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| http://www.westwood.k12.ma.us/userfiles/images/DOWNEY_LOGO_ONLINE.png Downe­­­y PTO Meeting |
| **2.5.2019** | **7:00PM-8:45PM** | **Cafeteria - Downey School** |
| Type of meeting | Downey April/May PTO Closed Meeting, 7:00-8:45pm |
| Attendees | Sudha Sarma, Beth Murphy, Anne McMurray, Paula Timofeev, Nayla Daly, Hillary Mosca, Darcy Petres, Mariam Nasr, Monique DeWan, Tammy McGowan, Sarah Young-Hong, Sandra Castaldini, Jen Killilea, Liz Mullen, Grace Li |
| 1. Welcome (Sudha)
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| 7:07pm-7:10pm | Discussion: Welcome |
| * Brief welcome given to the board
* Thank you for last minute meeting, a lot of decisions to be made before May
* Question: How can we make things better for everyone on the board?
* Thanks to Gala committee and the play committee, both successful events!
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| Action Items: | none |
| 1. Gala Fundraiser (Nayla, Anne, Paula) and School Play (Sarah and Paula)
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| 7:10pm-7:15pm | Discussion: $ Raised, commitments, thank yous |
| * Thanks given by Sudha to gala committee
* Gala was super successful!
* Great article in the paper!
* Final numbers from Gala net around $29,000. Record breaking high!
* Teacher auction items brought in a large amount of money.
* Point made: Bandwidth to keep the event going is not sustainable, a lot went into the gala.
* A lot of pieces need to fit together to make this event successful.
* The PTO has a built-in operating budget but money needs to be set aside to carry the board from some time in case we don’t pull in enough from this event.
* Play brought in $2200 after all expenses.
* Play committee working on a few new faces to run the play next year, people who were on the committee this year might be a good fit.
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|  Action Items:  | Gala committee to work on ideas for next Spring. Gala committee to see if they need new members or to change up the roles of current committee members. Play committee to meet and discuss next year – director, style of play, commitment level, new committee members and chair people. |
| 1. **PTO Board, Events and Grade Level Reps (Sudha and Beth)**
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| 7:15pm-9:00pm | Discussion: Interest in returning next year |
| * Who wants to continue as grade level reps
* Where are there going to be holes?
* Do the amount of meeting take away from people’s ability to volunteer for other committees?
* Idea: Send meeting summaries.
* Want to continue to work on outdoor classroom, we have made a significant investment
* We have promoted the outdoor classroom in our fundraising, need to show our sponsors what we’ve done
* Need to focus on raising money, doing events around the outdoor classroom, do a social event there, creating science curriculum around it
* Jo-Anne Stanton volunteered to help with science curriculum and movement and outdoors
* Could PTO pay for a speaker to provide professional development on how to help teachers best utilize the outdoor classroom?
* Need a Halloween chair
* In thinking about September what do people want to do for next year.
* Want to setup incoming board members for success
* Breaking down treasurer role?
* Need to breakdown executive board positions to relieve people of extraneous responsibilities
* We need to step up as a greater committee to do more to help alleviate pressure of certain tasks.
* What committees do we need? And who is going to staff them?
* Need to “freshen” up community events
* Need to be more strategic with planning and timing of events and meetings
* We need to ask what each committee needs
* Greater board meetings should be scaled back to once a quarter (4x a year), more committee meetings
* Point made: there is a lot of value in getting the perspective of a larger groups
* Idea: maybe fill-in missing meeting times with a conference call
* We need a better number than 8-10
* Online survey to get more people involved, maybe people can share their personal experience
* Have everyone write their Anecdotes and share with the community
* People need to sign up to help with events, or they might not happen
* GLRs to reach out to community and ask for volunteers
* Have to participate in a committee if you are a GLR
* We need to make clear what the expectations are for volunteering
* ***Who’s in for 2019- 2020: Sarah Young Hong to continue as GLR (K, 3, 5), Sandra Castaldini to continue as GLR (4), Mariam (1 &3), Jen K. GLR (3,4,5), Darcy to continue (1,4), Grace Li (1 - thinking about it), Monique (committees, GLR 2, if needed).***
* Are all GLR spots opening? If GLRs want to continue, they should continue. Commitment has to be clear
* How many per grade?
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| Action Items:  |  |
| 1. **Calendar of Events 2019-2020 (Sudha and Beth)**
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| 7:22pm-9:27pm | Discussion: Preliminary dates and revamping of events for next year |
| * We want events to be easier and more effective
* Change events to more grade level community building events
* 60% of people have paid PTO dues, this is an engagement issue as well.
* Idea to “pause” some smaller level events, GLRs can organize grade level events. “meet at the playground, go for a hike, play street hockey, meet at a restaurant”
* Three-column chart shown to group, Current events, proposed events, behind the scenes work.
* Bottom line is to get more people involved at Downey
* Thought that maybe using a grade level rep to plan events will generate more engagement.
* Question: What is the issue keeping people from being involved outside of the PTO?
* Kindergarten families at the Gala, they had to be pushed to go.
* May 10th kindergarten play date at the downy playground after soccer.
* What are we proposing to pause and revise: gender specific events and movie night
* Idea: every grade should plan an event, some people like the outdoor classroom and some like the dance or bowling, grade level events should not be in lieu of these events, rather in addition to.
* Outdoor classroom, need help with design and upkeep
* Engagement will likely me more successful and needed at the K-2 level
* Idea to have someone paid on staff to run programming to encourage community support and involvement.
* Idea to engage other community groups
* Need a steady group of people to do the grant writing and community outreach
* Need a big impact “thing” to grab attention, need a designer to come in
* Is the goal to shift resources from other events to the gala and outdoor classroom
* Trying to conserve resources and times
* We need more help, we don’t want to burn out the current set of board members
* A very specific note to be sent out asking what people in the community would like to be involved with
* Coming of 2 great events, now might be the time to ask for volunteers
* Reminder to be sent out in the fall
* Community events bring more to our school, events were created as a “thank you”
* Not trying to take away community events, trying to revise them
* People don’t know the parents in their grades, can’t add something without taking things away. Want to address the issue.
* Why don’t we just use the money to pay for manpower to get it done.
* Let’s ask for participation now, we are in a better place to ask now than at the beginning of the year
* Can we have grade level reps reach out to people to ask them to volunteer?
* It is hard to get everyone involved, need to streamline our meetings
* Greater board meetings should be scaled back to once a quarter (4x a year)
* PTO wants to host a speaker series
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| Action Items:  |  |
| **PTO updates: Stay connected – Facebook, Downey Website Page** |
|  **Next Meeting: May 7, 2019, 7:30pm, Open meeting 8pm in Downey Cafeteria** |