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| http://www.westwood.k12.ma.us/userfiles/images/DOWNEY_LOGO_ONLINE.pngDowne­­­y PTO Meeting |
| **6.4.2019** | **7:30PM-9:00PM** | **Cafeteria - Downey School** |
| Type of meeting | Downey May PTO Meeting, 7:30pm-8pm closed, board members only, 8pm-9pm open meeting |
| Attendees | **PTO Board Attendees:** Sudha Sarma, Beth Murphy, Paula Timofeev, Anne McMurray, Nayla Daly, Hillary Mosca, Liz Polin, Mariam Nasr, Brenda Bruno, Jo-Anne Stanton, Patti Rockensies, Liz, Gauthier, Monique DeWan, Jenn Killilea, Liz Mullen, Sarah Young-Hong, Grace Li, Tammy McGowan, Miss Gen**New Board Members Present:** Theresa Laham, Jen French, Lisa Maguire, Amanda Fairbanks, Lashanda Williams, Jessica Imbornone**Open Meeting Attendees:** Catherine McVay***Additional Open Meeting Attendees:***  |
| 1. Welcome (Sudha and Beth)
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| 7:35pm-7:51pm | Discussion: Welcome to new board members |
| * Brief welcome given to the board
* Thank you for this year! We have done so much, whether you volunteered to help with an event or are a board member.
* Launched the outdoor classroom, new playground equipment, the play, the record breaking gala, added the special education rep.
* Quick intros, name and children’s grade levels, position on the board.
* Thank you to our presidents!
* Round of applause for our treasurer!
* Shout out to Executive board,
* Note that we are the fundraising arm for this school, all fundraising $ comes from the gala and the PTO
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| Action Items: | none |
| 1. Budget (Paula)
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| 7:35pm-8:22pm | Discussion: 2019-2020 Proposed Budget |
| * Budget passed around, see attached
* School spends about $34,000 a year on PTO sponsored events, we need to make sure we can cover that and special expenditures.
* Where do we want to get this money? Usually from the gala, 2019 raised $28,588
* Enrichment is #1 operating expense, $12,500 for enrichment, $8,000 for field trip buses.
* Dues only brought in $6240.
* PTO has minimized the number of asks of community.
* Total income for FY19: $44,865, Total Operating expenditures FY19: $33,570
* Question about holiday shopping? Can some prices be upped to make the events more profitable?
* We need to figure out our messaging, where do we want to focus making the money?
* We need to think about making it so everyone can participate.
* Holiday fair made less money this year because they purchased extra items, will be able to sell next year and profit.
* Paula- review of budget rules: no vote needed for certain budget items once budget is approved. We wrote 300 checks this year, board voted on a handful.
* Need to include mini-courses as an income item into budget
* Multicultural event place-holder in the budget, going to be a community event, not an income raising event, will rely on donations from families.
* Increased enrichment up to $14,000 for next year, for better on-site field trips.
* People in the community need to be aware of where there money goes and how much it costs to sponsor certain events.
* Question: Can PTO pay for field trips? Might be better than asking for small amounts from parents.
* Idea from Miss Gen to generate a Google Doc to check in about field trips and costs.
* Idea to get ahead of key communication points to get ahead of the issue to add to transparency. Periodic Updates.
* A goal of PTO to send out end of the year Recap: This is what your money paid for.
* Welcome back communication to be revamped, we are going digital!
* Point made: if you are not involved in the PTO you might not understand that the PTO is a separate organization, not sponsored by Westwood public schools, sponsored by parent contributions.
* Idea to have events that are at PTO member pricing and non-member pricing for people who don’t pay dues.
* Idea to “front load” account so parents can prepay for enrichment and field trips.
* We do have a cash-flow problem at the beginning of the year
* Idea for beginning of the year welcome, do a “commercial” to soften the vibe, throw out bits and make it funny.
* Idea to encourage new kindergarten families to pay dues: If you pay your dues, you get a t-shirt.
* VOTE: 2019-2020 budget approved with room to add mini courses, once details are finalized.
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|  Action Items:  | Paula and Mariam to work on numbers so that mini courses can be added to approved budget, Miss Gen to send out Google Doc to Downey Staff to check in about field trip costs per class and grade. Paula and board to implement approved budget during the 2019-2020 school year. |
| 1. Outdoor Classroom Update
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| 8:22pm-8:28pm | Discussion: Update |
| * We had our first build day last fall, 2018.
* We have before and after photos.
* A few weeks ago, girl scouts, parents, and students got together to enhance the space.
* 1st graders used the space for reading recently.
* Music classes used the space recently as well
* Our goal is to get to phase 2,
* Looking into an outdoor chalkboard and an outdoor stage
* We started as an outdoor garden, but have turned our goal more into making the outdoor area a usable classroom space.
* Next year: we do have people signed up for the committee – Katie Sechler, Jo-Anne Stanton, Patti Rockensies, and others will be helping us move forward.
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|  Action Items: | Committee to continue building up the classroom and enhancing the space so that we may move into phase 2. |
| 1. **PTO Information Brochure (Sudha)**
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| 8:28pm-8:35pm | Discussion: Review of PTO pamphlet and structure of our organization. |
| * Pamphlet handed out and reviewed, How we are organized.
