



Emerson-Williams PTO Meeting  
 Thursday, January 12<sup>th</sup>, 2017  
 Minutes

**Attendees**

Anderson, Rebecca	Dee, Peping	Langdo, James	Thakur, Neela
Banahan, Thomas	Gilbert, Beth	Mattatall, Colleen	Trevitazzo, Nathalie
Burlingame, Amy	Iannucci, Diana	Nunn, Katie	Williams, Leslie
Carbo, Janet	Jara, Darka	Sassano, Deidre	
Conashevick, Stephanie	Kardys, Jenn	Smith, Shana	
Cookson, Summer	Kulpa, Johanna	Struk, Autumn	

**Call to Order/Opening Remarks**  
 7:01 p.m.

Darka Jara/Colleen Mattatall

- Grade 4 team (Jen Kardys; Summer Cookson; Katie Nunn) attending tonight's meeting
- Successful 1<sup>st</sup> half of 2016-17 school year. PTO accomplishments from September through December 2016:
  - Family events – Dinner on the Lawn; Movie Night; Holiday Store; Vendor Night; Ginger Bread Decorating
  - Assemblies – Signature Project; John Gurney assembly; Creative Arts Support – Brain Games; High Touch High Tech
  - Other events – Monthly Teacher Appreciation and Welcome Back Luncheon; School-wide Book Club; Nutmeg Books; \$2000 spent on wish list items
  - Received countless number of thank you cards from teachers and staff
  - Increased communication through Facebook, Tiger Topics, Monthly Family Fun events
  - Adjusted our fundraising efforts with new ways to raise money and spend, eliminating some fundraisers
  - Branded our PTO more and broadcast our sponsorship of events
- 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.

### Officers' Reports

#### **Principal's Remarks**

Ms. Neela Thakur

- Administrative team meeting was recently held. This will be a difficult budget season this year. Neela has requested teachers and parents to speak out in support of the budget. The superintendent has asked for a wish list including: (1) personnel and (2) things or items for the building (not supplies). Wish list priorities are then determined.
- New gym floor installed in summer 2015 is now bubbling and buckling. Currently determining root cause of issue. The floor will get repaired but who, when, and how are being determined.
- Keane on Kids afterschool program – winter/school session begins on 1/23. List of offerings and signup on-line is now available. Caroline Fazzina is looking for suggestions for new future offerings. Reach out Caroline with improvement suggestions and offerings and copy Neela.
- STEM night (1/26) – family engagement activities and games which will be held in several areas of the school. Encouraged family participation in the event.

#### **Secretary's Report**

James Langdo

- Approval of 11/10 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), Deb Byrne (Special Education), 4<sup>th</sup> grade team, Mrs. Nunn (4<sup>th</sup> grade), Mrs. Jones (1<sup>st</sup> grade), 5<sup>th</sup> grade team, Ms. Foley (1<sup>st</sup> grade), paraprofessional staff, and Mary Lacy – for the December breakfast and luncheon on 12/2
  - Mrs. Ciarcia (Nurse) – for the poinsettia
  - Mrs. Kardys – for the book club program funding (note placed inside each book indicating donation from PTO 2016-17)
- James setup a Dropbox for all committee files. Committee chairs should contact James for access to any of the committee folders.

#### **Treasurer's Report**

Peping Dee

- Income:
  - Donations - \$2900 due to grant for Keane foundation (\$2700 – for hip hop program).
  - Sixth grade fundraiser (includes Lyman Orchard and Poinsettia sale) - \$2700 year to date.
  - Class pictures - \$1700 income
  - Holiday store – \$614 income
  - Vendor night – \$600 income
  - 6195.91 net income

## Committee Reports

### Committees

- Bingo Night
  - Beth Gilbert/Diana Iannucci
  - Bingo – Friday 2/3 (100<sup>th</sup> day of school). Participant will get prize. Notice to parents will be sent home to see if they have any items they would like to donate for prizes.
- Bylaws Review
  - Colleen Mattatall/Leslie Williams
  - Notification of proposed changes to bylaws sent out in December. Bylaws reviewed every 3 years. Changes proposed on the website for the past month. We will vote tonight on the changes.
- Cheer/Teacher Appreciation
  - Darka Jara
  - Third grade will hold the teacher luncheon on 1/13.
  - February – Board will hold the teacher appreciation event on 2/3.
  - Flowers sent to Mary (EW Secretary) due to surgery.
- Community Outreach
  - Jamie Rogalski
  - No items to report
- Creative Arts
  - Deidre Sassano
  - Fundraiser events include Creative Arts Fundraiser and Arts Night. Events to be held on Jan 18<sup>th</sup>-24<sup>th</sup> and Apr 1<sup>st</sup> -7<sup>th</sup>.
- Dance (March)
  - Janet Carbo
  - Luau theme dance on March 18<sup>th</sup> (after gym equipment is taken down). Same DJ from last year. Photo booth (no hats). Luau dancers or some other kind of entertainment (maybe limbo). Decorations and refreshments. Tickets were \$7.50 last year and we want to keep the ticket price low. Come with an adult only.
- Family Fun Committee
  - Colleen Mattatall
  - Events planned: Bingo Night and Book Swap.
- Kindergarten Handprint
  - Rebecca Anderson/  
Monika Shoham
  - Supplies are available. Coordinate with teachers for date and time.
- Media Center
  - Shana Smith/Amy Burlingame
  - Dates are available for the rest of the school year. K-2<sup>nd</sup> grade - parents read to the children for approximately 20 minutes.
- Room Parents
  - Autumn Struk/  
Diana Iannucci/Shana Smith
  - Appreciation meals for the teachers and staff. 1/13 - Third grade is hosting the luncheon. 2/3 – PTO board is hosting.
- Sixth Grade Activities
  - Rosanna D’Onofrio/  
Amanda Campbell
  - T-shirts pre-ordered and delivered. Clothing drive in February or March.
  - Poinsettia sale income – \$780. Holiday store income – \$385.

