

Downey PTO Meeting



6.13.2017

7:45PM-9:30PM

Room 1 – Downey School

Type of meeting	2016-2017 Year End PTO Meeting
Attendees	Todd Nicholson, Sarah Young-Hong, Nayla Daly, Jo-Anne Stanton, Liz Gauthier, Hillary Mosca, Sue Saliba, Sudha Sarma, Cynthia Knox, Meg Kara, Lorri Warren, Harshini Muttiah., Beth Murphy, Maureen Sullivan, Annemarie McMurray, Danielle Mason, Tammy McGowan, Jen Shea, Tara Billini

1. The Executive Board (EB) & Greater Board (GB) – Exploration of division of responsibilities

7:48-7:56PM	Discussion: Informed GB of 5.30.17 EB meeting discussions: how to organize and structure a board of 19 people to fit our practices
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- Topics shared:
- EB discussed budget FY2016-2017 and FY2017-2018 budget and proposals for future expenses (see Budge Proposal)
 - EB will not make decisions without proposing ideas to GB, but will discuss proposals and solutions as a small group before bringing ideas to the GB (see proposed bylaw changes III B)
 - EB will meet more regularly, or converse more often through email
 - PTO board will be following a more “traditional format”
 - Principal Gallagher to meet with EB instead of just president or co-presidents 3x a year
- Action Items: EB will meet with Principal Gallagher in the Fall and two additional times, EB will continue to “hash out” or preview proposals before bringing to the greater board. Greater board will vote on such proposals. EB will convene more often in 2017-2018.

2. Changing the Bylaws

7:56-8:05PM	Discussion: review of new proposed bylaws III A. & III B.
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- Proposed Changes:
- III A. The Board Members: change bylaws to include mention of the GB and everyone’s roles
 - III B. General Powers: GB will vote on any and all proposals, EB cannot decide on proposals without the agreement of the GB
- Group agreed changes sounded fair and made sense; group agreed on proposed changes
 - Question raised as to whether or not teacher representatives have votes about proposals
 - Group agreed that new proposal gives teacher representatives each an equal vote
 - Group voted on proposed changes A & B, all agreed, bylaw changes to III A. and III B. will go into immediate effect
- Action Items: Bylaws committee to continue to work on updating bylaws to fit our current groups size, setup, and practices

3. Budget Proposal

8:05-8:32PM	Discussion: Changes to FY2017-2018 budget
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- GB informed about budget discussions at EB meeting
- Current and Proposed Budget for FY15, 16, 17, 18 distributed
- Group reviewed FY2016 income and FY2017 proposed budget
- Group agreed that budget will remain at \$3500 for the 2017 Downey play
- Enrichment budget: less was spent than budgeted in 2016-2017; EB proposed doubling the amount of money used in 2016 for enrichment to \$15,000 (see below Enrichment)
- Board discussed field trip budget, EB proposed wording change from bus for 1st field trip to *buses for first 2 field trips*
 - Questions rose as to how to distribute funds equitably, should we pay for the entire field trip?
 - Group agreed to pay for buses for first two field trips per grade, plus buses for one field trip for specials: i.e. art, music, P.E.
- Teacher discretionary account raised to \$2000
- EB informed the group that they agreed to fund play kitchen for K-E (FY 2016-2017 budget)
- Board discussed Downey scholarship award- proposed increase to \$1000 from \$500 to be in line with other elementary schools in Westwood.
- Discussed \$200 field trip scholarship fund for families who are in need of assistance through the principal or teacher
- Outdoor Classroom discussion, what to do with large sum of money raised by Gala?
 - Outdoor classroom to be built over time
 - EB proposed to donate large sum (\$10,000) towards beginning the outdoor classroom in Fall 2017
 - Board made note that Lowes gives a grant and help towards beginning an outdoor classroom
- Board Voted “yes” on all proposals to budget

Action Items: fund all agreed upon budgetary items, outdoor classroom committee to visit Sheehan school's outdoor classroom and begin planning Downey project, committee to contact Lowes about helping with outdoor classroom

4. PTO Fall Schedule

8:32-8:46PM Discussion: Finalization of 2017-2018 Events and PTO meetings

- Board agreed to skip restaurant fundraisers

-No dates yet for play, king and princess dance, or May and June events

2017-2018 finalized dates:

-August 30th Teacher breakfast

-September 6th Boo-hoo, Yahoo

-September 15th Back to School Picnic

-September 25th-29th Scholastic Book Fair

-September 28th Curriculum Night

-October 27th Halloween Party

-November 16th Pre-Holiday Shopping Social

-December 7th Holiday Gift Fair

-January 26th Movie Night

-February 10th proposed day for bowling for boys, Capacity of 96 People, first come, first served

