**PTO Meeting Agenda**

Memorial School

January 17th, 2018

Attendees: Courtney McCarthy, Jodi Bills, Amanda Spears, Danielle Smith, Jose Cordova, Elizabeth LaRowe, Missy Bilsborough, Lindsay Rogers, Melissa Roeder, Michelle Barrette, Nicole Drummond, Natasha Carbonella

1. Welcome / Introductions – Nicole Drummond, Co-President
2. President’s Report – Nicole Drummond
3. Holiday Luncheon – Thank you Hospitality Committee!
4. Indoor Recess Boxes & Memorial Grant Approved
	1. Each teacher has an indoor recess box, all positive feedback
	2. Memorial grant – teacher wish list (standing desks, -check email for items)
5. Memorial Spring Family Night
	1. Since no Memorial book fair this year, considering a spring family event in late March early April --- would need a lead to take this on, and talk to Missy about dates, check against Wheelock ice cream social date (3/28 – Wednesday)
6. School Supply fundraiser update
	1. Still are owed money from the fundraiser due to missing items from boxes
	2. If teachers are still missing items they need – please reach out to us and we can review
	3. Not using the same company again
	4. Need a new town-wide representative – help research company, etc.
		1. Memorial, Dale and Wheelock in (Blake is not in)
		2. Will share we will be doing this at the K info night – build awareness
7. Next Year’s PTO board – Co-President, Vice President, Secretary, Treasurer Vacancies
	1. Co-Pres Kelly Scobbo is coming back, need 4 positions
	2. Will post on facebook sites, Thursday Packets, and share at K info night
	3. If you have heard of any interest, reach out to Nicole Drummond
8. Mrs. Olsen and Mrs. Toubman – World Language Presentation (10:15am)
9. Vice President’s Report – Jose Cordova
	1. Start reaching out to committee chairs and see what we have for volunteers (esp. Kindergarten T-Shirt one)
	2. Need to see who will cover this for next year – planning committee
	3. Will prep the form for 18-19 school year ahead so we can put in Thursday packets in May/June timeframe
	4. Will share the volunteer form for 18-19 that Melissa Roeder can share with PreK facebook group
10. Treasurer’s Report – Lindsay Rogers
	1. Have approx. 30K in the budget currently
	2. 6k grant for Memorial for variety of items that teachers requested
	3. Indoor Recess boxes were 1600 (not reflected in the budget yet)
	4. Box tops check just came in – not reflected yet
11. Principal’s Report – Melissa Bilsborough – K PIN night next week, feel free to share the word, presentation will be posted on website too. Pre-K registration is up and running for next year – existing is complete, and new families opened up.
	1. Grant 1 – K Science – Meredith Teany – piloted FOSS units and helps support teachers as they adopt the kits. Kids were using the microscopes and so fascinated. She is requesting a few microscopes just in her classroom to see how it goes and how she can incorporate it – before trying to put in all classrooms. $110 – for 4 microscopes.
		1. Question do we know how sturdy they are? They seem really reasonably priced. Might want to consider a next level up if it will last. Missy will check and get back to us.
	2. Grant 2 – Microphone – Dr. Bilsborough - $41 request for a new microphone in cafeteria, doesn’t work anymore (used for presentations, announcements, etc.)
	3. Changes in pre-school next year (reducing a classroom size) – this will reduce the number of sessions for the music program/teacher that the PTO sponsors
		1. Can we talk about making it a line item in the budget for the school
		2. CPAC picked up a session with Ken
		3. Teachers are pleased with frequency of his visits
	4. How are we on class sizes? Right now the projection is class size will go down. We are not anticipating a larger group than what we have for K right now.
	5. Superintendent Advisory Committee - SAC – Wednesday at Blake Library at 9:30
		1. Open mtg. for anyone, opportunity to see presentation from Dr. Marsden about issues in the district and learn his point of view, etc. You can interact and ask questions. Very informative
	6. Discussion around sending kids to K and how to help parents decide. Various opinions, experience, and pressures surround this decision.
	7. Report cards format changing for elementary schools – look at standards based reporting (all three elementary leaders are working on this together). Current wording on Memorial and Wheelock is standards based, Dale has standards based math. Revisiting if it is measuring and reflecting what we are teaching. Try to make report cards from K-5 are consistent and accurately reflecting what we taught. Commentary on 1st and 2nd term are not typically there as it aligns with conferences, and third term you see it on the report card.
12. MCPE Update – Elizabeth LaRowe
	1. Just wrapped up our annual campaign, set a goal of 75K and surpassed the goal.
	2. Committee is excited to review innovative grants, etc.
	3. Granted to date about 46K, usually around 100k per year. Last year was really record breaking at 157K (including Gazebo at Memorial)
	4. Grant process is changed this year – instead of reviewing at every mtg., now doing 4 grant cycles at grant-focused mtgs. And review them more holistically to help with budgeting and planning
	5. Treasured experiences auction launching at end of January
	6. Spelling Bee in the spring – in May
	7. Working on next years Fall Ball – Nov 3rd, event will be at Gillette
13. Committee Chair updates
	1. Read Across America & Visiting Author
		1. Phyllis and Kelly met with the librarian Patti and mapped out the week
		2. All three librarians met so we have the theme days aligned – we tried ☺
		3. Working on visiting readers – on Thursday (week after Feb vacation)
		4. Need quotes to get budget
	2. Winter Carnival – March 10th – Amanda Spears – inclusion of Dale - discrepancies between 3 PTO’s is huge. They only started with 11k this year, and it was not a lot to get through the year. We should spread the money across all three buildings. Dale will contribute volunteers, etc. Split is 40/40/20 – Dale will receive 20% - given level of involvement etc.
		1. Need new committee chairs for next year
		2. 33 people on the team, its not just you!
		3. Good opportunity to shadow this year if you volunteer now
	3. Performing Arts
		1. Nicole and Missy will meet to review the ideas and decide
		2. Maria will book once we get dates and times that work
	4. Kindergarten T-Shirts
		1. Need to start process
	5. Hospitality
		1. Michelle will be in touch about teacher appreciation
	6. Box Top Fundraiser – Winter Competition
		1. Need a competition to push awareness – start Jan 25th through Feb. 28th (grade to grade) prize is an extra recess
		2. Grade and box tops on the sheet – grade to grade competition
		3. Submitted 400 on Nov. 1st. Has thousands right now, and senior citizens gave a bunch.
	7. Helping Hands
	8. Laminating
14. Language presentation by Donna Olson
15. Vote
	1. Vote on 2 Grants & Shipping on December Grant
	2. Adding $600 of shipping costs to Varied Needs Grant voted on at last meeting

-ND motioned,  Jodi Bills 2nd, approved

* 1. Teany microscope grant-

ND motioned, Melissa Roeder 2nd, approved,

* 1. Microphone

ND motioned, Lindsay Rogers 2nd, approved

1. Adjourn

**Our next meeting will be held on Wednesday March 14th at 7 pm.**