



Emerson-Williams PTO Meeting
 Thursday, November 9th, 2017
 Minutes

Attendees

Burlingame,Amy	Harlow,Courtney	Mierzejewski,Carissa	Sousa,Christen
Collette,Peggy	Kardys,Jenn	Pikos,Chrissy	Thakur,Neela
Dee,Peping	Keel,Emily	Root,Elisa	Trevitazzo,Nathalie
Dicenso,Karen	Langdo,James	Shoham,Monika	Yatrousis,Nicole
Gallagher-Cuadras,Amy	Mattatall,Colleen	Smith,Shana	Zuber,Donna

Call to Order/Opening Remarks

Colleen Mattatall/Autumn Struk

7:05 p.m.

- Autumn will not be in attendance. She is attending a dinner for her company.
- Look for the Good project – Colleen asked each person to add two post-it notes to the Why I Volunteer and Gratitude Wall. Take time to think about why we are grateful and why we volunteer to help the PTO.
- The board will clarify rules for voting and explain why we are voting before any voting occurs.
- Thank you email distributed for the contributions from various PTO members this past month.
- 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.

Officers' Reports

Principal's Remarks

Ms. Neela Thakur

- Instructional supply budget – budget is now unfrozen. Teachers are now able to place orders and replenish supply.
- EW Math tutor - we have not been given permission to rehire our math tutor. Tutor was funded through the Open Choice grant funded program. EW can't hire back until they give the go ahead. EW and Highcrest currently do not have a Math Tutor.
- Grateful Tigers campaign – kickoff assembly was today (11/9). The campaign will run for 1 week. Board of Education chairperson Bobbie Granato helped kickoff the program. Neela encouraged members of the PTO to teach kids what the words grateful and gratitude mean to piggyback on our lesson from school. Asked parents to add to the gratitude wall.
- Food Share – dropping off food next Wednesday 11/15 from 5:15-5:45. Monday and Tuesday next week are the last 2 days to donate. Email went home about Food Share and donations. EW staff and students will donate live on air between 5:15 -5:45. Stripes will also be there.
- Ukulele Club – will be performing on Tuesday 11/14 7pm.
- Bilingual Spanish Language Tutor – only school in the district to have this tutor due to having at least 20 students for the ELL program. Tutor is starting Monday 11/13.
- American Education Week (11/13-11/14) – classroom half hour visitations. Each grade level will have a date and time. Parents can join their child for lunch and recess.
- Principal's Breakfast (12/7 @ 9am-10:15am) – topic is how parents can work on reading comprehension at home to obtain meaning out of reading. Curriculum Specialist Jennifer Hammer and Brenda McLaughlin will provide different strategies.
- Winter concert (12/14) - notices went home today.
- Congratulations to Colleen Mattatall for receiving the Superintendent's Recognition Award last evening.

Secretary's Report

James Langdo

- Approval of 10/12 Meeting minutes motioned by Shana Smith. Seconded by Chrissy Pikos and approved.
- Sign-in attendance sheet distributed for each attendee to add their name and email address.
- Thank you to PTO from:
 - 5th Grade Team – for sponsoring the cyber safety presentation.
 - 2nd Grade Team & Mrs. Jahne – for the start up cash for classroom supplies.
 - Miss. Lucas – for the wish list funding to purchase a wobble chair and wireless keyboard.
 - Mrs. Woods' class – for the wobble chair
- A Dropbox is available for all committee files. Committee chairs should contact James for access to any of the committee folders.

Treasurer's Report

Peping Dee

- Income: \$18,672.77
 - Student directory - \$1350
 - Membership dues - \$1865
 - Puerto Vallarta - \$889
- Expenses: \$8,943.53
 - 6th Grade Activities - \$832.55
- Net income: \$9,729.24
- Total assets: \$46,156.30
- Peping reminded everyone to complete the required forms for cash-box and reimbursement and to allow at least one (1) week notice for requests.

Teacher Representative

Miss. Nicole Yatrousis,
Kindergarten Team

- New Kindergarten teacher Nicole Yatrousis introduced herself to the PTO. She is from Wethersfield and attended Wethersfield schools. She taught in Enfield last year. Nicole is a graduate of Salve Regina. She thanked the PTO for the \$100 gift card to start her classroom.

