



Emerson-Williams PTO Meeting
 Thursday, June 7th, 2018
 Minutes

Attendees

Burlingame, Amy	Lamenza, Diana	Root, Elisa	Thakur, Neela
Dee, Peping	Langdo, James	Schwarzhaupt, Fran	
Dreger, Heidi	Mattatall, Colleen	Shoham, Monika	
Gallagher-Cuadras, Amy	Pikos, Chrissy	Sousa, Christen	
Jara, Darka	Reilly, Jennifer	Struk, Autumn	

Call to Order/Opening Remarks

Colleen Mattatall/Autumn Struk

7:02 p.m.

- Thank you to the current PTO Officers. This is the final meeting of each of their term: Colleen Mattatall (2nd Year Co-President), Peping Dee (Treasurer), and James Langdo (Secretary).

Secretary's Report

James Langdo

- Approval of 5/10 Meeting minutes motioned by Chrissy Pikos. Seconded by Autumn Struk and approved.
- Sign-in attendance sheet distributed for each attendee to add their name and email address.
- Thank-you cards from:
 - Ms. Caravella – to the PTO Cheer Committee for the box of gifts while she is recovering from her surgery.
 - Mallory Walker – to the PTO Cheer Committee for the EW Staff Scholarship Award. Mallory will be attending Southern Connecticut State University in the fall, studying Elementary Education.
 - Lucas Torres – to the PTO Cheer Committee for the EW Staff Scholarship Award. Lucas will be attending UConn in the fall.
 - 2nd Grade Team – for the teacher luncheon and super hero capes
- A Dropbox is available for all committee files.

Treasurer's Report

Peping Dee

- Income: \$28,755.77
 - Creamery - \$189.60
 - Dance - \$221.56
 - Yard Goats - \$630
 - 6th Grade - \$4486.66
- Expenses: \$28,264.99
- Net income: 490.78
- Total Assets: \$40,794.49
- Reminder to complete the required forms and allow 1-week notice for cash box and request for reimbursement.

Guest Speaker

Diana Lamenzo,
Director of Tutoring You to Excellence

- Provided examples of activities and guides and how to plan time for children over summer vacation. Routine and consistency is most important for kids. Many of the examples demonstrated can be customized. Diana mentioned that children spend on average 6 hours a day with screens and reiterated the importance of planning time away from devices.
- Ideas which are fun for children and can be customized include:
 - Shrinky Dinx – use as reminders which will help children remember what they need for activities over the summer.
 - 5 Second Rule game – a game with a timer to help with memory, time management, and organization.
 - Rory's Story Cubes – for writing stories (beginning, middle and end story). Different cubes will provide different ideas. Cubes can be made from Kleenex boxes.
 - The Superkids Activity Guide to Conquering Every Day by Dayna Abraham – activity guide for ideas over the summer.
 - Calendar or sticker system - to track goals over the summer.
- Diana mentioned that children need to have outside time and play their own games or make up own games.
- Ideas and strategies for rest and quiet time include:
 - Grateful circle - talk to kids before going to sleep. What are they most grateful for? Reflect on the day.
 - Breathing Ball – for relaxation.
 - Bubble Timer – make it into a game to see if they can beat the timer.
 - Changing LED Lights – count number of lights.
 - Breathing exercises - using favorite super hero/character
- Diana is a member of the Wethersfield Collaborative. Colleen will give Diana contact info for the Keene Foundation (Caroline Fazzina).
- PTO thanked Diana for donating to the Strawberry Festival raffle: 1-hour education and 2-hours tutoring from Tutoring You to Excellence.

Principal's Remarks

Ms. Neela Thakur

- Thank you to the current board.
- Jog-A-Thon will be held on Tuesday 6/12.
 - This is not a PTO sponsored event.
 - Monday 6/11 is the deadline for families to submit pledges to help a person in need.
- Thank you to the Strawberry Festival volunteers for their many hours and effort.
- Junior Achievement Day at Emerson-Williams was held on 5/29. This was the first at E-W. Junior Achievement paired up with Qualidigm, a healthcare management company in Wethersfield. Employees had training from Junior Achievement for kindergarten through grade 5 curriculum. Topics included practical lessons and curriculum around community, economics, savings, wants

and needs, creating your own business, and money. The feedback was positive. Volunteers were knowledgeable, well-prepared, and engaged well with the students. The entire day consisted of hands on activities. We would like to have this program again next year but also for 6th grade.

- Field Day was successful. Many parents were able to join. 6th graders led the activities for the younger students.
- Last day of school is a 1/2 day on Friday 6/22.

