



Emerson-Williams PTO Meeting  
 Thursday, September 8<sup>th</sup>, 2016  
 Minutes

**Attendees**

Anderson, Rebecca	Burlingame, Amy	Collette, Peggy	Conashevick, Stephanie	Cunningham, Rosemarie	Dee, Peping
Dreger, Heidi	Forrest, Matthew (BOE)	Gallagher-Cuadras, Amy	Gilbert, Beth	Iannucci, Diana	Jara, Darka
Kulpa, Johanna	Lambert, Nolan	Lambert, Ulli	Langdo, James	Mattatall, Colleen	Morrissey, Bob
Murtha, Chris	Nikolaidis, Anna	Pikos, Chrissy	Rogalski, Jamie	Roman, Amanda	Schwarzhaupt, Fran
Schwarzhaupt, Mike	Shoham, Monika	Smith, Shana	Sousa, Christen	Struk, Autumn	Trevitazzo, Nathalie
Williams, Leslie					

**Call to Order/Opening Remarks**

Darka Jara/Colleen Mattatall

7:04 p.m.

- Thank you for joining the first EW PTO meeting of the new school year. Introduced the 2016-17 board.
- Met over summer discussed goals, new ideas and ways to increase PTO membership:
  - Increase communication - Facebook, email blast, Tiger Topics, and paper in backpack
  - Family fun events throughout year (1 per month) to build community.
- Adjust fundraising efforts – if we exceed the budget we can cut back on fundraisers.
- Brand PTO – if we host an event, say 'PTO is hosting' or 'this event supports the PTO general fund.
- New PTO meeting guidelines:
  - Create a sign with the meeting guidelines
  - Talk to and about each other
  - Be respectful and kind
  - Time tracking to keep the meeting within the 1½ hour time frame
  - Signal when you have a minute left to speak and when no time. Need a time keeper for each meeting
  - Introduce self when speaking
  - Name tags
  - Brief intro of your committee before speaking
  - Always have a suggestion to accompany criticism
  - Rules for when and if we need to vote

## Officers' Reports

### **Principal's Remarks**

Ms. Neela Thakur

- Neela could not attend the meeting due to being ill.

### **Secretary's Report**

James Langdo

- Approval of 6/9 Meeting minutes motioned by Shana Smith. Seconded by Autumn Struk and approved.
- Sign-in attendance sheet distributed for each attendee to add their name and email address.
- Thank you to PTO from:
  - Mrs. Harris (3<sup>rd</sup> grade) – thank you for the playscape and opening ceremony and teacher luncheon
  - Mrs. Woods (5<sup>th</sup> grade) – thank you for the gift card to welcome the new baby
  - Mary Lacy – Munson's chocolates at end of last school year
  - Jack Malizia – student thank you for awarding him a scholarship
- PTO is sending a get well card to Ms. Fox

### **Treasurer's Report**

Peping Dee

- Thank you to John Williams for his service last year. Meticulous record keeping.
- 2015-16:
  - Brought in approximately \$31,000 in 2015-16.
  - Total expenses: \$66,179
  - Total equity on 6/30 end of fiscal year: \$47,000
- Playscape Construction:
  - \$38,176 from equity. Proposal was to use existing equity
- Provide 2 week notice for checks
- Requests for reimbursement – process request once a month. Expenses to be mailed to school (Attention: Peping Dee). Allow 4-5 weeks for processing.
- James setup a Dropbox for all files. Please see James for access to any of the folders.

### **Board of Education**

Matt Forrest

- Matt encouraged involvement in the PTO and highlighted the excellent work that this PTO is doing.

### **Recognition**

Darka Jara/Colleen Mattatall

- James Langdo - for creating Dropbox folders
- Autumn Struk/Christen Sousa/Stephanie Conashevick - for the bulletin boards
- Chrissy Pikos– for the 2016-17 web site setup
- James Langdo– for sending a card from the PTO to Gianna Petrella, who passed away in July
- Leslie Williams– for creation of the chairperson packets
- Darka Jara– for organizing the welcome back lunch (thank you to the parents who contributed)
- Chrissy Pikos– recognized by Kim Bobin (Family Liason) for excellent communication practices

### **Committee Reports**

#### **Committees**

#### **Chairs**

- Address Directory (September)
  - Address directory is a mini phone book for our school, aiding with communication with other parents. Teachers and students are listed by their classes. Contains special days, lunch info.

Fran Schwarzhaupt/Colleen Mattatall

- Thanks to Leslie for coordinating last year's directory.
  - 9/23 deadline. Currently, about half of the children signed up for the book. We will have a table at the open house (9/14-9/15) for parent's signup.
  - Advertisements in the book are still needed.
  
