

Minutes remain in draft format until approved and/or corrected at the next meeting.

Minutes of the Southeast PTO
March 07, 2005

CALL TO ORDER: 7:05 PM

IN ATTENDANCE: Norma Fisher-Doiron, Joan Pinney, Kim O'Keefe, Dawn Rawlinson, Monique Brown, Irene Sheehan, Natalie Minuitti, Edmond Chibeau, Sue Charron, Amy Chibeau, Chloe Chibeau, Lesley Sweeney, Kimberly Clark, Margie Ouimette, Margaret Morrison, Danny Briere, Chris Briere, Melany Mullholland, Anne Caro, Lauren Rissmeyer, Kate Cox

Special Guest: Chris Briere and his "Crocs"! Crocs by Chris is the name of his company. The name "Crocs" came from a product called "gators". The product is designed to keep hands warm by covering the area between the mitten and the sleeve. Chris raised \$100 for the PTO by selling them at "Donuts for Dads". Chris would like us to help get other PTO's involved in selling his product. He also would like to sell next year at the School Fair, Special Person's Day, and the Thanksgiving Dinner. He would like the permission to sell Crocs at these events. All voted in favor. A suggestion was given to sell them at the ice skating event next year. Joan Pinney thought she might be able to bring them to work to sell. Kim O'Keefe requested that Chris give the PTO an order form to use. NOTE: The Crocs won an award at the Invention Convention!

SECRETARY'S REPORT: REVIEW MINUTES

Motion for acceptance: Kim O'Keefe
Motion seconded by: Natalie Minuitti
All in Favor

A PTO email distribution list is being developed. For now it will be used in a "cut and paste" format until a formal distribution list can be made. Kim O'Keefe will share the old collection of email addresses from the PTO, so it can be added.

TREASURER'S REPORT: February Report reviewed. HIGHLIGHTS: The profit from the book fair is going to the school library. We renewed the Peabody Museum pass. There is about \$6K in savings once current deposits are made.

Motion for acceptance: Kim O'Keefe
Motion seconded by: Natalie Minuitti
All in Favor

PRINCIPAL'S REPORT: Calendar of Events passed out for review. HIGHLIGHTS: Progress reports go out on Friday. The PTO will be covering the upcoming student leadership conference. Elizabeth Thomas is a poet visiting this month in honor of Young Authors Day. She will work with the children on writing poetry. The Feeling Safe presentations will occur on the March 29th and April 1st. The upcoming Town Council Meeting will address the budget, which includes Full Day Kindergarten. The next PAC

meeting will be on the CMT tests results (April 4th). April 6th is the school concert for 3rd and 4th graders called "Dig It". The week of April 25 is TV Turnoff week.

All Day Kindergarten: The Board of Education passed the budget, including all day Kindergarten. The next is vote on this topic will be during the Town Council meeting on March 29th.

Volunteers: There has always been a procedure to sign in if entering the school because of safety concerns. Badges need to be worn after sign in. It is difficult to ask parents to sign in once in the school. We do not want to offend anyone. It is important to understand that this procedure allows us to know who is in the building, and where they are. Our school is small enough to not require the staff to wear a badge. Joan Pinney suggested that a note be sent home about this procedure, because people forget what is in the handbook. Amy Chibeau mentioned that the sign in book is confusing and needs a bookmark, or a reordering of pages so the most recent is on top. This procedure holds true even for people who volunteer a lot. We will put a message in the school newsletter in a way that is not offensive. Irene mentioned offering personal, laminated pass for those parents that volunteer a lot. Joan Pinney suggested that the substitute teachers wear a badge too. Kim O'Keefe suggested everyone wear one, including Instructional Assistants. There was a suggestion that the style of the badges should be universal to avoid confusion.

Lauren Rissmeyer is an Administrative Intern with Norma Fisher Dorion through the summer.

Norma wanted to acknowledge any new attendees. One parent just joined the school in January, (Melaney Mullholland). All members then introduced themselves.

Scheduled visits to the school: There are volunteering protocols in the handbook. Norma asked if it would be helpful to do a PAC meeting on volunteering. Many agreed it would be helpful. A suggestion was made that there be an orientation of the volunteers in the fall. Amy Chibeau felt it might also get some more parents involved.