Votes:

- Vote: 2018-19 Board Members
 - No vote was necessary. One person was nominated for each position:
 - Chrissy Pikos – 1st year Co-President
 - Amy Burlingame – Treasurer
 - Fran Schwarzhaupt – Secretary
- Vote: Book Club Purchases
 - This will be the third year for the school wide book club. Next year 8 copies of 5 books will be needed that focus on the habits of mind as an extension of this year's growth mindset. There are 16 habits, but the books will focus on 5 habits: listening with understanding and empathy, managing impulsivity, persisting, taking responsible risks, and striving for accuracy and precision.
 - Autumn Struk motioned to approve the purchase of 8 copies of the 5 books for a total of \$406.72, with the purchase being made over the summer instead of waiting for September. Funds would come out of next year's budget and if approved will get added to the revised Budget. Motion seconded by Amy Burlingame. Motion approved.
- Vote: Reallocate Funds (from Hip Hop to Beautification)
 - \$3500 Hip Hop was not spent. Proposal to reallocate these funds from Hip Hop to Beautification committee. The proposal will not impact hip hop next year. Keane Foundation is funding hip hop for all 5 elementary schools in 2018-19.
 - Research on courtyard and bathroom updates (simple updates) is on-going.
 - Courtyard: Monika Shoham has been researching the courtyard cleanup and focusing on low maintenance solutions. This is a large project that would transform the space. Courtyard needs to be done during the summer. Would probably take 2 weeks if professionally done. Heidi Dreger mentioned to talk to Janet Vasel. Stone and mulch and bushes. Tables. Amy Gallagher-Cuadras said we have the grant for the kindness rocks. Amy said we need a more defined plan to be able to cut costs.
 - Bathroom updates: Updates might include pricing out new stalls, color to bathrooms, chalkboard paint, bright colors, sports, motivational sayings, and poems. Possible work this summer. Beautification committee does not have any additional funds at this point. This is a weekend project that would improve the look of the school. 9 bathrooms total.
 - Amy Gallagher-Cuadras motioned to reallocate the \$3500 to Beautification committee from hip hop. Christen Sousa seconded the motion. Motion approved.
 - Colleen Mattatall motioned to reopen the Future Projects committee. Autumn Struk seconded. Motion approved.
 - Christen Sousa motioned to allocate \$1500 of the \$3500 to the bathroom project. Amy Gallagher-Cuadras seconded. Motion approved.
 - Ms. Root would like to be a part of this committee. Christen Sousa and Colleen Mattatall would also like to be involved in the project.

Committee Reports

Committees

Chairs

- **Community Outreach** Leslie Williams
 - For Community Outreach we are collecting gift cards for two different EW families through 6/18. One family with a medical crisis and another with a private/personal matter. The details are not on the flyer to protect the privacy of the parents and children involved. Neither of the families have asked for help, but we felt that we needed to try and obtain donations in support of the EW family. Help by purchasing gift cards or cash donations.

- **Tiger Topics** Leslie Williams
 - Tiger Topics deadline is June 10th by 5pm. The newsletter will be copied and sent to teachers by 6/12.
 - We are looking for a President's letter, Principal's letter, Nurse news, and any info or events to announce for the remainder of the school year and summer, and any next school year info or event save the dates.
 - No one is signed up for Tiger Topics for next year. If anyone is interested, please signup.
 - Please email updates to tigertopics@ewpto.com by 5pm on Sunday, 6/10.

- **Color Run (9/8)** Autumn Struk
 - Save the date – 9/8. Signup is created, and help is needed for setup before the event. Email Autumn Struk if interested. This is a free community building event to start the new school year.

- **Spirit Wear** Courtney Harlow/Nathalie Trevitazzo
 - Amy Gallagher-Cuadras' husband John has designed a new logo for the spirit wear. The digital design was sent to Courtney to send to the Sprit Wear company. We will also have last year's design available but also the 2 new designs.
 - Next step is to determine if we can use the 2 new designs as well as the old designs. This is the first fundraiser of the school year, so the goal is to have more options to get more sales.
 - Amy Burlingame asked if we could sell beach towels.

- **Book Fair** Heidi Dreger
 - Book fair will be held from 9/7 – 9/10. Setup is on 9/7. Cleanup on 9/14. Sign-up sheet has been created. Enchanted Forest theme.
 - New cash registers, digital screens, and payments processed immediately this year. Parents also don't have to give cash to kids. They can add money to a card.
 - We will have a Clifford costume this year and a teacher that has volunteered to wear the mascot costume. Christen and Autumn mentioned having a Stripes v. Clifford race. Autumn suggested Clifford could wear an EW spirit wear shirt to promote sales at the event.
 - Christen Sousa mentioned adding a raffle.
 - Monika Shoham will chair book fair the following year.

