



Emerson-Williams PTO Meeting
 Thursday, January 11th, 2018
 Minutes

Attendees

Carreiro,Christina	Langdo,James	Shoham,Monika	Trevitazzo,Nathalie
Conashevick,Stephanie	Mattatall,Colleen	Smith,Shana	Williams,Leslie
Dee,Peping	Pikos,Chrissy	Sousa,Christen	
Gallagher-Cuadras,Amy	Root,Elisa	Struk,Autumn	
Jara,Darka	Semtsiv,Julia	Thakur,Neela	

Call to Order/Opening Remarks

Colleen Mattatall/Autumn Struk

7:06 p.m.

- Welcome to everyone in attendance this evening.
- Appreciation for all events since the November meeting: Vendor Night, Holiday Store, Holiday Luncheon, and the fundraisers completed.
- 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

- March calendar: revision to the district wide calendar. 3/20 and 03/22 are now 1/2 days for parent conference days.
- Mrs. Burnham (EW Math tutor) has been rehired as of 12/22.
- District wide budget for 2017-18 and 2018-19:
 - Mr. Emmett has held administrative team meetings to discuss the budget and state budget difficulties.
 - \$867,000 must be cut from this year's budget. The Town Council will decide how much is cut and how much will be taken up by the town versus the school district.
 - No new teachers, programs, services are planned for next school year with additional cuts. Any increase next year will reflect teacher salary and benefits. Nothing new or innovative.
 - Town Council needs to hear from EW parents and their support for improving the school and minimizing the cuts. Contact Town Council with emails about what do you want to see in the town, what are you hoping doesn't get cut, and what can improve the district?
 - Best way to contact Town Council members: (1) Attend Town Council meetings on the 1st and 3rd of every month; (2) Obtain names and phone numbers from the Wethersfield Town Council site and write or call Town Council members; (3) Email the town clerk (Dolores Sassano) – messages will be sent to the town council members; (4) Email the town manager (Jeff Bridges) – messages will be sent to the town council members.

Secretary's Report

James Langdo

- Approval of 11/9 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:
 - Ms. Peggy Smith (long-term substitute Art teacher) and family – to the PTO cheer committee for the spruce tree
 - Mrs. Dawson – for the gifts, prayers, and support
 - Ms. Lacy – for the holiday luncheon
- 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: \$21,799.14
 - Holiday Store – no income this year (loss of -\$26) but we have \$1000+ in merchandise in the stock room. Possible use for the remainder of the school year.
 - Puerto Vallarta - \$1859
 - Scoops and Sprinkles - \$119.99
 - Soup and Cookies – \$432.65
 - Vendor Night - \$932.78
- Expenses: \$13,617.89
 - 6th Grade Activities - \$1458.15
 - Assemblies - \$1950
 - STEM Enrichment - \$1050
 - Nutmeg Books - \$1348.91

- Wish List - \$1796.58
- Net income: \$8,181.25
- Total assets: \$44,608.31
- Reminder to complete the required forms and allow 1-week notice for cash box and request for reimbursement.

Teacher Representative

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

- Thank you for the holiday luncheon.
- Puerto Vallarta fundraiser for CCMC (by some Grade 6 students): 1/21 from 3pm until close. Goal is to collect \$1000. Event will be published on Facebook, Tiger Topics, and PTO postings.
- School-wide Dance: on 1/27 5-9pm at Wethersfield High School. \$10 per student. Flyer was approved today.
- Book Club: students will read the book 'But It's Not My Fault' by Julia Cook. The book teaches problem solving and responsibility.
- Grateful Tigers campaign: the program will continue through the remained of the school year. The topic of respect is the focus for this month.
- Writeup for Tiger Topics will be submitted by Sunday.

Committee Reports

Committees

Chairs

- Talent Show (2/9. Snow date-2/15) Christina Carreiro
 - Scheduled for 2/9 at 6pm at Webb. 45 students (24 acts) participating. Rehearsal is scheduled for 2/2 at Webb. Artists corner submissions by 1/22. Decorations currently being gathered. Ticket flyers going out next week. \$3 per adult. Children free. No expenses. Reuse of items from last year.
- Tiger Topics Leslie Williams
 - Deadline is Sunday. Email has been sent out. Submit any fundraisers, flyers, and save the dates. Cub reporters will choose a topic to write about. Possible write-up about the school-wide book program.
- Sixth Grade Activities Darka Jara/Janet Carbo/Paige Fleming
 - Pasta Dinner on 2/1. Flyer was distributed this week.
 - Casino Trip on 3/23. Flyers will be distributed for this adult only trip.
 - Stripes-A-Thon Dance on 1/27. School-wide dance to be held at Wethersfield High School.
- Cheer/Appreciation Autumn Struk/Christine Dukes
 - Held December holiday teacher luncheon.
 - Gifts to teachers: Mrs. Copeland (baby at end of November); Mrs. Richard (gift for her baby), and Ms. Dawson (illness), and Ms. Peggy (death in the family).

- Community Outreach Nathalie Trevitazzo/Leslie Williams
 - Food Drive (and clothes) was successful. Thank you to Rebecca Anderson for her help. Food got delivered to the town services.
 - A Charles Wright family recently had a fire in their home. PTO would like to donate but we need more info. Colleen offered to provide info about the CW family.

- Vendor Fair Nathalie Trevitazzo/Rebecca Anderson
 - 22 vendors and a successful vendor night with a profit (\$932.78). Thank you to Colleen, Autumn, and Michelle (Kindergarten mom) for all their help. Vendors were happy. Rebecca Anderson and Nathalie Trevitazzo handed out fliers at Holidays on Main. Vineyard Vines' \$300 raffle went to an incoming parent. Well run and organized event.

