

## **PTO Meeting Minutes 4-14-15**

Ashley called meeting to order at 6:30pm.

Officers Reports:

**President:** Ashley: We are going to vote for the 2015-2016 school year board tonight. We have a couple positions open for board and then several open for committee positions. We are in need of Secretary, Director at Large (2) and Vice President to complete the board. Allison Hettenbach stated that she is interested in Secretary, Stephanie Lemieux (although not in attendance tonight) stated she was interested in a Director at Large Position, Jennifer Canavan is interested in Vice President and Holli Podgorny is interested in a Director at Large Position. Everyone voted and unanimously agreed on the board below. Jessica Esslinger 2<sup>nd</sup> the motion to approve.

2015-2016 School Year PTO Board:

President: Ashley Knott

Vice President: Jennifer Canavan

Treasurer: Rachael McDaniel

Director of Parents: Jessica Esslinger

Secretary: Allison Hettenbach

Director At-Large: Stephanie Lemieux

Director At-Large: Holli Podgorny

**Treasurer:** Holli Podgorny. Passed out March and YTD numbers and went over them. Biggest expenses this month was paying the teachers for After School Enrichments. We still have book sale proceeds to go out which is about \$4000. This will be used for the Media Center. As of now we have about \$61,000 balance in the account.

**Secretary:** Rachael McDaniel. Minutes from last meeting were passed out. Stacie approved the minutes.

**Director of Parent Activities:** Jessica Esslinger. Teacher Appreciation Week is coming up fast. An email went out to all the parents explaining the week. We need a few extra volunteers to do the extra doors like Janitor, Specials etc.. (Holli and Stacie volunteered for this). They are also up on the sign up genius. Ashley has purchased some simple signs for people who need them for their doors to help out.

**Principle Report:** Joe Montelone. April 30<sup>th</sup> is Maple Leaf Night. 89 Kindergarteners have registered so far (probably be 5 sections). More will register this summer and he anticipates about 100 kindergarteners next fall.

We have lots of fun activities coming up including field trips like the Cordon trip with 4<sup>th</sup> grade. Also have testing coming up as well. He also thanked the PTO and glad that we have the board set for next year. Next month he will dive into the Outdoor Education classrooms and greenhouse. He will meet with Mayor and Estridge.

### **Committee Reports:**

**Ambassador:** Little Maple Leaf Night is coming up April 30<sup>th</sup>. Kelley is doing a great job with this and will develop all the pictures taken at registration so everyone has something to go home with along with info about the school and PTO.

**Apparel:** Sales went well at Kindergarten Registration. Sold 39 shirts.

**Back to School Kits:** Increased sales by 54%, from 164-252. We still have 20 to sell for anyone that is incoming or forgot. (will have out at Back to School Night)

**Garden Club/Beautification:** Shirts were delivered before Spring Break.

**Directory:** Mary – We are trying to go online with the directory next year instead of a paper copy. We would like to get an app that people can purchase, we can add room parents to that and are still able to charge for it.

**Kindergarten Graduation:** Everyone will get a to go bag this year on their desk instead of offering cookies and lemonade.

**Movie Night:** Tom – Tom will be taking on this position again next year. All has gone really well with movie nights.

**No Cook Night:** April 29<sup>th</sup> is the next NCN. Don Pablo's and Orange Leaf – you can go all day and also get things to go. Last months 3 NCN went really well (BoomBozz, GG and Kits and Kaboodles). All 3 owners were very impressed with our turnout as a school. We made \$62 from GiGi's, \$50 from Kits and Kaboodles and \$245 from BoomBozz. Pinheads Bowling event is still going on.

**Rebates:** Mercy is going to have one more collection.

**Room Parents:** May 12<sup>th</sup> PTO meeting having a appreciation for room parents and volunteers.

**Shamrock Club:** Trying to get this in with all the Westfield Schools. Have a volunteer day for everyone to help with service hours. Lot of kids are involved and doing some really neat things. May 18<sup>th</sup> we will have a recognition for the kids who have completed their shamrocks. The mayor will be in attendance. Allison will be sending out emails soon for reminder that the program will be closing soon for the year.

**Showcase:** Stacie Barrett. Working on a Staff Appreciation showcase, PTO Thank You, Summer Clubs and if anyone else can think of one that is needed she will do that as well.

**Staff Appreciation:** Golden Globes

**Volunteer Coordinator:** Sign up genius is out for Teacher Appreciation Week.

**Walk –A-Thon:** We are trying to target a date for next school year. Ashley is thinking of giving each teacher a skateboard for them to decorate and then we can raffle them off next year at the Walk a Thon.

**Webmaster:** Jennifer Canavan – Next year in order to get more room parents we want to make sure that the parents have some resources to go to so that they don't feel that they need to be super creative to get a room party done. She has created a Pinterest account for MGES PTO that has boards for the parties and teacher appreciation. You can follow this and when Jenn approves you can also pin onto the boards with your ideas. This can be very helpful for the upcoming room parents and volunteers. We will also have ideas on website for those that don't have Pinterest.

**New Business:** Ashley –

There are many openings still for the committee heads, positions will be posted for anyone interested.

Year End Survey: If you have any questions to ask the parents about any of your committees please let Ashley know as we are getting our survey put together to send out soon.

Small Town Initiative: We would like to break the walls of all the elementary schools and start working together more. Trying to plan a fun night for adults of all the Westfield Elementary Schools to get together for a fundraiser for the Westfield Foundation (Education Fund). Maybe at Bridgewater, beginning of November.

Thanks to everyone for all their hard work during the year. We would like to have all the committee head folders updated soon if possible to give to the next person taking over. Please turn in by May 1<sup>st</sup>.

Ashley gave Podgorny's flowers for all their "extra" work and treasurer hours they put in the last couple years as Treasurer.

**Meeting Adjourned at 7:30pm**