- Birthday Board Nathalie Trevitazzo
  - Will be setup up on 9/9
  
- By-Laws Review Committee Darka Jara/Colleen Mattatall/  
James Langdo/Peping Dee
  - Reviewed every 3 years. Need committee to review to make deadlines for 2016-17. Board and volunteers make up committee. Rules in which the organization operates.
  
- Cheer/Teacher Appreciation Darka Jara
  - Welcome back lunch volunteer thank you.
  - Autumn is in charge of room parents. Each grade will take a month for teacher appreciation for that month. Teacher appreciation could be a lunch, chocolates, wash car, etc.
  
- Community Outreach None
  - Finding volunteer opportunities to organize and help out our community in some way (food bank, charity, etc.)
  - Jamie Rogalski volunteered to chair the committee. Committee members are still needed.
  
- Creative Arts None
  - First meeting on 10/3 9:30am in the Stillman Building. 3 members on this committee but currently no chair.
  
- Enrichment John Williams
  - Mrs. Woods (enrichment liaison) reaches out to High Touch High Tech (Jackie LaPerriere was chairperson from last year) to bring assemblies through High Touch High Tech program. The assemblies are spread out over months. Each grade does something different.
  
- Future Projects Committee Colleen Mattatall
  - Researched the playground last year. 8/30 ribbon cutting ceremony to open the playground. Wethersfield Life, WFSB and the Rare Reminder covered this event. Thanks to Autumn for the work on the project and ribbon cutting ceremony.
  - Buddy Bench installed on both playgrounds. Social services staff invited to come to a future meeting.
  - Decision needs to be made to dissolve the committee or research for future work
  
- Kindergarten Hand Print None
  - Rebecca Anderson signed up. Buy canvas and paints. Kindergarten teachers will line up the children and they will put a hand print on the canvas. In 6<sup>th</sup> grade they do the other side. Need people to sign up.
  
- Media Center Shana Smith
  - Starts in October for K-2<sup>nd</sup> grade only. Amy Gallagher signed up to help. A sign up genius will be created for October – December signups. 2 parents per month to read to the kids. Choose a favorite book or the librarian can give you a book. Approximately 15-20 minutes.

- Membership (September) Colleen Mattatall/Beth Gilbert/  
Autumn Struk
  - Membership brought refreshments and nametags tonight to make new member feel welcome. Membership drive at end of month. \$10 for membership per child (receive a car magnet)
  
- Movie Night Leslie Williams
  - Fun family events. Free or small donation for concessions. Movie night on 10/21.
  - Polling 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades to see movie location preferences. So far the preference is in the EW Gym. The building use form has been submitted.
  - Autumn created flyers for the kids to vote on a movie.
  - Need insurance due to copyright laws – \$172 for fee for 1-time movie use (premium movie license) or full year (\$469). 2 years (\$891). 3 years (\$1266). Would need a budget for it.
  - Jackie LaPerriere and Autumn Struk on the committee.
  
- Room Parents (September) Autumn Struk/Diana Iannucci  
Shana Smith
  - Thanks to Leslie for the documentation from last year. Room parent info went out. 3 room parents this year instead of 2. This year's room parents participate in grade level luncheons, volunteer in classroom. Fun way to get involved in school and day to day activities.
  
- Sixth Grade Activities None
  - Need chair and volunteers for sixth grade committee activities.
  
- Suggestion Box Jamie Rogalski
  - Fundraiser for Erica McGregor who is need of a kidney donor and to offset bills. PTO wants to support this family or other parents who are struggling. Possibly Community Outreach. Jamie to lead committee for fund raiser for Erica. Amy Gallagher offered to have signs printed.
  
- Tiger Topics Leslie Williams
  - Deadline on Sunday 9/11. Monthly newsletter. Goes on Facebook and emailed to anyone signed up to receive them from the PTO. Paper copies will go out this month and next month, after October, will be electronic with some copies in the office.
  
- Website Chrissy Pikos
  - Website (ewpto.com) contains: student directory and signup, PTO distribution list, suggestion box, calendar that is updated (can link this to your phone), suggestions for webmaster, meeting schedules, officers, meeting minutes and agendas, digital backpack, access to our Facebook page, Tiger Topics, committee chairs
  - Chrissy can post messages online (anything that we are sending out should be sent to Chrissy for the digital backpack and Facebook site)
  
- WSPC None
  - 2 representatives from all 5 elementary schools, middle and high school. Meetings on the second Thursday each month in Stillman building. Different speakers each month. Need someone from Emerson to come next month on 10/8.