Teacher Representative

Mrs. Jennifer Kardys &
Mrs. Emily Keel,
EW Garden Club

- EW Garden Club would like to clean-up the school courtyard to create a sensory garden to do outdoor classroom lessons. The Garden Club would like to dig and prep the area for spring. They are requesting help to clean-up the area on Saturday 11/18. Neela will send out a messenger email to request help.
- Paint Gratitude Walk – The Keane Foundation provided a \$500 grant which will be used to apply towards the \$1200 project. Paint 3x5 inch rocks with paint. Asking PTO to support this project with \$500-\$700 to fund the rock painting for the courtyard. The rocks will be painted and sealed. Jenn Kardys will email Neela what is needed for the project and Neela will send the information out. Asking PTO to look for volunteers for their time. Nathalie Trevitazzo will be a point person from the PTO and will reach out to Mrs. Keel.
- Garden Clean-up Project Phase 2 – maybe work with beautification committee. Mr. Bushey has given the go-ahead.

Teacher Representative

Ms. Carissa Mierzejewski,
School Social Worker &
Mrs. Donna Zuber,
School Psychologist

- PTO Wish list – for social and emotional learning items. Wobble stools, Theraputty, social school books, reading guide strips, noise reduction headphones. Items to help children with special education needs. Items on the wish list are itemized for a total of \$923 and will be shared between the 3 teachers. There are approximately 100 students each year.
- Video shown – 'The Importance of Sensory Items.' The video showed an example classroom with these sensory items. EW has the physical classroom and has some of the items from the video but the wish list items are needed.
- Amy Burlingame volunteered to be the PTO point person.

Teacher Representative

Ms. Root, 2nd Grade Team,
PTO Teacher Liaison

- Thanks you to the PTO for the Halloween treats last Monday.
- On Monday 11/13, students will record a Veteran's day video in the gym and music room.
- Pet Food Drive – Second Grade will be working on their 1st community service project of the year until 11/17. Pet food drive to support all animals at the CT Humane Society.
- Grateful Tigers campaign – need volunteers next week to post the 460 daily notes on the gratitude wall. Each day Monday - Friday at 9am-9:30am. Student Council will collect the notes and bring them to the main office. We will need parents to help 9-9:30am to put them on the wall.

Committee Reports

Committees

Chairs

- School Pictures (Retakes – 11/16)
 - Pictures taken and distributed. Picture retake day is 11/16.
- Talent Show (2/9)
 - Flyer was handed out and due on 11/22.
- Wish List
 - \$427 of wish list items delivered to teachers.
 - Beth Gilbert has stepped down from wish list. Her name has been removed as a chairperson.
- Box Tops
 - Box tops have been collected, counted, bundled, and sent to the company. We collected a total of 4,306 giving EW a total of \$430.60. EW will receive check in February. Mrs. Charbonneau's class brought in the most, with 682 box tops. Each student in her class received a neon backpack.
- Community Outreach
 - Sent out the flyer for items needed for Food Share collection. The collection will go through the Monday prior to Thanksgiving (11/20).
- Tiger Topics
 - Leslie could not make the meeting but PTO secretary read a letter from her.
 - October Tiger Topics could not be generated this month but there will be an October/ November Tiger Topics sent to Neela and the PTO presidents by this Sunday for review. If you have anything that you would like to add to the new issue of Tiger Topics please submit it as soon as possible to tigertopics@ewpto.com.
- Vendor Night (12/8)
 - Autumn and Colleen will be staffing the Welcome Table and will use the station to distribute any Heart & Home orders. Welcome Table will also have the 'Guess It' raffle station (jar filled with candy that people need to guess how many candies). Neela will read the winner over the loud speaker during announcements the following Monday. \$1 per guess.
 - Autumn volunteered to help with set-up.
 - Jessica Rivera will staff the Raffle Table and has been briefed on how to set it up. Raffle table will have its own separate cash box, as tickets will be sold there separately. \$1 per ticket. 15 for \$10 and an arm's length for \$20. I think it is important to note that this is cash only and no checks will be taken and no card reader is present.
 - Chrissy created a sign-up Genius for volunteers over the weekend in 2 hour overlapping time slots.
 - Reaching out to Apparel to see if they will be able to have a table inside the fair.
 - Need volunteers to help amend the road signage to reflect the correct date and time. We have 20 double sided signs that need to be updated. This can be done over the course of a couple of nights or days while the kids are in school.
 - Please reach out Rebecca if anyone is interested in helping out.

- Holiday Store (11/30) Karen Dicenso
 - 750 items in the basement. We will purchase 1700 items this weekend. Flyer to go out on 11/15 with an 11/27 reminder. Need elves. Need more parents to help wrap items. Gym will be prepared starting at 4:10pm. The event will begin at 5:30pm - 9pm. Volunteer flyer (1/2 page) to be sent home. We also need more bags instead of wrapping papers.

- Sixth Grade Activities Darka Jara/Janet Carbo/Paige Fleming
 - Pie sales went well. Poinsettias and wreaths will be sold soon. A pasta dinner is currently being explored. Possible bake sale at the next bookstore.

