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Agenda

August 23, 2016

Meeting Called By: Mary Kate Ferreira/Lynne Weston
Type of Meeting: PTO Board Meeting
Time Keeper: 6:00 PM
Note Taker: Katie Roche

Attendees:
 Sarah Cronin – Principal
PTO
 Mary Kate Ferreira – PTO Co-President
 Lynne Weston- PTO Co-President
 Susan Garratt – Treasurer
 Amanda Drainville – Event Coordinator
 Katie Roche– Secretary
 Alison Gustie

Topic A		Presenter Name: Mary Kate Ferreira	Notes Taken?
Discussion:			
Vote in new board members- Lynne Weston (Co-President) and Alison Gustie (Treasurer)			
Observers:		Resource Persons:	
Other Information:			
Conclusions: Board approved new members			
Action Items:		Person Responsible:	Deadline:

Topic B		Presenter Name: Lynne Weston	Notes Taken?
Discussion:			
Constant Contact			

Observers:	Resource Persons:	
Other Information:		
Conclusions: PTO looking into piloting the email software Constant Contact to communicate with families regarding PTO events		
Action Items:	Person Responsible:	Deadline:

Topic C	Presenter Name: Amanda Drainville	Notes Taken?
Discussion:		
Review of parent volunteers to chair committees		
Observers:	Resource Persons:	
Other Information:		
Conclusions: Mini-Courses and Haunted Hallway still need a chair		
Action Items:	Person Responsible:	Deadline:

Topic C	Presenter Name: Mary Kate Ferreira/Sarah Cronin	Notes Taken?
Discussion:		
Monthly PTO events		
Observers:	Resource Persons:	
Other Information:		
Conclusions: Added events to Hanlon PTO calendar and briefly discussed each event		



Action Items:	Person Responsible:	Deadline: