

# Downey PTO Meeting



**Date:**  
October 18, 2023

**Time: 7:00pm**

**Location: Virtual**

Participants:

Co-Presidents: Liz Polin & Amanda Fairbanks  
Vice Presidents Jessica Imbornone & Theresa Latham  
Co- Treasures : Elin Agoston & Bill Bruce

Special Ed- Samantha Sturma  
Secretary-Natasha Thoren

Kindergarten- MaryBeth Hubner & Lauren Holly  
first grade- Patty Rockensies (absent) & Lisa Maguire  
Second Grade- Katie Callahan and Heidi Sullivan  
Third Grade- David DiMuzio ( absent)  
Fourth Grade - Hillary Mosca & Danielle McDonagh  
Fifth Grade- Darcy Petres & Catherine McVay

Principal:  
Deb Gallagher (absent)

Teacher Reps:  
Kelly Fitzgerald  
Caron Miller

School Committee - JoAnna French

Erin Herrmann  
Jen Anderson  
Katherine's iphone  
Maria LoRusso  
Jared Jones  
Amanda Farren  
Iris Montijo  
Cate Hawkins  
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## 1. Welcome

7:00 – 7:05pm

- Open meeting
  - o Amanda Fairbanks motioned to open, Bill Bruce seconded, Meeting began
- Approve Meeting Minutes from 9.17.23
  - o Amanda Fairbanks motioned to approve the minutes, Natasha Thoren seconded, No opposition. Minutes approved.

<ul style="list-style-type: none"> <li>o Amanda Fairbanks let people know the minutes are available via Downey PTO Sharepoint and on the Downey School website.</li> </ul>	
Action Items:	<ul style="list-style-type: none"> <li>o n/a</li> </ul>
<b>2. Update on Membership &amp; Dues - Amanda Fairbanks</b>	
7:05 – 7:11pm	
<ul style="list-style-type: none"> <li>• Improvement in membership and dues paid since Sept</li> <li>• Note - Will not get emails and notices if you do not sign up for membership toolkit</li> </ul>	
Action Item:	Sign up to membership toolkit and pay your dues
<b>3. Treasurer Update (Elin Agoston &amp; Bill Bruce)</b>	
7:11 – 7:30pm	
<ul style="list-style-type: none"> <li>• Treasurer Report <ul style="list-style-type: none"> <li>o Approved the Budget last meeting</li> <li>o Dues are an important part of our budget</li> <li>o Investment Account where we have long term funds, we keep reinvesting into long term investment funds with approx. \$31,000, hopefully we can increase that with additional fundraising and we will be able to support capital projects around the school. <ul style="list-style-type: none"> <li>■ These funds are separate from the Downey operating budget and we have been generally able to generate these funds because the PTO has been diligent with hitting its operating budget each year with fundraising.</li> <li>■ Elin requested that individuals send any proposed capital projects that may be projects the PTO can fund (e.g. GAGA Ball pit).</li> </ul> </li> </ul> </li> <li>• Committee Planning &amp; Reimbursement Process (Elin) <ul style="list-style-type: none"> <li>o Report from the Parent Social (revenue of \$556)</li> <li>o Highlighted the new form that will be used for expenses and reimbursement planning for each Committee and other activities happening via the PTO this year</li> <li>o Elin also went through the reimbursement form and went through the approval process for expenses. Once the form is completed, when the user gets an email, please send that email to Jessica Imbornone and Theresa Laham so they can approve as VPs of the PTO. Please upload all receipts and fill in all the fields as all of them are required. All teacher requests will need to be confirmed by the Principal with a cc to Ami Blaszkowsky. Elin then sent the Greater Board the link to the form.</li> <li>o Iris Montijo asked if we get monetary donations - Bill informed her that we have a line item for donations and please let the PTO know if you have connections to businesses or institutions that would be willing to donate.</li> <li>o Elin informed the PTO that the PTO sent a letter to the school committee regarding the crumbling pavement at Downey (See School Committee update below for more information).</li> </ul> </li> <li>• New Line Item for Student Support <ul style="list-style-type: none"> <li>o Amanda stated that this line item is a budget that includes assistance for all students to attend activities and that the PTO has budgeted for this upfront rather than on an activity per an activity basis..</li> <li>o Student Support for particular activities will come from this line item via Deb Gallagher to preserve privacy.</li> </ul> </li> </ul>	
Action Items:	N/A
<b>4. VP Updates (Jessica Imbornone &amp; Theresa Lantham)</b>	
7:30 – 7:37pm	