- Holiday Store Karen Dicenso
 - 1700 items left in inventory. Items can be saved for next year to invest less. Happy with the 6th grade volunteers. For next year, we will need bags and wrapping paper. Maybe ask for only bags next year. Food was a nice addition and the location in the hallway worked well. Colleen and Karen talked about helping a younger parent to take over for holiday store. If anyone has any ideas or want to learn about holiday store, please let us know. Amy Gallagher-Cuadras volunteered for next year. Beth Gilbert is also interested.

- WSPC Amy Burlingame
 - Fred Bushey, Directory of Maintenance and Operations, is retiring at the end of this year.
 - Meetings are second Thursdays at noon in the Stillman Building.
 - Let us know if anyone wants to fill the position for next school year, to learn more about our schools at the Board of Education level. WSPC is a different aspect of being involved in the school but at a town wide level.

- Kindergarten Handprint Amy Burlingame/Peggy Collette
 - Planning will begin.

- Media Center Shana Smith/Amy Burlingame
 - Shana mentioned she will start to work on this.

Fundraisers

- Butter Braid Fundraiser (2/12-2/26) Leslie Williams/Nathalie Trevitazzo
 - 2/12-2/26 from the actual Butter Braid company.

- Heart and Home Colleen Mattatall
 - New fundraiser. Receive 50% of the profits.

- Apparel Courtney Harlow/Nathalie Trevitazzo
 - Apparel sale went well with 68 items sold. Check will be sent in on Friday. Thank you to Leslie, Nathalie, and Shana.

- Scoops & Sprinkles James Langdo
 - Profit \$119.99. Hanmer Elementary School came in first place - \$704.70. Each school had their own day and a free-for-all Saturday to boost sales. Shane and Kim have asked the PTO if we would like to do this fundraiser again in the spring. Maybe during TV turnoff week event.
- Soup & Cookies James Langdo
 - \$432.65 profit. Pickup was on 11/30. Leslie mentioned that this might be combined with Butter Braids because it is the same company.
- UConn Basketball Game James Langdo/Jessica Rivera
 - Sold 140 tickets at \$12 per ticket with a \$2 profit per ticket. PTO profit is \$280.

New Business

- CT ARTS for Learning Grant Colleen Mattatall
 - Antonio Rocha – storyteller. Colleen had applied for grant. She received notification that the grant has not been formally approved but recommended to be given. \$700 reimbursement.
- Yearbook Amy Gallagher-Cuadras/Autumn Struk
 - Proposed idea of school wide soft cover yearbook. There is currently a 6th grade yearbook free to each student. Possible yearbook this year or maybe two separate yearbooks (or a combined book). Autumn and Amy are discussing the possibility of publishing a book for this year and if not then next year.
 - Talked to Neela about permissions for publishing pictures. Ted Morton was contacted and there are no copyright issues. The book can contain after school activities and signature pages. An art contest could allow a 6th grade student to submit cover art for that school year.
 - Yearbook could be a possible fundraiser that could take the place of 1 or more current fundraisers. PTO gives money to 6th grade already so they would get the book free from the money PTO gives. Room parents would ask for current pictures. We could have a bigger section for 6th graders.
 - More updates at the next PTO meeting.
- TV Turnoff Week Colleen Mattatall
 - TV Turnoff and Teacher appreciation week occurred in May last year. It was a busy week with many events but low attendance. TV Turnoff is not planned for this year. If anyone wants a TV turnoff week or maybe a screen free day and would like to coordinate the event, please let us know. The event will be cancelled otherwise. A post to Facebook will be made to bring this to a larger audience.
 - Suggestions to do a 3 or 4-day extended weekend (Thursday – Sunday). Hop-Hop is June 6, 7, 8. June 8th is the family night (90 minute) and planned for outdoors. This might be a good event for TV Turnoff. Plan to see if teachers might have an event they would like to include during the TV Turnoff week.
- Jog-A-Thon Autumn Struk
 - Color Run was in September. We planned on not doing a Jog-A-Thon fundraiser. Autumn to talk to Mr. Coursey to see if we can have a jogging/running event that is not a fundraiser or for a charity. Fun-run type of day. We need an organizer. Possible fundraiser for the PE department.

- Dance Vacant
 - Need a chairperson this year or event will be cancelled for the year. Hawaiian theme last year. Someone Special theme the previous year. A message will be posted to Facebook and Tiger Topics for an organizer. Might consider having the dance every other year. Need an organizer by 2/15. Dance can only happen after March 9th when the gym is free.

Open Forum

- Budget: we need to reach more parents. Autumn and Colleen will write a letter to add to Tiger Topics. Neela will review the letter. Monika suggested something to be sent to all parents, so all are informed. Chrissy to create a form letter. Share with other schools via the Facebook PTO page.
- Field Day: event to be held on 5/31.
- Last day of school: 6/15 (tentative).
- PTO Board Vacancies: PTO will need a new 1st year president, treasurer, and secretary for 2018-19. Current treasurer and secretary will not run again in 2018-19.
- Chair Vacancies: we also need chair for Strawberry Fest (for this year) and Tiger Topics (for next year).

Closing Remarks

Adjourn: 8:54 p.m.

Colleen Mattatall/Autumn Struk

Upcoming Events

01/15	No School – Martin Luther King Day
02/01	Sixth Grade - Pasta Dinner
02/02	Talent Show Rehearsal
02/08	PTO Monthly Meeting
02/09	Talent Show
02/16	No School – Professional Development Day
02/19-02/20	No School – President’s Day & Winter Recess
TBD	Someone Special Dance

**Tiger Topic submissions are due by the Sunday after the PTO meeting.
Email to: tigertopics@ewpto.com**