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| http://www.westwood.k12.ma.us/userfiles/images/DOWNEY_LOGO_ONLINE.pngDowne­­­y PTO Meeting |
| **10.2.2018** | **7:30PM-9:00PM** | **Cafeteria - Downey School** |
| Type of meeting | Downey October PTO Meeting, 7:30-8pm closed, board members only, 8pm-9pm open meeting |
| Attendees | Sudha Sarma, Beth Murphy, Paula Timofeev, Hillary Mosca, Nayla Daly, Jo-Ann Stanton, Kerry Donlon, Sarah Young-Hong, Jenn Killilea, Brenda Bruno, Grace Li, Liz Polin, Liz Mullen, Patty Rockensies, Amber Crowley, Principal Gallagher***Additional Open Meeting Attendees:*** Lauren Raffoni, Alexi Matta, Cathie Jones\*\* |
| 1. Welcome (Beth and Sudha)
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| 7:37pm-7:38pm | Discussion: Welcome |
| * Brief welcome given to the board
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| Action Items: | none |
| 1. Budget (Paula Timofeev)
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| 7:38pm-7:45pm | Discussion: Review 2018-2019 budget items |
| * Updated 2018-2019 budget passed out
* Current cash balance is down to $56,000, this is after PTO paid for new playground equipment
* As of October 2, 2018, 113 families have paid dues out of 200 in the school, about 57% totaling about $5,000
* We can do more, will send out dues reminder through email and facebook post
* October constant contact will also mention dues
* Can collect dues at Halloween party
* Idea: people who haven’t paid dues could pay an entrance fee at PTO events
* Group agreed there are other ways to encourage people to pay dues
* $250 spent for sitters on curriculum night, sitters in both room were well received
* Point of order: Maureen Sullivan thought we had approved $20,000 for outdoor classroom, current budget stated less than that.
* Paula does have in her notes a potential budget with $20,000 listed for the outdoor classroom, current budget has $15,000 expensed
* PTO will be working with a deficit for the year of $24,000, we will be dipping into savings until the Gala
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|  Action Items:  | Sudha to check with Maureen about the amount originally budgeted for the outdoor classroom. Spring Gala to provide funds to bring PTO account back out of the red. PTO to continue to collect dues for the 2018-2019 school year. |
| 1. Open Items/ Recent Events (Grade level reps and committee heads)
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| 7:45pm-7:50pm | Discussion: Current status of completed events |
| * **Curriculum night:** sitters and food were well received
* **Picnic -** lawn games, ice cream truck, and music were a big hit
* *constructive feedback-*families came expecting to buy pizza, maybe next year have a small quantity of extra pizzas available.
* “best picnic to date”
* Idea: Papa Gino’s or local pizza place to donate for next year?
* Lack of bouncy houses not an issue.
* Qustion: Should we have two PTO tables next year to get people coming in both entrances?
* Pictures submitted to hometown weekly so stay tuned
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|  Action Items: | Committee heads to continue updating their notes for the PTO to have easy access when planning future events. |
| 1. **Downey Gala (Nayla Daly)**
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| 7:50-8:05pm | Discussion: Brief Gala Update |
| * First committee meeting, held yesterday, Monday, October 1
* **Gala will take place at the Hilton, Dedham**
* **Theme “rock of ages”**
* Wine pull—want to make it enticing for dads, maybe combine or add a beer pull, and a liquor pull
* Working on a live band, talking to 2 bands, 80s cover rock band
* There will be a bar and restaurant that you can migrate to after the gala ends at 11pm
* Can come in jeans and a button down if you choose
* Great facility, great price, there will be an abundance of food
* **Ticket price will remain $75 a person**
* Working on sponsorship, asking the community to help find sponsors
* Needham Bank was a title sponsor last year, want to streamline the invitation to sponsor to local banks
* Julie Walker of Cramer, professionally created the design of invitations and the gala video
* Collecting a list for silent auction items, almost 90% sure there will be a nice large vacation package on the table
* Reaching out to community for items such as vacation homes and signed items
* **Date of Gala March 23**
* Question: are there any major sports conflicts on March 23?