## Fundraisers

- Apparel (October) Leslie Williams
  - Autumn recommended company for this year. Get some info from Leslie.
- Book Fair (September) Darka Jara
  - Need volunteers for book fair. Signup genius is created.
- Box Tops for Education Beth Gilbert/Christen Sousa
  - Box tops competition in the end of September. Approval from Ms. Thakur.
- Holiday Store (November) Beth Gilbert/Karen Dicenso
  - Usually before Thanksgiving but considering moving it to December. 800 items in inventory. 1600 to be purchased.
- Labels for Education None
  - Chair is needed.
- School Pictures (October and April) Shana Smith/Diana Iannucci
  - School picture day is 9/29. Looking for volunteers to help us on that day and will have a signup genius. Ted Morton Photography will be our photographer this year.
- Vendor Night (December) Rebecca Anderson
  - Vendor Night to be held in December and on a Friday for people to stay later. Highlight EW family small business owners. Business owners can rent out table in the gym for \$25. All money goes into the general fund. Getting signage this year. Budget is over \$1000. Advertise in local papers and maybe in the Hartford Courant. We need signup genius and volunteers. \$25 per table.
- Yankee Candle (September) Darka Jara
  - Starts 9/9 and ends 9/26. Merchandise purchased will be distributed in mid-October.

## Events

- 9/9-9/26 Yankee Candle Darka Jara
- 9/12-9/15 Scholastic Book Fair Darka Jara
- 9/14 Open house/Book Fair-K-3, 6:30-9pm Neela Thakur
- 9/15 Open House/Book Fair-4-6, 6:30-9pm Neela Thakur
- 9/22 Dinner on the Lawn (w/the Rents), 5-7pm Jamie Rogalski
- 9/29 School Pictures Chrissy Pikos/Shana Smith
- 9/30 Movie Night Leslie Williams/  
Autumn Struk/Jackie LaPerriere
- 10/5 National Walk to School Day Darka Jara

## New Business

- Excess funds Colleen Mattattall
  - How do we spend surplus of funds in a timely manner? \$8500 surplus last year. The Board met to discuss what we think the surplus should be spent on. \$8500 to spend, for a total of \$8000 with \$500 saved if we exceed cost:
    - Wishlist committee: \$2500 budget. Reviewed the survey results and had discussions with Neela, we are proposing to bring Wishlist back this year. Teachers can ask for items to supplement the classroom. We propose \$300

limit per teacher. Items are smaller and all teachers can participate. Form a Wishlist committee and committee would just present how much they spent and what they have accomplished.

- Assemblies committee: 2-3 Assemblies. \$2500 budget
- Fun Family Monthly Event committee: \$1500 budget
- Beautification committee: Paint doors and add planters to front of school. \$1500 budget
- Need a chair for each committee.
- Motion to distribute excess funds in this manner. Motioned by Colleen Mattattall and seconded by Beth Gilbert. Approved.
- Wishlist, Beautification, Assemblies and Family Fun committees will be created.
  
- Career Day (10/28) Neela Thakur
  - Career Day for the 5<sup>th</sup> and 6<sup>th</sup> graders. Need volunteers (1-2 parents to help coordinate the event). Please reach out to Neela if interested.
  
- Jump Start, Read for the Record (10/27) None
  - Promotes early education reading. One book is chosen and thousands or millions of children reading the same book on the same day. Need someone to organize it for EW. Can provide a small budget. \$10 for the book (\$12 on Amazon) or we can work with the library to obtain up to 5 copies. We will need to register the number of students and create activities and lessons to use with the book. The Bear Ate My Sandwich is the book this year. Reach out to colleen if interested. Christen Sousa mentioned she is interested in it.
  
- By-Laws Review Board Autumn Struk
  - Sign-up is available if anyone wants to join the review board.
  
- Scarecrows on Main None
  - To be held in October in Old Wethersfield. Organizations can make a scarecrow (Emerson Williams scarecrow). Amy Gallagher interested in it. We would need a budget for supplies (\$100). Rosemarie Cunningham suggested allocating a grade to come up with the design or offering the kids a contest to come up with a design.
  
- AFLCT Cultural Arts EXPO (9/23) None
  - Cultural event at school.
  
- Suggestion Box None

## Open Forum

## Closing Remarks

Adjourn: 8:54 p.m.

Darka Jara/Colleen Mattattall

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

**Email to: [tigertopics@ewpto.com](mailto:tigertopics@ewpto.com)**