



Emerson-Williams PTO Meeting
 Thursday, April 19th, 2018
 Minutes

Attendees

Burlingame,Amy	Fuentes,Yesenia	Nunn,Katherine	Thakur,Neela
Collette,Peggy	Gilbert,Beth	Root,Elisa	Trevitazzo,Nathalie
Conashevick,Stephanie	Iannucci,Diana	Schwarzhaupt,Fran	Williams,Leslie
Davies,Jamie	Langdo,James	Shoham,Monika	
Dee,Peping	Malicki,Martin	Smith,Shana	
Dreger,Heidi	Mattatall,Colleen	Struk,Autumn	

Call to Order/Opening Remarks

Colleen Mattatall/Autumn Struk

7:03 p.m.

- March meeting was canceled.
- 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

Chartwells

Jamie Davies,
Director of Wethersfield Food Services

- Discussed the school dining services program, a part of the National School Lunch and Breakfast program. The program offers free and reduced meals by application and reimbursements.
- Healthy and balanced meals. Unlimited fruits and vegetables with all school meals. Only whole grain and whole grain rich goods and snacks served. There are many guidelines that must be followed.
- Nutrition education and tasting events. Every month a new food is focused. Classroom and cafeteria-based learning with Resident Dietician and District Chefs.
- Food allergies and medical conditions – many allergies these days and there are steps to make sure that the children are receiving the right foods. Information can be obtained on Nutrislice website/app: Wethersfield.nutrislice.com. One on one special diet menu development by parent request.
- Pricing: Breakfast (\$1.60), Lunch (\$2.60), and Milk (\$0.60). Many à la carte items.
- Lunch program:
 - If you purchase a lunch, you are offering unlimited fruits and vegetables.
 - Minimum of 4 choices every day.
 - Tuesday through Thursday – can select a smoothie for lunch.
 - Can also purchase a second lunch.
- Breakfast program:
 - Want students to eat breakfast at home or school.
 - Low in participation for breakfast. Students might be unaware that they can eat breakfast at school.
 - Reduced is 100% free.
 - A staff member monitors the cafeteria through 9:15am so late arrivals or on-time students have the opportunity for breakfast before going to class.
- Snacks – cash only policy unless something is on file. Same as for allergies. When the student enters their code, an alert will appear for snacks and allergies.
- My School Bucks – an online program online that can let you view and monitor what your kids are eating. It also allows you to add money online (with transaction fee). Alerts can be setup (if balance is low can set automatic reload). Need student's ID number. Email Jamie if you don't have the number.
- Jamie to send May menu to Leslie to add to this month's Tiger Topics.
- Email Jamie with any feedback from students and parents.

Wethersfield Education Foundation

Martin Malicki

- WEF was established with the State of Connecticut in January. The mission and vision statement appears on the WEF site (www.WethersfieldEducationFoundation.org): "The WEF is an independent 501 (c)3 organization that exists to support and enrich the goals, mission, vision and strategic plan of the Wethersfield Public Schools."
 - Foster civic responsibility and engagement
 - Create opportunities for independent student learning and entrepreneurial endeavors
 - Empower teacher to maximize potential and promote excellence
 - Connect to our community through collaboration
 - Support Transformative Learning Experiences
- There is a link on the site to subscribe to donate and to become a WEF member (Fill out the contact form and attend the meetings). Meetings will be open to public to listen in or become a member.

- WEF is trying to do for what the students that the school can't largely due to financial restrictions. Objective is to fund programs, not run them.
- The web site will list ways for teachers to apply for grants to fund ideas. The group solicits grants from alumni to raise funds. Teachers present ideas. Foundation votes for funding or not. Hope to raise funds by having businesses help fund WEF initiatives.
- Looking for people to subscribe to get on the mailing list and to attend the meetings. New directors will be needed every 9 months.
- No Facebook page currently.
- Martin to send information to James to add to our weekly PTO email.

