



Emerson-Williams PTO Meeting
 Thursday, November 10th, 2016
 Minutes

Attendees

Banahan, Tom	Langdo, James	Schwarzhaupt, Michael	Williams, John
Conashevick, Stephanie	Mattatall, Colleen	Shoham, Monika	Williams, Leslie
Cunningham, Rosemarie	McLaughlin, Brenda	Smith, Shana	
Dee, Peping	Pikos, Chrissy	Sousa, Christen	
Fleming, Paige	Rogalski, Jamie	Thigpen, Rosa	
Jara, Darka	Schwarzhaupt, Frances	Trevitazzo, Nathalie	

Call to Order/Opening Remarks

Darka Jara/Colleen Mattatall

7:02 p.m.

- Principal Thakur will not be in attendance due to traveling out of state.
- Keep in mind the meeting guideline reminders:
 - Talk to and about each other the way you hope your children would speak to or about you (both at the meeting and beyond). Be respectful and kind with your words always, here and away.
 - Stay on topic. We will use a timekeeper to stay on track but remember the PTO meeting for reporting purposes of what your committee is doing. We don't expect lengthy discussions or conversations. Please curb your discussions or comments for the end or reach out to the chairperson directly after the meeting. You will be reminded or redirected if topic gets turned or time expires.
 - Introduce yourself and briefly explain WHAT your committee does for those new at the meeting.
 - If you must criticize, you MUST offer a suggestion.
 - The Board will clarify rules for voting, explain why we are voting before any votes.
- Thank you to Darka – Yankee Candle; Leslie – apparel sales; K and 2nd grade and their room parents – for organizing the November staff luncheon; Leslie and Autumn – for movie night; Christen – for ordering the playground balls from Labels for Education.
- No PTO meeting in December due to concerts and other functions. Next PTO meeting is 01/12/17.

Officers' Reports

Teacher Representative

Brenda McLaughlin, EW Reading & Language Arts Consultant

- Thanked PTO for everything we do for the school and most recently the November staff luncheon.
- Nutmeg Book Award – requesting funding of ten (10) copies each of the ten (1) Nutmeg Book Award nominees for 2017. The district had purchased the books for the last 2 school years but has decided not to make the purchase for this year. The purchased books will become part of the EW library collection to be used in other book clubs. Request to PTO for the purchase of the 10 books (10 copies of each) and spine labels and seals to go on the past and current winners, for a total of \$1427.20 (2017 award nominees and processing - \$1393.20 and spine labels and seals - \$34).
- Wish list request – April is National Poetry month. The poetry mailbox outside of school office in which children write poems and submit them in the poetry mailbox. Children read selected poems on stage at school. The poetry mailbox will also be used as the Book Quote Mailbox during other months (children from K-6 submit quotes to be read on the PA system).
 - Requesting \$119 for the replacement of the current poetry mailbox that is in disrepair (1 plastic mailbox and 1 die-cut in the shape of an open book to display book quotes).
 - Volunteers needed to retrieve the book quotes from the mailbox and display them on a weekly basis. Need help with labeling and organizing.

Secretary's Report

James Langdo

- Approval of 10/13 Meeting minutes motioned by Leslie Williams. Seconded by Shana Smith and approved.
- Sign-in attendance sheet distributed for each attendee to add their name and email address.
- Thank you to PTO from:
 - Ms. Root – for the class donation which she used to purchase more school supplies and books for students
 - Mary Fox – for the note and class donation to each teacher
 - Ms. Charbonneau – for the class donation used to purchase books for the class library
 - 5th grade team – for the November staff luncheon
 - Kathy Harris – for the November staff luncheon
- James setup a Dropbox for all files. Please see James for access to any of the committee folders.

Treasurer's Report

Peping Dee

- Forms for payments have been added to Dropbox in each committee folder. If you don't have access to Dropbox, please let us know. You can also email the form info but be sure to include all information required on the form in the email.
- Income:
 - 6th grade fundraiser (Lyman Orchard) - \$1863.20
 - Class pictures - \$511.97
 - EW Apparel sale - \$1472.00
 - Student directory - \$800
 - Yankee Candle - \$1818.02

