**PTO Executive Committee Board Meeting**

November 1, 2017

In Attendance: Beth Carmody, Lauren Leboyer, Abby Burtelow, Flannery Buchanan, Kate Kligora, Nidhi Singh, Kendal Reis

1. Welcome— Nidhi Singh
2. Approval of Minutes—Julie Oleshansky
	1. Minor changes to the minutes were made
	2. Motion to approve: Kate Kligora
	3. Kendal Reis
3. President’s Report – Nidhi Singh
	1. Book Fair and fall luncheon turned out great. The chairs are discussing a possible location change for the fall luncheon next year.
	2. There are also discussions about the guest speaker for the luncheon next year – keep it the same, or perhaps try something different.
	3. Book fair sales were around $12,200. Resource center receives 25% of that ($3,000 goes directly to RC.) Book fair chairs are retiring this year so we will be looking for new chairs for this event.
	4. MLK day of service in January is all set. Grades 1-4 doing kits. K something similar
	5. Feb. 20-22 is the dance with class workshops during KW time, performance on the 23rd. Mr. Klip & Brie Root are working on this together.
	6. Looking at Feb. 24th for a HW Bingo night. A fun activity for the HW students to bring the community together. CI is going to lend is all their Bingo supplies. Looking at fun prizes for the students.
		1. In the next item send out a “Save the Date” and ask for some volunteers for Bingo Night.
4. Principal’s Report—Beth Carmody
	1. Teachers are very thankful for the books they received from their wish lists at the Book Fair.
		1. Discussion about managing the wish lists better next year to keep track of which teachers need more books bought on their list. Perhaps send out a reminder email the night before to let parents know about wish lists that are still open. Maybe next year put the wish lists closer to the checkout station.
		2. Another idea is to get a list of the books beforehand so parents and families can look.
		3. Idea Lab update – more description in the volunteer sign up for the idea lab volunteers (clean up, organizing legos, etc.) so its very clear what the parent will be doing while they are there. Beth will talk with Jen Colito about revising the sign-up genius.
		4. Winter Sing – it’s a different theme this year that is not a holiday theme, so it might be a good idea to email parents and let them know in advance.
		5. Mayflower: Discussions about the appropriateness of teaching about the Mayflower. Is there a way we can do similar experiences with something else in our curriculum?
			* 1. This is an amazing experience for the students so we’d have to replace it with something equally as special or memorable.
				2. We have to also think about space and what next year will look like with the number of students, classrooms, etc.
		6. Speakers for the district haven’t been well attended recently. Sending an email reminder the night before about the event might help to remind parents and drum up more attendance.
			1. Reminder that if parents are upset with something they are encouraged to attend one of these information sessions to help inform and educate them. If it’s curricular they should look into WPI.
		7. Future Ready – school visits are amazing. It’s reassuring and nice see other school districts and what they’re doing.
			1. There are so many options for changes in term of classrooms and new opportunities for learning with these upcoming changes. Looking at bigger spaces, collaborative spaces, natural lighting.
5. Teacher Liasion Report: Dana Bulan
	1. Dana could not make it to the meeting today (refer to Beth’s notes regarding the book fair)
6. School Board Meeting Update – Abby Burtelow
	1. Future Ready is going well and progressing. Various committees are breaking out to address lots of topics.
	2. They are gathering all this information and boiling it down to what applies to this district. March is when they would have big ideas for next steps in our district.
7. Treasurer’s Report – Kate Kligora & Abby Burtelow
	1. Dana Bulan's class won the November Grand Receipts Challenge. The overall Challenge went well and will probably come in similar to, or slightly down from, last year. Total number of receipts collected and total amount collected to be reported at a later date. There will be a challenge again in April.
	2. Assistant Treasurer Kate Kligora requested that next year we create a committee to handle Grand Receipts, instead of keeping it under the Treasurer and Assistant Treasurer's job.
	3. Holiday gift checks for staff are being prepared. All full-time staff will receive $225 (down from $250 last year) and part/quarter-time staff will receive adjusted amounts. The PTO is giving total of $11,755 for teacher holiday checks and had to kick in $1,270 of that amount (after the amount collected via back-to-school payments). The checks will be distributed 12/20 or 12/22 at one of the holiday luncheons. Kendal Reis will provide the checks to Beth Carmody, in holiday-themed envelopes. Kendal Reis will communicate the gift checks information via room parents to all families.
		1. Kate Kligora made a motion to approve the amount of $11,755 be used for holiday gift checks for staff.
		2. Lauren LeBoyer seconded the motion.
		3. All approved.
	4. Abby Burtelow is handling a reoccurring issue with the tax i.d. and PayPal, which Lori Miralles handled last year. She will resolve by January when we launch PayPal page for the Parent Party in early February.
	5. The audit is complete and Abby Burtelow met with our accountant.
	6. Abby Burtelow will reevaluate school supplies vendor for next year, since Kendal and Nidhi are reevaluating lunch providers.
8. Vice President’s Report – Kendal Reis
	1. Late fall landscaping and tulip planting did not occur -- spring planting will be planned for after winter.
	2. The HWS lunch provider, Kiddos, is going to be reevaluated along with reputable competitors in the market, to determine who the best provider for lunches will be next school year.  Marla's Lunches met with Kendal and Nidhi recently.
9. Communications Report – Lauren Leboyer & Flannery Buchanan
	1. They will promote the February Parent Party on 2/2 soon. Discussion around whether or not the dress code will allow denim and how best to communicate that information to parents.
	2. Flannery Buchanan is continuing to move forward on plans to redo our PTO website. It will cost $800-$1,000 to do the redesign and move all text over to the new format. Wordpress will be the format and GoDaddy will be the host (same as Central PTO). Our PTO will maintain the site moving forward. This design will be similar to Greeley. The thought is that it will be easier to train future PTO members to update the site. There was discussion as to whether using PayPal is still the best way to collect parent money.
	3. Kate Kligora made a motion to approve the use of $800-$1,000 for the proposed website redesign.
	4. Abby Burtelow seconded the motion.
	5. All approved.
10. Discussion Items

*Meeting Adjourned: 11:10am*