- Feedback on Weekly Downey Download and social media (Jessica)
  - Facebook
  - Instagram
    1. Jessica and Theresa have been responsible for the Downey Download, we have received feedback that this is helpful
    2. Goal is to send this email out every Sunday with items that either happened or will be happening
    3. Trying to keep it to 3-4 bullet points and interesting points for parents
    4. Jessica asked for any recommendations on how to make it better - just email the PTO and send any items you would like to be sent out (e.g. girl scouts, boy scouts, stanley cups etc.)
- Highlights of enrichment events (Theresa)
  - Deb will reach out to the teachers to see what areas of enrichment the school would like us to support
  - Other ideas were Friday paint night etc.
  - Jessica informed the participants how there is enrichment that occurs within the school day and others after school
  - More to come

Action Items:

Follow Up next meeting on enrichment progress

## 5. Events & Fundraising (Amanda Fairbanks & Liz Polin)

7:37 – 7:57pm

- **Recent Events/Activity:**
  - Curriculum Night Dinner - Hospitality committee
  - Parent Get Together at Hometown Arcade
- **Near Term Events/Needs:**
  - Fall Festival - Friday 10/20 (Katie Callahan)
    1. Need a few more volunteers for the registration
    2. Lots of Candy has been donated
    3. Lisa Maguire will be sending out an email to the trunks and reminding them about where to park and candy required
  - Lynch Creek Holiday Sale - 2 phases (Katherine & Sam)
    1. Sam stated that the link is live and we have a few sales already
    2. There will be a ramp up in marketing after the apparel sale is completed
    3. The income from sales will be provided as a check to the Downey PTO (via the school)
  - Holiday Shopping - Dec (Monique DeWan)
    1. Liz provided the update - the holiday fair will sell tickets to all students to help them acquire items.
    2. Dec 16 is the date of the holiday event.
  - Apparel Sale - starts the middle of October (Katie & Kristine)
    1. The Apparel Sale is all the schools in the district at once
    2. Working with Straight Stitch - orders can be shipped or you can pick them up in Norwood
    3. Sale is live until Oct 30th and all items will be delivered before the winter holidays
  - Restaurant Fundraiser (Catherine Hawkins)
    1. Commella's - Nov 9th is the date of the fundraiser, flyer coming to advertise
    2. Catherine asked how much lead time will businesses commit - 1-2 months prior or 3-4 months depending on the business.
  - Booster Fun Run (Liz & Amanda) - November 1st kick off and Nov 13th is the event date
    1. Video of the Booster Fun Run that was shared with students today at school

2. 31 students have already registered.
3. Decorated the school with flyers and we have done a 50 state challenge and countries
4. Daily video will be shown re: fun run at school every day

○ **Committee Roles Needed: Mini Courses**

- Amanda talked about the mini courses
- 1 hour events after school that are at cost and lots of fun (e.g. cooking, play, improv, fitness, etc.)
- PTO would like to bring these back to the school and it requires PTO involvement to coordinate. It is on our list of Committees, a few people have asked what it is, Amanda called those to action in this area to get involved.

Action Items:	Follow up on Restaurant Fundraiser Encourage individuals to sign up for Mini Courses
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## 6. Principal & Teacher Update (Kelly Fitzgerald)

7:57 -8:00pm	Discussion:
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- Conferences happening Oct and Nov
- Status Reports instead of report cards
- Picture Retake Day Oct 26, 2023
- Liz asked if the teachers had any questions about the Fun Run. Kelly Fitzgerald said that the teachers haven't received their links yet, but once they do they will reach out with questions.

Action Items:	n/a
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## 7. SEPAC Update (Sam Sturma)

8:00 - 8:02pm	Discussion:
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- Oct 23 9:30 am Muffin House - Parent Meet Up
- Oct 24 7:45pm - 8:45pm SEPAC General Meeting via zoom
- Nov 1 7:00pm - 8:30pm Organization of Records Project for caregivers that will help you organize all your related paperwork

Action Items:	N/A
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## 8. DEIB Update (Kelly Fitzgerald)

8:02-8:04pm	
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- DEIB work being infused into the teacher's professional development
- Project to focus on it from (Nov - March)
- Noted the change from DEI to DEIB - B for "Belonging"

Action Items:	N/A
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## 9. School Committee Update (Joanna French)

8:04 - 8:05pm	Discussion
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- Joanna gave a quick update on the School Committee and the crumbling pavement at Downey
  - She has brought the Downey pavement issue to the Committee and the Committee said they expect that the fixing of this would most likely come out of the district budget and that there was a plan to look at the pavement at various schools. The Committee requests patience as they review the hardscapes and pavement at all the schools and provide a maintenance plan. Joanna will check on a further update.
- Hiring a DEI Director for the District

- 5th graders rocked the MCAS for Downey and Westwood has been at the top of the pack (check out the School Committees website for information on the MCAS)

Action Item:

Follow up on the pavement project

### 10. Close & Next Meeting

8:05 - 8:08pm

**Next Meeting: Wednesday January 10th 7pm In-person Downey Library**

PTO Will see if the meetings can move to 7:30pm

**Amanda motioned to close the meeting, Bill seconded and Theresa approved the close, meeting adjourned at 8:08pm**