- WSPC Amy Burlingame
 - Michael Emmett gave a budget update. The budget is going to the board of education next week.
 - Superintendent awards – asked for messenger blast because we didn't know about the award ceremony.
 - Talked about the recent passing of a WHS student.
 - Gym floors at all Wethersfield schools – many have had problems with the floors. Older materials and not chemically balanced. Issue with product. All other schools have a logo on the middle of their gym floors, except Emerson.
 - Update about elections from previous last week.
 - Forum for the candidates was hosted, with many Town Council people in attendance. Would like more residents to come to the forum next year.
 - Cyber Security conversation. Consultant who spoke said that 92 out of 100 kids accepted his Instagram request without knowing him.

Fundraisers

- Heart and Home (11/1 - 11/14) Colleen Mattatall
 - Pick-up at vendor night on 12/8 at the welcome table.

- Puerto Vallarta (11/28) Colleen Mattatall
 - EW Puerto Vallarta night on 11/28. Flyer to go home next week. PTO will get 20% of bill. Don't need to present flyer for EW to receive the 20% and can be used for dine-in or take-out.

- Apparel (11/13-11/30) Courtney Harlow
 - Flyer is approved and will be sent out. The Apparel sales begin on Monday. Online sales or phone only. No paper forms to complete. Logo was changed this year. Mostly in blue with a tiger paw in the middle. Adult and children apparel. Delivery 2 weeks after 11/30 sale end date. Apparel will be sold before Vendor Night but a booth will be available during Vendor Night. We will need someone to handle the booth.

- Soup and Cookies James Langdo
 - Sold \$1766. EW will receive 40% for all cookie sales and 30% of soup sales. Orders have been sent back to the company. 11/30 @ 5:30-7:30pm pickup.

- Scoops & Sprinkles (11/14) James Langdo
 - EW day is 11/14 from 3-9pm. Flyers have been sent out. We will receive 10% of the profits for that day. The school with the most sales will get an additional 10% of the overall weekly sales.
- UConn Basketball Game (1/20) Jessica Rivera/James Langdo
 - 1/20 noon game – UConn v. Villanova. \$10 per ticket. We will sell for \$12. Upper section tickets. UConn will make a flyer for us to distribute by the end of November beginning of December. We would like to have a final ticket count of UConn by 12/15 (before the holidays) to get everyone in the same section.

New Business

- Keane Foundation Grant application (due 12/31) Colleen Mattatall
 - End of December deadline. If you have any ideas let Colleen know. Colleen is an affiliate/associate member.
- VOTE: Hip Hop
 - EW teachers were not awarded the hip hop grant. The PTO allocated \$3600 for special programs but planned to use the funds for color run if it had not been funded by Keane. Now we still have these funds.
 - Proposal made to use \$3600 under special programs to sponsor the 4-day hip hop program (\$2600) – shared sessions.
 - There is no deadline but traditionally we decide in December.
 - Could we split the costs between PTO and school? 1st year paid by school, 2nd year by PTO, 3rd year by grant but facilitated by PTO.
 - Should we look into 2 events or something less of a cost?
 - Mrs. Kardys said that the assembly talks about health and fitness and from a teaching standpoint it is excellent. It is an opportunity for the kids to bond and bring families into it. The presenter has developed a rapport with the kids.
 - Mrs. Kardys mentioned possible event pair up with Dinner on the Lawn.
 - Amy Burlingame motioned to use \$3100 funds from special programs to fund the 4-day (\$2600) and 1-night (\$500) program. Motion was seconded by Christen Sousa. 11 yes. 3 no.
- VOTE: Social Services Products
 - Vote on the items presented by Ms. Mierzejewski and Mrs. Zuber. Wish list budget - \$1550 remains. Christen Sousa will take this back to her wish list committee to review the request. Amy Burlingame will look into how to get these items for next school year through donations. Christen will send out a final email for wish list items.
- VOTE: Courtyard Rock Project
 - Vote on the courtyard rock project presented by the EW Garden Club. Request to help fund rocks and paints for the project to be added to the courtyard. The Garden Club has \$500 from the Keane Foundation. They are requesting \$700 to make up the total cost (\$1200) to purchase the 3x5 inch rock and paint products.
 - Nathalie Trevitazzo proposed to table this until January to look into this further through donations.
 - Shana Smith asked, what is the plan for painting the rocks? The rocks will be painted post winter. If no donations come in, the money will be spent by that time.

- Shana Smith made a motion to allocate \$700 to put towards rocks and paint if we don't get the donations. Motion seconded by Courtney Harlow. 13 yes. 0 no. Approved.

Open Forum

- Next PTO meeting is Thursday 1/11 7pm.

Closing Remarks

Adjourn: 9:35 p.m.

Colleen Mattatall/Autumn Struk

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

Email to: tigertopics@ewpto.com