Parent/Drop Offs and Pickups: Some children are being dropped off without being escorted into the school, especially when the weather is bad. There is a letter going out to remind parents of the safety concerns of this practice. Please remind anyone you know of this issue.

TEACHER'S REPORT: First Grade Teachers requested field trip money that will be later reimbursed.

Special Person's Day: The teachers that responded to the email about changing Special Person's Day wanted it to stay the same. It was mentioned that there is a tentative plan to have a poetry celebration on Grandparents Day, sponsored by the Enrichment Program. The poems would be read on stage. Joan Pinney noted that many attendees last year felt that there was too much time spent in the Gym without contact with the students. It was

suggested to attend some student performances during this time. It was suggested that the 3rd and 4th grade performance of “Dig It” be repeated for this event. Could each grade level do some quick performance? Changing the event to the afternoon was discussed but Kim O’Keefe said that it is difficult to schedule for the afternoon because of issues like the shuttle availability, police availability, fatigue of elderly, and parking during dismissal. It was suggested that possibly a slide show of the students reading their poems be developed, possibly with the whole class chorally reading just one poem. Monique Brown will address this at the next staff meeting.

Jamie Hendricks and Vicki Daniels wanted to see if the Southeast PTO had any interest in sponsoring healthy snacks for the students in honor of nutrition month. It is being done in another school. Kim O’Keefe will look into this.

OLD BUSINESS:

Playscape: Norma reported for Stacey Fulton. A decision was made to hold off on ordering a new truck for the playground. More upper level equipment including in the “Fitness Cluster” will be ordered with the remainder of the money. This order will also include tiles by preschool area and a handicap accessible picnic table which will be covered with the refund on the old truck that was returned. There is \$5900 left in the budget which will cover this. The new truck will require \$8K. The town will continue to match all fundraising initiatives. The Fitness Cluster would be installed this summer. Joan Pinney motioned to have the committee purchase the “Fitness Cluster” with remaining funds or up to \$5900K. Margie Ouimette seconded this motion. All were in favor.

Fundraising Update: Fundraising letters are in the office . (PTO storage has moved to closet near the library now that the shelves have been put in) We made \$400 for the Tsunami victims from the Munsons fundraiser. The order was due in March 4th.

NEW BUSINESS:

SOCK HOP: It is currently scheduled for April 8th from 6:30 - 8:30. It was mentioned that 3rd, 4th Grade Concert is that week and Friday the 15th was suggested. This was tabled to discuss it further. They need \$325 from the PTO for the DJ and \$175 for food and decorations. Dawn said we had the money to cover it. The event ends up a “wash” = more of a Family Night than a fundraiser. There was a motion to take out money (\$500) for this event by Joan Pinney. The motion was 2nd by Margie Ouimette. The theme for the Sock Hop is Mardi Gras. It will be a costume ball. Classrooms may be asked to help make masks if teachers agree to donate class time to this. If they need supplies we will have a collection for it. Miss Rissmeyer called a DJ she knew during the meeting that will do the event for \$250. Natalie Minuitti will look into this. It was suggested that there be a PTO sponsored basket with a Mardi Gras theme. A note will be sent home to solicit donations. A suggestion was made to sell ribbons or light up tubes at the event as a fundraiser.

Special Person's Day: Lynda Sydie has stepped down from lunch wave organization. Kimberly Clark took over for her. Kim O'Keefe mentioned that they are always looking for volunteers.

Soup Labels: There is a jug by front door. No one is organizing this right now. We need to select items to buy with the points. It was suggested that this be a project for the girl scouts and to ask Barbara Vaughn and Barbara West. Margie volunteered to take over this project.

Joan Pinney has ordered kid tee-shirts with the school logo. She spent \$200. We will sell for them for 7 or 8 dollars (they cost \$4 each) at various events.

MEETING ADJOURNED: 8:28 PM
RESPECTIVELY SUBMITTED BY: MONIQUE M. BROWN 03/10/05
NEXT MEETING: April 4, 2005