* Room capacity is 200
* We need the Gala because it is vital to replenish all of the spending now that we know what we are spending the PTO money on.
* The Gala negates the need to fundraise in smaller ways.
* GLRs could sent out “in search of” items to the parents, Gala committee wants to isolate “the ask”
* Advertise on twitter, use all of our online resources for communication.
* Question from Paula: Do we need $ for deposits, answer: “Yes”
* Anne is itemizing costs and running a budget on Gala expenses
* Idea for babysitting at the Hilton pool during the Gala, board thought this would complicate things unnecessarily
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| Action Items:  | Nayla. Anne, and committee to continue to plan the Rock of Ages –themed, March 23. 2019 gala at the Dedham Hilton. Anne to itemize costs for optimal spending within the proposed Gala budget. Committee to reach out to local banks and community for sponsorships. Committee to reach out to Downey community for auction items.  |
| 1. **OPEN SESSION BEGINS AT 8:00PM FOR ALL DOWNEY COMMUNITY**

**Outdoor classroom (**Sudha Sarma)Babysitters are taken care of $ |
| 8:05pm-8:30pm | Discussion: Outdoor Learning Center Groundbreaking is October 13, 2018! |
| * October 13th groundbreaking event (former build event), Sudha issued a plea for help – especially with seeding and built up space
* 6 people showed up for recent mini meeting
* keeping the fence, using the same footprint that is already there
* 2 teachers on committee, Ms. Goldman and Ms. Carbone, project will only work if we find out what the teachers want to do
* vision for the classroom is not just gardening, it is to get kids outside and for teachers to use the space as they see fit
* 25 tree stumps donated to be used in a classroom area, seat for the teacher, outdoor weather treated chalkboard or whiteboard
* Maureen Sullivan helped take measurements, thought we could dig out a perimeter on outside of fencing to begin beautification process
* Would like to create 6 garden beds, one for each grade
* Principal Gallagher: mixed feedback from staff, might be too ambitious to begin with one bed per grade
* Beds not to be done on the 13th, for now, a placeholder will go in the intended space
* We need dads!
* Question: do people need to bring their own tools? Answer: yes, people will be asked to bring tools in a later sign up genius
* Future idea to make a calming path around the outdoor learning center
* At the groundbreaking event there will be a station for painting birdhouses to involve the kids
* friendship stones to be moved from the front of the school to a designated spot in the outdoor learning center
* need to build a ramp to make it accessible
* Scrambling to find a landscaper, will pay somebody out of budget to prep the site
* Going to check again with Joseph Mosca of J. Mosca Landscaping to see what help he can give us.
* Looking for construction help.
* We take all volunteers, need a good mixture of people.
* There will be a signup genius, people can donate materials, people can volunteers in shifts on the 13.th
* Point made: Stumps need to be treated or sealed
* Grace Li volunteered to share seeds from her garden.
* A priority for Saturday the 13th is to get tree stumps, haul them over, treat them.
* People want to help with the Outdoor Learning Center, 4 people signed up on curriculum night thanks to sign up sheets
* Idea: in place of beds, maybe do planters instead, less of a commitment
* We want something out there to show progress, we want to show off the space at the fall festival
* Idea to take photos to promote each phase.
* Parents, kids, and teachers welcome at build event.
* Slope by tennis court is a natural fit for an amphitheater.
* To be referred to as an outdoor learning center and not an outdoor classroom.
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| Action Items: Sudha to create and send out sign up genius for October 13th, Sudha to solidify plans with a landscaper to clean up the grounds prior to the groundbreaking event, committee to find people to help with construction aspects of the project. Board members to sign up and support event on the 13th by showing up and pitching in where they can. |
| 1. Fall Festival (Monique DeWan via Beth and Sudha)
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| 8:30pm-8:40pm | Discussion: Update |
| * Papa Ginos has donated all of pizzas for the Halloween party.
