Kevin Harris
  - The spring session has come to an end. The enrollment huge, and the club was a success.
- Robotics – Kevin Harris
  - At Walsh Middle School on Sunday May 20<sup>th</sup> at noon, Potter Road will compete in a school challenge versus Barberi and Dunning. A flyer came home in the most recent Friday folder. All are welcome to attend.

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## President's Report – SaRah BoweRs

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- The bylaws of the PTO handbook need to be reviewed and updated. A committee has been formed and they plan to meet over the summer to have a final proposal to vote on at a fall meeting.
- For the annual teacher gift, the PTO purchased 20 chairs and 3 tables to renovate the teachers' lounge. Painting will happen over the summer.
- Thanks to parent Kyle Wolfe for creating a new and improved, cleaned-up version of the Potter Road panther logo. The PTO voted and approved use of the updated logo. It will be kept on file, so it be consistently used and available to all.
- My School Anywhere, our new PTO management and directory software for fall 2018, is in the process of being populated with data of our current staff and families. It is planned to capture data for incoming kindergarteners at orientation. The new program will have a translate button for Portuguese.
- The PTO approved funding for a school-wide license of Mystery Science for \$499 proposed by Miss Weiss. A trial license used by several teachers will expire in June.

The meeting was called to a close by SaRah BoweRs at 8:15 pm

This was the final PTO meeting of the 2017/2018 school year. The next PTO meeting will take place in the fall.