Committee Reports

Committees

Chairs

- Address Directory (September)
 - Directory has been distributed.
- Assemblies
 - Nov 18th – The Signature Project presentation by Patrick Dunning is scheduled for Friday, 11/18/2016 with assemblies for K-3 at 9am and 4-8 at 10:15am. The art work is a multi-faceted 76 ft. x 36 ft. mural layered with hidden secrets. A live performance including music brings the mural to life. Mr. Dunning weaves stories and images in the great tradition of Irish artists, blending art and technology.
 - Nov 30th – John Steven Gurney – illustrator of A-Z mysteries, Dinosaur Train and Fuzzy Baseball. Mr. Gurney is coming to speak for 1 hour in 3 time slots. Incorporates drawing and literacy fun (incorporate illustration to tell a story).
- Bylaws
 - The EW Bylaws is a legal document that explains how our organization is run. The document needs to be reviewed every 3 years. Any change requires 2 weeks' notification in advance of the change being made.
 - The current proposed changes will be available for viewing within 2 weeks of the January PTO meeting with a vote in January, followed by the changes being made to the bylaws. The changes being proposed are minimal clarifications for clarity. The changes will be posted on the PTO website and paper will be sent home including a link to the site, all ahead of the 2 weeks prior to the January meeting.
- Cheer/Teacher Appreciation
 - Assigning grades for the luncheons is working well. Autumn Struk will have a signup genius available for the December luncheon on 12/2 (for all grades).
- Community Outreach
 - Holiday store is scheduled for 12/1 and Vendor Night on 12/9. We would also like to do a charity food drive for the South Park Inn shelter located in Hartford and requesting personal items and specific wish list items. We will also ask Vendor Night attendees to donate food on 12/9 (talked to Rebecca and she agreed to have this on Vendor Night). A flyer will be created.
- Creative Arts
 - We have a committee but no chair. WSPC Caroline Fazzina said they are trying to get grants. Trying to get two grants from the Keane Foundation: 1 grant was received in September and we will know about the second by 12/31. Shana Smith will bring this info back to the Creative Arts committee. Creative Arts will discuss in January the events for the year (Spring events).
- Family Fun Committee
 - No events in November. Considering a ginger bread decorating event for Vendor Night and asking the 6th grade committee to run it (funding by the Family Fun committee) but currently working out some of the details to determine if this is possible.
- Room Parents (September)
 - Next luncheon for all grades is 12/2. Signup genius will be available. 2nd grade did November.

- Sixth Grade Activities Rosanna D'Onofrio/Amanda Campbell
 - Pies and poinsettias went out. Food selling the night of Holiday store but will not be doing that this year but maybe during Vendor Night. Still in the works.
- Tiger Topics Leslie Williams
 - Deadline this Sunday night. Flyer for Vendor night, holiday store. 5th and 6th grade teachers submit articles for career day. Need sponsor section – advertising. Looked at other schools to see if they have a sponsor section and costs. No confirmation as of yet. Keep printing as well as electronic copy will still be made available.
- Wish List Beth Gilbert/Christen Sousa
 - 3 wish list requests (2 have been purchased and 1 was unavailable, so the teacher is searching for something comparable):
 1. Mrs. Jones/Ms. Foley/Ms. Buckley (Grade 1) - Reader's Theater Folk Tale sets 1 & 2. These books would replace one tattered set that they currently share. These support their reading unit entitled Readers Get to Know Characters by Performing their Books. \$128.95/set. Total amount (with shipping) is \$391.01. Ordered on 10/28/16. Delivered to Mrs. Jones on 11/1/16.
 2. Mrs. Dawson/Mrs. Keel/Mrs. Jahne (Kindergarten) - various items for explore tubs for fine motor development, critical thinking and problem solving skills. 3 sets of 9 items (27 items in all). Total amount (with shipping, less a \$50 coupon code): \$656.73. Ordered on 10/27/16. Delivered to Mrs. Dawson on 11/8/16.
 - Total amount spent - \$1,047.74. Amount left in budget - \$2452.26
- WSPC Vacant
 - Meets every 2nd Thursday. Previous meeting discussed the school bus issue due to a cutoff time for returning after field trips. Discussed the high school ribbon cutting ceremony for January.

Fundraisers

- Apparel (October) Leslie Williams
 - Thank you to Nathalie Trevitazzo for going through the orders and tallying order forms numbers and sizes. Deposit check has been received. We will receive 2-3 apparel samples to display at future events. Dec 1st – items will be sent home with students. Need volunteers to help.
 - Thank you to Leslie's mom for the \$75 donation match from Voya Financial. Leslie to remind families about company match by adding an entry in Tiger Topics. Peping Dee will write the article and submit it to Leslie.
- Holiday Store (November) Beth Gilbert/Karen Dicenso
 - Scheduled for 12/1 5pm. Aware that it clashes with Holiday on Main but will work around it. Thanks to Leslie Williams for helping with the envelopes (envelopes mention that they were donated by the Rare Reminder). We have enough envelopes for the next 2 years.
 - Items to be pre-wrapped. Volunteers needed and can contact Beth or Karen to pre-wrap gifts at home. We have wrapping paper but need people to wrap the gifts.
 - A signup genius has been created and available on the PTO website under the Events section. Consider volunteering on that night or earlier that day to setup.
- Vendor Night
 - Vendor Night scheduled for 12/9. Tables are set. Lower number of tables from last year. Flyer to go out next week.

New Business

- Vote: Nutmeg Book Award book purchase - propose to purchase 10 copies of the 10 books plus the spine labels and seals for \$1427.20. Motioned by Jaime Rogalski and seconded by Fran Schwarzhaupt. Motion approved (2 abstained). This item will be added to the budget for next year in the event the district does not fund it in future years.
- December PTO 12/8 meeting is cancelled. Next meeting to occur on 01/12/17.
- EW Leadership Book Club Update – books have been ordered. \$82.68 for the remainder of the books. We had budgeted over \$400.
- Ms. McLaughlin needs volunteers for the book room, book quote project, and during poetry month. Reach out to Ms. McLaughlin if available to help.
- Highcrest PTO – thank you to EW PTO and the other 3 elementary school PTOs for the luncheon supporting the teachers at Highcrest in this difficult time for the school community.

Open Forum

- None

Closing Remarks

Adjourn: 8:23 p.m.

Darka Jara/Colleen Mattatall

Tiger Topic submissions are due by the Sunday after the PTO meeting.

Email to: tigertopics@ewpto.com