

PTO MEETING MINUTES

September 15, 2009

PTO Team Members in Attendance: Justine St. John (President), Laura Howrey (Vice-President), Ginger Gargas (Treasurer), Robin Koskinen (Member at Large), Bernadette McLaughlin (Administrator)

- **Kindergarten Literary Program** (Sheila Hayward) - Mrs. Hayward thanked the PTO for funding the Kindergarten Literary Bag program. She said it was great to meet all of the parents and present them with something to take away from the orientation. The suggested reading list was also helpful to parents.

Mrs. Santillo is planning to attend a future meeting to thank the PTO for funding a new Apple computer and digital camera for the Art department.

- **PTO Introduction** (Justine) - The PTO meets the second Tuesday of every month during the school year. Justine presented a brief overview of the programs funded annually by the PTO. These include:
 - * a small start fund for each teacher and \$500.00 per special
 - * \$3000.00 for the library
 - * Bus fees for field trips
 - * Enrichment programs - this includes three events per grade and two all-school events each year
 - * Vernal Pool education program for the second grade
 - * Teacher/ Staff Appreciation Luncheon
 - * Playground equipment maintenance/ replacement
 - * Third Grade Ice Cream Social/ DVD memento

For the 2008-09 school year, the PTO also funded several other initiatives including:

- * \$1000.00 per grade (Pre-K through 3) for materials to enhance the Science Program
 - * Apple Laptop and digital camera to enhance the Art Department
 - * Five new laptops for teachers
 - * Safe Hooks outside the Art room, Music room and Gym for children to hang coats and/or bags on before and after recess and lunch
 - * Three-season coats for recess monitors with the Green Meadow name on them so that they can be easily identified by children, parents and staff
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- **Treasurer's report** (Ginger) -

The 2009-2010 GMPTO fiscal year budget was reviewed. Total estimated fund-raising activity for this fiscal year is approximately \$32,000. Estimated expenses for this fiscal year were projected as approximately \$46,000 including all ordinary expenses and \$12,000 in special expenses approved at the end of the last fiscal year, and rolled into the 2009-2010 fiscal year budget. The approved special expenses included the Science Program (\$5,000), five new teacher laptops (\$6,020.40), and safety hooks (\$1,013) for the specials areas. The unfavorable variance of about \$14,000 between 2009-2010 estimated fund raising income and expenses was reviewed. The GMPTO current cash balance is \$39,000, yielding a net difference between our current cash balance and total annual expenses of about \$7,000. The GMPTO likes to maintain an ongoing cash balance large enough to cover the next fiscal year's expenses. In accordance with our new 501c3 charitable status the GMPTO is using some of the cash balance to fund the \$12,000 in special expenses and reduce our current cash balance.

- **Enrichment Committee** (Robin) - Robin, the present chair, reviewed the mission of the Enrichment Committee. Lee McDonagh and Cindy Langolis will chair the committee moving forward. The Massachusetts Cultural Council Grant is due in October 15th. This grant will be used to host a troupe of Chinese acrobats. The troupe comes highly recommended by the West Suburban Arts council. It also provides an opportunity to discuss Chinese culture with students.

Many of the events arranged by the committee involve storytellers, authors, illustrators, or scientists. The committee gathers teacher feedback at the end of each year to use in the planning of future programs.

music
Events from this past school year include a presentation by Slim Goodbody, brought into the gym classes by Ms. Hazel and a special activity in Ms. Lilley's classes involving African drumming.

The committee is looking for people who would be interested in researching, writing and/or applying for grants.

- **Upcoming Community Building Events** (Justine) -
 - * The Back-to-School picnic has been rescheduled for September 25, 2009
 - * PTO Family Directory - a parent has volunteered to put it together. We are scheduled to distribute it in late October. Its primary purpose is social networking - enabling parents and students to more easily get in touch.
 - * Teacher/ Staff Appreciation Luncheon - this is scheduled for May 7, 2010, which is a half day. Volunteers will be asked to provide food, paper products, etc.
- **Fundraising Events - Fall** (Justine) -

- * The Spirit Sale at Back-to-School Night - Thursday, September 24, 2009. There will be new merchandise to buy or order that night during the open house.
 - * Annual GMPTO Magazine Drive - Lois Reilly, who runs this event, is looking for someone to take over for next year. 40% of each purchase during the drive goes directly to Green Meadow.
 - * School Picture Day will be held on Thursday, October 1, 2009.
 - * The Scripps fundraiser will kick off in late October or early November.
- **Fundraising Events - Winter/Spring** (Justine) -
 - * Holiday Shoppe will take place the week of December 7-11, 2009. Jill Jacques is organizing this event. December 11 is the make-up day.
 - * Grade 2 Hoops-a-Thon will occur in early March as a fundraiser for the Vernal Pool program. Students will shoot baskets for 20 minutes. Teachers usually collect approximately \$1200.00 for the program.
 - * The Spring Auction will be held on Saturday, March 27, 2010 at the Stow Acres Country Club. Laura Howrey is the auction chair.
- **Ongoing Fundraising Opportunities** (Justine) -
 - * Box Tops
 - * Target - Those who use a Target Visa card may designate Green Meadow to receive a portion of all money spent.
- **PTO Website** (Justine) - The PTO now has its own website which has all contact email information. Visit the website at www.gmpto.org.
- **Appreciation for Mrs. Bergner** - Several parents have expressed an interest in doing something to express appreciation for Mrs. Bergner's years of service at Green Meadow. There was discussion about having a gathering at the library or perhaps combining it with the Back-to-School picnic.
- A request for new playground equipment including hula hoops, balls, etc. has been made. Requests which fall under the annual \$500.00 playground budget do not require a vote. A discussion was held as to how best to handle such requests. One suggestion was to seek donations of items from parent by distributing a list of needed equipment. The requests would have to be specific and the items collected would have to be new. Another suggestion was to set up some type of registry on the PTO website linked to a site such as Amazon or Target, so that only the specific items and

amounts requested would be donated. It was explained that the \$500.00 playground equipment budget has been in place in the PTO budget for the past three years. Typically at the end of the school year, Mrs. Bergner would inventory the equipment and make a list of what was needed so that new items would be purchased before September.

- **Contact Information:**

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NEXT PTO MEETING: Tuesday, October 13, 2009 at 7:00 PM