- Talent Show Vacant
  - Need chair for talent show. Late start last year and the event did not occur. Autumn Struk creating flyer (and will sent to Leslie Williams to include in the January Tiger Topics). Darka will distribute the flyers created by Autumn.
- Tiger Topics Leslie Williams
  - Sunday night (1/15) Tiger Topics deadline. Email to tigertopics@ewpto.com.
- TV Turnoff Week Vacant
  - Jaime will need a co-chair and will co-chair the event.
- Wish List Beth Gilbert/Christen Sousa
  - Had 12/31 deadline.
  - Wish List budget since our last meeting: We had spent \$1047.74 as of our November meeting (\$656.73 on kindergarten, \$391.01 on first grade).
  - Total Spent: \$1939.84. Remaining in Budget: \$1560.16
  - We can do another "push" at a faculty meeting to see if anyone else has a wish list request. End of March deadline (last one for 2016-17 school year).
- WSPC Vacant
  - Cyber seminar for parents scheduled on 2/9.
  - 2 board members to talk at the end of the meeting.
- Wolf Pack (3/24) Vacant
  - Ms. Caravella instrumentals performing on 3/5. Fundraisers for event.

## **Fundraisers**

- Box Tops for Education Beth Gilbert/Christen Sousa
  - Mid-February submission. Received check for \$940.
- Butter Braids Darka Jara
  - Fundraiser on March 14<sup>th</sup> -28<sup>th</sup> . Pickup on 4/7.
- Mixed Bags Darka Jara
  - Fundraiser February 24<sup>th</sup> – March 10<sup>th</sup>. Pick up to be determined.
- Strawberry Fest Vacant
  - Autumn to make flyer (Talent show and TV Turnoff week flyers to be created and distributed first and then Strawberry Fest will be sent afterwards).

## **New Business**

- Vote: Bylaws – A member spoke out regarding their inability to see the minutes on the website and another parent asked for the vote to be postponed due to personal reasons for not being able to read the changes. Both items were discussed.
  - Motion by Colleen Mattatall to approve the proposed bylaw changes as notified in December. Seconded by Autumn and approved. 18 approved and 3 opposed.
- Vote: Water Fountains – discussion about the water fountains and questions to 4th grade teachers about how children fill up their water bottles currently and questioning how clean the current water fountains are. There was discussion as to how many should be purchased and also questioned was the maintenance and upkeep of the water fountain.
  - Motion by Shana Smith to replace all 3 water fountains with new bottle filler fountains (\$872 per water foundation from the town). Seconded by Beth Gilbert and unanimously approved.
- Teacher Lounge - Beautification of the teacher lounge. We cannot paint but can decorate. Autumn, Stephanie, and Rebecca to decorate the lounge together and bring in other people as needed.
- Teacher appreciation luncheon - (2/3) hosted by PTO Board – chocolates and Valentine day theme. Items purchased need to be gluten and nut free and labeled.
- UConn Basketball fundraiser – fundraiser will offer group ticket prices for men and women’s basketball games. Need to choose a date for the event. Colleen offered to chair this event.
- Magnets re-sale fundraiser – 2<sup>nd</sup> membership drive. Sell unlimited magnets at \$10 each. Consider maybe \$5 a magnet (or 1 magnet for \$7 or 2 magnets for \$10).
- Keane Foundation grant – awards 2 grants per year. We have received 1 grant. Can apply for another grant by 3/31 (notified in June of the decision). Grant can be used for sports and fitness only (i.e., sports assembly, an event during TV Turnoff week such as Ron-a-Roll or Fun Run). Ideas and exploration needed. Amy Burlingame to research. Autumn to share fun run info.
- February PTO meeting moved from 2/9 to 2/2. Two people from the Board of Education will speak at the 2/2 meeting.

## **Open Forum**

- Potential fundraiser by Dick’s Sporting Goods, offering purchase coupon books (Sell for \$10 and make \$5 profit). PTO decided not to pursue.
- Wethersfield Early Childhood collaborative – 10-week program on Thursdays 6:30-8:30pm. Focus on communication skills, problem solving and community opportunity. Certificate at the end of program. This will be included in the January Tiger Topics.

## **Closing Remarks**

Adjourn: 9:09 p.m.

Darka Jara/Colleen Mattatall

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

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