* Cookies, candy, and water donated all donated as well.
* Craft table donated.
* Planning on charging an entrance fee of $10child/$15 family
* Question: charge $1 a slice? Board agreed on no charge for pizza.
* Question: should we charge at all? The 2017-2018 board voted not to charge for the 2018 halloween event. 2018-2019 board agreed to charge a fee to offset some of the spending we have been doing as we have no real money coming in until the Gala.
* Idea to charge a flat fee, will cover pizza and activities.
* Point made to be conscious of food allergies, will have teal pumpkins.
* Sign up genius to go out to request volunteers to help.
* There will be trick or treating this year, need volunteers, need people at dues table, apparel table, and carnival games in place of bouncy.
* Will be a photo booth and music.
* Reach out to Monique with ideas and help.
* Ask for PTO volunteers first to ensure that all spots are filled up
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| Action Items:  | Monique and committee to continue planning the event. Monique to set up and send out sign up genius for volunteers. Board members to volunteer to work PTO tables at event. |
| 1. **Playground Equipment (Sudha Sarma)**
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| 8:40pm-8:45pm | Discussion: Update on Playground |
| * Downey PTO received a very nice thank you letter from Heath, finance director for the school district.
* Check for the equipment has been mailed to the school district by the Downey PTO.
* Current status of playground is pending.
* Playground equipment to be ordered, was approved by the school committee.
* This had to be voted on because it was a gift.
* Most recent hiccup: We were told we need other bids by the school department after they approved the money for the playground.
* Principal Gallagher to talk to schoolboard, not the town money, it’s the PTO money
* 6 week order period, and install time, hopefully before the ground freezes.
* table has been ordered, plans to be made for the dedication
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| Action Items: | Principal Gallagher to check with school board to see if it is necessary to obtain bids from other playground companies, playground equipment to be ordered and installed by the company, committee to plan dedication ceremony in honor of Mrs. Rocha, someone to reach out to the Rocha family about date and time when we have them. |
| 1. **Bake Sale (Mariam Nasr)**
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| 8:45pm-8:50pm | Discussion: bake sale update |
| * Reached out to places for donations for thanksgiving meal raffle
* Question: What should the cause be for the canned good donations? Is there an organization or pantry that we should give to?
* Reached out to Mr. Moriarty about tables
* Manual sign-ups are underway
* Easier to get volunteers for baking than bodies to man the tables
* Note to time out sign up geniuses because of outdoor classroom, fall festival, bake sale
* Question: Can sign people up to work the bake sale the day of?
* Request: Could we have one member from PTO to man the tables we set out, makes it more personal
* Question: should we order PTO name tags and shirts?
* Question: Where are the donations going? Money donated to PTO should be given to the school in place of another non-profit
* Answer: Canned goods will be donated, not money, so no conflict of interest or funds
* Idea to donate to Westwood food pantry
* Miriam to call pantry to see what they need for donations.
* Reached out to Honey baked ham
* Idea to have kids bring in canned goods to school, turn into a school-wide can drive
* Photo of canned goods outside the school
* Someone to reach out to Mrs. Cofran about student council help
* Length of bakesale dependent on volunteers and number of products left, could go the length of the election
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| Action Items:  | Miriam and committee to send out sign up genius looking for volunteers both to bake food and to work on the day of the bakesale. Miriam to reach out to local food pantry for suggested list of items to donate. Miriam and committee to work with Downey student council to make the can drive a school-wide event. |
| 1. **Downey Directory (Sarah Young-Hong)**
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| 8:50pm -8:55pm | Discussion: Status of the 2018-2019 directory |
| * It is done, 150 directories to be ordered
* Official PDF is set, with the exception of 1 student’s name which came back in funny characters
* Board recognized the name and Sarah to update PDF to send out to printer tonight (Tuesday October 2)
* Need to pick a color, Sarah to choose this
* Beth question: GLRs are there any children’s names that you noticed are missing from your class lists?