- **Jog-A-Thon (6/12)** Heidi Dreger
 - Monday 6/11 is the last day for pledges. Heidi is keeping track of the pledges.

- Cheer Committee Autumn Struk/Christine Dukes
 - 2 families currently in need. Reaching out to gain info on one family. Sending the other family \$50 dinner gift card.
 - Sent gift basket to Ms. Caravella with relaxing items for recovery.
 - Working on end of school gifts and start for next year.

- Sixth Grade Activities Darka Jara/Janet Carbo/Paige Fleming
 - Big thank you to Darka Jara for all her PTO work and support over the years. This is her last year at EW.
 - Fundraising was successful. All money raised through fundraising.
 - Pine Lake price based on the number of students. 60+ students in the class.
 - Pine Acres trip is upcoming and Step up ceremony.

- WSPC Amy Burlingame (Darka Jara)
 - Final meeting of the school year was a lunch today. Next year the meetings will be on Thursday at noon (same day and time as this year).
 - Walk/Bike to School – flyer has been created and approved and will be copied and distributed. Walk to school is in October. Bike to school in May. There are two meeting locations: one by Pine Acres and the other by Mapleside.

- Strawberry Fest (6/9) Colleen Mattatall/Rhonda Dellaripa
 - Strawberry Fest is on 6/9 from 10am-2pm. Initial setup is 6/8 5-5:30pm.
 - We will have inflatables, DJ, games, and dunk tank. The photo booth is new. Multiple copies of the same picture for \$1 per printed picture. Alpacas are new this year.
 - 2 ticket sale locations (1 in main lobby and 1 behind admission sales) for raffle and activity tickets.
 - Yesenia Fuentes has worked on obtaining donations for the raffle baskets.
 - There will be a performance by the Wethersfield High School band.
 - A basketball shooting contest (free throws) at 12:30pm.
 - The raffle will be at 1:45pm. Don't need to be there to win but if you aren't going to be there please ask someone to pick-up the basket for you.
 - Many volunteers. Police cadets as volunteers.
 - Food has been scaled back. Pizza, hot dogs, strawberries/whip cream, snacks, drinks.
 - 6th grade and Mrs. Reynolds will be doing the Cake Walk. 6th graders handling the games.

Fundraisers

- Fall Fundraisers (Date Updates)
 - Book Fair – 9/7 through 9/10.
 - Spirit Wear – dates are being finalized but spirit wear will be available for purchase during the Color Run on 9/8.
 - Comedy Night – in October
 - Yankee Candle, Butterbraids, and Cookies: 10/26 – 11/12

New Business

- Committee Sign Up Sheet Autumn Struk
 - 2018-19 committee sign-up sheet is available.

- Author Visit (Spring 2019) Autumn Struk
 - Ms. Granatini (K-6 curriculum specialist) is working on an author visit in the Spring of 2019. The author will present at Highcrest and Webb and would also like to visit EW. West Hartford Public Schools is bringing the author to the schools and working with them will reduce costs. This item would be included under assemblies. We agreed to take this out of the budget for next year because we have Creative Arts which has many assemblies. We have allocated \$1750 for Creative Arts which already includes 2 assemblies (Hip Hop and Internet Safety by Scott Driscoll). Autumn will bring more info about the possibility of an author visit at the September meeting.

Open Forum

- Christen Sousa and Amy Gallagher-Cuadras is creating a Signup Genius for Kindergarten lunch helpers.
- Heidi mentioned we will need to move the PTO meeting due to conflict with the book fair. The new PTO board will discuss a new date.
- Welcome back teacher luncheon is 8/27 12-12:45pm.

Closing Remarks

Colleen Mattatall/Autumn Struk

Adjourn: 9:40 p.m.

Upcoming Events

06/08	EW Spirit Day – Crazy Hair Day
06/09	Strawberry Fest, 10am – 2pm
06/12	Jog-a-Thon
06/22	Last Day of School – ½ Day
08/28	Kindergarten Meet and Greet, 2pm-2:30pm
08/28	Teacher Meet and Greet, 2:30pm-3pm
08/30	First Day of School (2018-2019)
09/03	No School (Labor Day)
09/08	Color Run
TBD	Book Fair
09/13	EW PTO Monthly Meeting, 7pm

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