Secretary's Report

James Langdo

- Approval of 2/8 Meeting minutes motioned by Colleen Mattatall. Seconded by Shana Smith and approved.
- Sign-in attendance sheet distributed for each attendee to add their name and email address.
- Thank-you cards from:
 - Ms. Mierzejewski, Mrs. Zuber and all of the EW students – for purchasing the wish list items
 - Brenda McLaughlin – for the magnetic letters and boards
 - The Salemi Family – Puerto Vallarta gift card
 - Grade 2 Team – for the math games
- 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: \$27,647.19
 - 6th Grade Fundraisers - \$4706.66
 - Butter Braids - \$539.00
- Expenses: \$24,796.39
 - Renewed Insurance \$255.00
 - STEM Enrichment – \$3150
- Net income: \$2,850.80
- Reminder to complete the required forms and allow 1-week notice for cash box and request for reimbursement.

Principal's Remarks

Ms. Neela Thakur

- Mrs. Katie Nunn, 4th grade EW teacher, in attendance. Wanted to show appreciation for PTO and came to support the PTO at the meeting.
- Career Day: 19 parents and community members participated in the 6th Grade Career Day. There was good interaction with the presenters, with the purpose of connecting learning and school for future potential careers.
- Family STEAM Night: Science, Tech, Engineering, Arts, and Math night on 4/26 from 5:30-7pm. Attendees don't have to stay for the entire time. Activities will occur throughout the school.
- State Testing (May):
 - SBAC – 5/7-5/18 for Grades 3-6. Makeups on 5/21-5/31. The testing covers Math and English Language Arts. 45 minutes per day. No testing on Tuesday's due to PPT. 8 days total (45 minutes per day).
 - NGSS – 5/21-5/22 for Grade 5. Pilot test. 45 minutes per day.

PTO Teacher Liaison

Ms. Elisa Root

- Dr. Dribble Assembly (3/15) – to teach perseverance learning. Creative ARTs / PTO event which was partially funded by the Keane Foundation.
- Book Club - March and April book is 'It Takes a Village.' The students will work on a project associated to the book.
- Grateful Tigers – during May students will focus on the topic of responsibility and giving back. Teachers will have discussions with students on these topics throughout the month.
- Tiger Talk Blog – social and emotional learning curriculum blog posts.
 - Personalized Learning: topic discussion by the faculty. How can we bring parents into the conversation? How do we get kids more excited about learning and how can we cover content but in other more engaging ways?
 - Focus on the 16 habits of mind: Teach students to listen with empathy, work through problems, ask good questions, and teach the soft skills necessary to be a good student. The focus this year is as a staff first and then will prioritize for next year with the students.
 - Social and Emotional curriculum: Different members of support staff will be assigned to different grades. This will be launched at beginning of the next school year for K – 2. Led by school social worker, school psychologist, etc. 20 lessons for each grade level. Upper grade levels to follow in subsequent years. Currently do this but it is sporadic so now all elementary school in Wethersfield will have the same curriculum.

Committee Reports

Committees

Chairs

- Someone Special Dance (5/4)
 - DJ and photo booth are confirmed. Streamers, balloons, and decorations have been purchased. Stop & Shop donated a gift card to help with the cost. Advance ticket sale date is next Friday 4/26 but will be sold at the door. Volunteers are always welcome. Minimal setup. No theme. Dress comfortable.
- Sixth Grade Activities
 - No update
- School Pictures (4/30)
 - Flyer will go out 1 week before (4/23). Same schedule as last year. Pictures with siblings or alone.
- Community Outreach
 - Received 10 donations (monetary and gift cards) for the EW family impacted by a house fire. The family received the gift basket. Autumn created the basket with the gift cards and home décor items.
- Tiger Topics
 - 3 Tiger Topics remain for the school year. Submit to tigertopics@ewpto.com.
- Talent Show
 - Talent Show was successful. Video of kids on the screen before the beginning of the show. We had teacher participation for this year's event. Lanyards were popular.