-March 10th 2nd Annual Gala

-May 7th-11th Teacher Appreciation Week

PTO Meeting Times and Dates:

-Group discussed meeting times: whether to keep Tuesday nights at the same time or move to earlier in the evening or move to daytime

-All agreed to start 2017-2018 meetings at 7PM, 2nd Tuesday of the month

-All agreed to having an open meeting earlier in the year, October 9th

-Group agreed to begin the year with Sept. 12th (closed), October 10th (open), November 14th (closed)

Action Items: Finalize unknown dates, finalize bowling for boys, change regular meeting time to 7PM, revisit after first two meetings, have an open meeting earlier in October

5. Spirit Shirts for Fall

8:46-9:03PM

Discussion- teachers would like to have spirit shirts color by grade and make shirts a requirement

-Proposal to give specific grade colored shirts to incoming kindergarteners to help with field day and field trips in place of green kindergarten shirt (will there be backlash?)

-Proposal to buy shirts for all students to have each grade with their own color – benefits of uniformity of shirts, along ease of locating students who are wearing them

- Discussion of cost to purchase t shirts for school (\$6/shirt)

- Proposal to print **all** core values on back of every shirt

- Loss of fundraising \$ from sales of spirit shirt sales brought up as a concern

Action Items: Board will continue to discuss this topic to come up with a solution, board will donate a shirt to each incoming kindergartener

6. Teachers on Board

9:03-9:04PM

Jennifer Shea and Tara Billini are going to stay with the board for 2017-2018, Will have an equal vote as members of the PTO board

7. 5G Events Update

9:04-9:10PM

Discussion – EB gave review of memory book discussion,

-Principal has stated that book will be in color, no help needed with funding of this item

-Proposal to form subcommittee of PTO for 5th grade events

-Proposal to allocate a portion of PTO budget toward 5th grade events

-Outcome: as of right now, 5G events will continue to be run and decided on by Principal Gallagher

-Board had discussion about speaking with other schools to determine who has what responsibilities as far as planning and implementation of 5th grade events

Action Items: EB to discuss 5G events with Principal in the fall, how should it be addressed, who should be planning and funding these events? Board needs to collect data from other schools, to see who plans events and allocates funds for 5th grade events

8. Final Send Out Letter

9:10-9:11

Discussion: Committee updated group on letter status:

-Letter is almost finished, being checked over currently

-Will be a "Thank You" note to the Downey Community summarizing PTO giving and successes over this year.

-Letter will explain what earned PTO income will be paying for at Downey.

Action Items: Finalize "Thank-You" letter and send out through Constant Contact and print-out to be distributed by teachers

9. Picnic

9:11-9:15PM

Discussion: what we are doing at the picnic?

-Group agreed: "no" PTO provided food, "no" bouncy houses, "yes" ice cream truck	
-Families bring own picnic dinner or have the option of ordering pizza, which Picnic Committee will coordinate	
- Outside activities needed	
Action Items: Picnic committee to begin planning event	
10. Communications Update	
9:15-9:22PM	<ul style="list-style-type: none"> a. Constant Contact schedule b. Other issues
Discussion: proposal to send out consistent schedule via Constant Contact, maybe a monthly update, consistent day and time	
-Proposal to send to just the oldest child, as discussed at previous meetings	
-Importance of "knowing" your grade level rep, connecting on a grade level	
<ul style="list-style-type: none"> - Facebook page will be managed by Lorri Warren, group agreed to include Lorri in sending of meeting minutes and dates - Amazon smile promoted through Facebook and Constant Contact - Meg Kara to facilitate Constant Contact - Phoebe Peabody and Cynthia Knox will take over Boxtops 	
Action Items: include link to Amazon Smile and Downey PTO Facebook page at the bottom of every communication, decision needed on whether or not to send a PTO update at regularly scheduled intervals	
11. Enrichment Update	
9:22-9:30	
Discussion: Mini courses and where they stand:	
-Currently waiting to hear about teacher interest, not lining up mini courses for the fall, could still happen	
-Brought up that other schools have mini courses provided as afterschool activities	
-Principal requests for enrichment to benefit students equally across all grade levels	
-Enrichment will include (but not be limited to): multicultural event & mini courses	
Action Items: mini courses to be revisited in the fall, multicultural committee to plan events	
<i>OTHER NOTES: EB to meet over summer at a date TBD pending future communication via email</i>	