* Sarah had Mrs. Carde run the list of students again, most recent list was updated and pulled from ASPEN on September 25th
* To be distributed to family messenger middle to end of next week to families who paid dues
* If you need assistance financially, the school office can provide you with a copy of the directory at no cost
 |
| Action Items:  | Sarah to choose a color for the directories and label them for families who have paid dues. Directories to be sent home with family messenger by the middle to end of next week. Additional directories to be available at the Halloween party for families who pay dues there. |
| 1. Scholastic Book Fair (Beth Murphy and Sudha Sarma)
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| 8:55pm-8:58pm | Discussion: Update |
| * Maureen Sullivan working with Principal Gallagher
* Challenge is the space, needs to stay up a couple of days for a lot of classrooms
* Ms. Hone willing to give up space in the gym, will be sectioned off with dividers
* Potential date the week of veterans day or December to tie in with holiday shopping
* Waiting to hear if scholastic gets a December cancellation.
* Idea to use library, but it is not going to happen.
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| Action Items:  | Maureen S. and Principal Gallagher to finalize the date and location of the book fair. |
| 1. **Hospitality and Boxtops Update (Brenda Bruno)**
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| 8:58pm-9:03pm | Discussion: Update on upcoming hospitality and boxtops events. |
| * Parent teacher conferences coming up, evening conference meal needs to be ordered.
* Principal Gallagher to check with staff about food preferences and both Mrs. Crowley and Principal Gallagher issued a big thanks again for the great work so far this year.
* Sudha and Beth stated that the committee runs seamlessly
* **Boxtops** event, boxtops will be due by October 19th, celebration to be October 26th
* Question: Can we generate more buzz about it
* Ms. Crowley to promote with teachers.
* Question: Should this be on the Downey calendar?
* Answer: yes, let Mrs. Carde know to add it to calendar.
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| Action Items:  |  |
| 1. Enrichment (Tammy McGowan via Beth Murphy)
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| 9:03pm-9:05pm | Discussion: Confirmed enrichment for the 2018-2019 school year |
| A list of currently planned enrichment was given:* Grades 3-5 ~ Potato Hill Poetry
* K ~ Weather from the Discovery Museum (November)
* 1st Grade ~

Starlab from the Science Museum (December)      Sound from the Discovery Museum (January)* 5th Grade ~ Physical Changes of Matter 2 ( November) from Discovery Museum
* Eversource free play grades 3-5
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| Action Items:  | Tammy to continue to work with teachers, principal, and committee on developing and arranging enrichment for the Downey School, Downey Community to share enrichment ideas with Tammy |
| 1. **Downey Play (Sarah Young Hong)**
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| 9:05pm-9:12pm | Discussion: Update on current status of 2019 play |
| * Currently in limbo, unfortunately not a lot of takers
* Sarah has received no feedback from anyone other than Mrs. Starsiak and one other taker.
* Waiting to hear about the taker’s spring production schedule
* Right now the 2 week intensive program is looking like the best option
* A few other leads are being looked into
* Potential for 2 different intensive productions
* Erin McMannus interested in provided support and assisting the head director
* Sarah and committee sent an email to the Westwood players
* Committee is actively looking for director leads
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| Action Items:  | Sarah and committee to keep pursuing leads in hopes of reaching a solution on the play by the end of November. PTO board and Downey community to keep reaching out to people who might be able to direct. |
| **Other Business (from Downey community)** |
| \*\*Note about amazon smile, please advertise that we want people to use it, and provide instructions on how to use it from your phone. |
| **PTO updates: Stay connected – Facebook, Downey Website Page** |
|  **Next Meeting: November 6, 2018** |