- Wish List Christen Sousa/Beth Gilbert
 - No updates

- Box Tops Christen Sousa/Beth Gilbert
 - No updates

- WSPC Amy Burlingame
 - Met on 4/5 and talked about the recent school walkouts. WHS has a walkout planned for 4/20. They discussed how they will manage the walkout. School budget was also discussed. Wethersfield Education Foundation presented and are currently in fundraising mode at this point with a focus on larger scale projects.
 - We will need a volunteer to attend the noon WSPC meetings next year.
 - Annual Volunteer Ceremony will be held on 5/16 at Webb. Only 1 person nominated for this school year to date.
 - After-School Program - Keane Foundation funded program will continue next year and will offer scholarships for kids who can't afford the afternoon program but want to attend. Call Parks and Recreation department for more info.

- Budget Committee Peping Dee
 - Committee met on 3/20. Budget is similar to this year. Budget presented is a draft. Between now and May, please submit any suggestions or questions to Peping at treasurer@ewpto.com.
 - 2018-19 Budget items of note:
 - Color Run on 9/8 is scheduled before Book Fair and Open House. Sprit Wear will be sold. Do we need \$1500? Should the money be moved to Dollars for Scholars?
 - Parent's Night Out in October with a possible spring event.
 - Yankee Candle and Cookies will go out together in November. Purpose to add new different fundraiser, such as Parents Night Out. Comedy Night, etc.
 - New fundraisers: Munson's Chocolates, Paint Night, Restaurant Night, Parents Night Out. Leslie asked if the new events will be scheduled for early fall to determine if they will generate the expected funds earlier.
 - If a project comes up next year, we will vote instead of adding it upfront to the budget.
 - Some programs that we don't expect money to be generated (i.e., breakeven) will appear as \$0 on the budget.
 - Dollars for Scholars – currently \$500 and will remain for next year's budget. Consider raising the EW scholarship amount.
 - Shana Smith asked for a correction on the budget: from STEM to STEAM on the budget.
 - Yesenia Fuentes recommended an on-going pledge donation. Many businesses make donations at the beginning of the school year, but we have not considered on-going donations. More research is needed.
 - Next steps: Vote on budget at the May (5/10) meeting.

- Art Show Amy Gallagher-Cuadras
 - Scheduled for 5/11 from 5pm-6:30pm. Amy needs volunteers to help display the art work. Art pieces getting attached to paper and have hand written tags. She has received permission to work in the library. Add request for help to the newsletter. Contact Amy to help setup and/or volunteer to bring in baked goods and refreshments.

- Media Center Shana Smith/Amy Burlingame
 - Completed for the 2017-18 school year.

- Scoops and Sprinkles James Langdo
 - EW day at Scoops and Sprinkles will be held on 4/20 from 3-9pm. Neela has volunteered to be a celebrity scooper starting at 3pm. Ms. Nunn will follow after Neela and Mrs. Reynolds starting at 6pm. EW PTO will receive 10% of the profits.

- Main Street Creamery James Langdo
 - EW day at Main Street Creamery will be held on 5/1 from 4-7pm. EW PTO will receive 20% of the profit.

- Strawberry Fest (6/9) Colleen Mattatall/Rhonda Dellaripa
 - Strawberry Fest is scheduled for 6/9 from 10am-2pm. Admission \$5 child (\$10 maximum) and \$10 (\$15 maximum) at the gate. Pre-sale of raffle tickets. There will be one raffle but with item pickup by end of day.
 - Yesenia Fuentes has worked on getting donations. Autumn Struk & Fran Schwarzhaupt are co-chairs for the food and Shana Smith for prizes.
 - Goal is to add something new this year but without spending a lot of money. We will have alpacas, a performance by the Wethersfield High School Jazz band, and several mascots from local teams including the Yard Goats. A photo booth will be available and many games. Need volunteers (possibly older students that would like to volunteer) for the picnic games.
 - Flyer will be sent home shortly. Stephanie Conashevick suggested that the same logo appear on all flyers.

- Nominating Committee Stephanie Conashevick/
Christina Carreiro
 - Flyers sent out but no response to date. Possible update to flyer to clarify that you may nominate yourself for one of the open board positions.

- Jog-A-Thon Vacant
 - Heidi Dreger has volunteered to chair the Jog-A-Thon. This year's Jog-A-Thon will be a benefit for families in need, with the money raised going to community members that need assistance. Heidi will work on scheduling a date for the event. Darka has agreed to help. Heidi will talk to Mr. Coursey about the event.

- Book Fair (Fall) Heidi Dreger
 - Fall book fair comes up fast so we are planning to work on this towards the end of this school year.
 - Volunteers needed for setup on 9/7 (2 hours). Need 4-5 helpers for 9/10 (all day for students). Volunteers are needed at night during parent open house. Will look into receiving help from the incoming Kindergarten parents. Neela has a meeting with Kindergarten parents on 5/24. Heidi will create flyer to provide to Colleen when she attends the meeting. Flyer to be emailed to Leslie for Tiger Topics.

- Cheer/Appreciation: Autumn Struk/Christine Dukes
 - Admin Appreciation Day (4/20)
 - Principal's Day (5/1)
 - Nurses Appreciation Day (5/7) – National day is 5/6 but we will recognize the day on 5/7
 - National Teacher Appreciation Week (5/7-5/11) - Flyer will be sent out. Events planned for each day to bring items in for their teachers

Fundraisers

- New Standing Committees Autumn Struk
 - Proposal to add new standing committees. There is no update to the bylaws and no 1-2 year time commitment. Autumn asked that everyone review the description of the new positions and determine if you have any interest for next school year. The new positions are: (1) Fundraising Manager; (2) Events Coordinator (for non-fundraising events); (3) Communications Manager; (4) Copy Crew
 - The new committee leads will be voted on at the May PTO meeting
 - Please send any suggestions or rewording of the new positions via email to Autumn Struk.

- Mixed Bags Darka Jara
 - Leslie reporting for Mixed Bags. 40% profit received from the online sales (\$362.42). 45% from the catalog sales (\$1027.60). All orders have been delivered and picked up. Please let Leslie know if any product issues.

- Trinity Solar Monika Shoham
 - Flyers have been sent and added to Facebook for the fundraiser for the Court Yard. PTO will receive a \$1000 if the customer purchases solar or \$100 for a consultation. Consultation is approximately 1 hour. PTO will receive \$500 on recommendation if the person you recommended goes solar. Tables will be setup at events to give flyers and talk to people about Trinity Solar.
 - Nathalie Trevitazzo recommended simplifying the flyer.
 - Heidi Dreger recommended that she has received solar and the savings with solar are substantial. Explaining this might help to eliminate those fears or worries to help get more people to the consultation. Leslie recommended Monika interview Heidi on the solar panels that she had installed on her home.
 - Monika encouraged the PTO to recommend a solar consultation for friends.

New Business

- Mrs. Dawson Update
 - No update
- New Building Use Form
 - New form will be added to our website.

Christen Sousa

Open Forum

- No items

Closing Remarks

Adjourn: 9:32 p.m.

Colleen Mattatall/Autumn Struk

Upcoming Events

04/20	Scoops and Sprinkles Fundraiser
04/20	Admin Appreciation Day
04/26	Family STEAM Night
04/27	EW Spirit Day. Wicked Cool T-shirt Day.
04/30	Spring School Picture Day
05/01	Principal's Appreciation Day
05/01	Main Street Creamery – EW Fundraiser. 4-7pm.
05/04	EW Someone Special Dance. 6pm-8pm
5/7-5/11	Teacher Appreciation Week
5/7	Nurse's Appreciation Day (National is 5/6)
05/10	EW PTO Meeting, Upper Media Center. 7pm.

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