* Review of executive board, teacher reps, grade level reps, special education liaisons all compose the greater board, help vote for large budget items.
* Roles and responsibilities of Grade Level Reps: pay dues, attend a minimum of 4 meetings, vote on large budget items, must co-chair or volunteer for events, work with fundraising committee.
* What makes a PTO member? All members of the community with students that are currently enrolled at Downey who have paid their dues. They receive access to the directory, can participate in volunteer groups, help organize PTO events, bring new ideas to the PTO
* Special education liaison ensures that we focus on inclusive events.
* Note from Sudha that majority of WHS seniors who wrote essays for Downey scholarship chose inclusiveness as the stand out value that they took from their time at Downey
* Pamphlet highlights accomplishments of 2018-2019 PTO
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| Action Items:  | Sudha to distribute pamphlets throughout the community so that new and prospective board members, and members of the Downey community are more informed of the roles and responsibilities of PTO board members.  |
| 1. **Mini Courses (Mariam and Liz P.)**
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| 8:35pm-8:50pm | Discussion: Update and who wants to join the team? |
| * Mini courses are introductory courses that are run at most of the elementary schools in Westwood.
* A great way to introduce children to new skills and activities they haven’t experienced.
* Courses will run 6 weeks, take place in building, after school 3:30-4:30,
* Parents will send a peanut free snack with their child
* Need a coordinator.
* Popular aide in building might be willing to be coordinator, also be responsible for checking in children and checking out children .
* 5 courses ready to go, cooking, hip hop, lacrosse, top science, Italian,
* waiting on final details with a yoga teacher, want to offer a wide age and skill variety, might be offered to different grade levels
* Mondays, Tuesdays, and Fridays – going to eliminate Wednesdays too many complications for the fall
* Alerted all participating vendors that we are an inclusive school, money from the program will take care on an aide, if needed
* teaser email to be sent to parents before the end of the year
* Projected max profit net profit: $4,970.00, total cost to run programs is $3180 (not including cost for aides, if needed).
* Registration to go through A to Z Connect, Can determine the amount of participants through this app, can be opened up manually
* One course per child, per family, waitlist will be time-stamped, first come first served
* Met with parents at other schools for feedback and suggestions
* Met with Diane about planning for classroom and field use
* Lacrosse is for both girls and boys
* Little chefs currently K-2, would be happy to change to 3-5 for the second session
* No up front cost to the PTO, need to meet minimum requirements to run programs, money for aides would come out of net profits.
* Diane needs to add new dismissal option to app.
* Back up care for extended day families: we are not going to do that for the pilot, this is an extra program, people need to make arrangements like they would for any after school activity.
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| Action Items:  | Mariam and Liz to finalize all courses and send out a teaser email to Downey community so they know it is coming in the fall. Mariam and Liz to find a coordinator and check with aide who has demonstrated interest. Committee to set up registration through the new app. Committee to send out registration late summer or early fall. |
| 1. **Play**
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| 8:52pm -9:10pm | Discussion: update (Sarah) |
| * Reached out to a company called Kidstalk, they do full service play, send 2 teachers, scripts, pizza party, t shirts etc., 2 public presentations, would likely need another date
* We need to collect payments and preregistration, need to provide 2 rehearsal spaces, someone for dismissal, ticket sales, staff and handle front of house duties, set up and break down of audience seats
* Can choose from 6 original scripted shows or work to create own, who is accepted into the cast 18-60 students, grades 3-5, 2 days a week, $250/per students, 10 week program, can propose grades 2-5, can put together a separate performance for K-2
* We would hire aides for students who need support
* Can we choose the timeframe when the play takes place?
* Next step to talk to them about the timeline
* Are we going to subsidize any of the cost to the Downey community?
* When do we want the show to be? Maybe the weekend after the Gala again
* There will be a contract.
* Another company called children’s stage adventures, will do a one week residency for 1-2 graders (also maybe for a mini course?)
* Would be great to have a 1 week course for students who can’t participate Tues/Thurs.
* Another option: 2019 Director (Ms. Colby) is interested in returning for next year too.
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| Action Items:  | Sarah and committee to decide which direction they want to go with for the play and to finalize details. |
| 1. A to Z Connect
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| 9:10pm-9:18pm | Discussion: New online registration for PTO sponsored events and directory |
| * All parents to have app on their phone which will highlight PTO events
* You can “shop” for your PTO dues, cannot access the directory until you pay your dues
* Play enrollment can also be “shopped” for
* Will streamline a lot of things
* Sign ups with be through the app
* Training to be June 12
* All communications will go through “virtual” backpack
* Going to pay the $300 for the paid version to avoid the pop-up ads
* How will we gather data for the app? Could send out a notification for parents to add their own data, or could sign a consent form.
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| Action Items:  | Beth and Mariam to dial in for online training on June 12. Board members to download app and try to figure it out with help. |
| 1. **Event Sign Ups**
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| 9:18pm-9:27pm | Discussion: Largest needs for volunteers |
| * We need help! The play, back to school picnic, Halloween/fall festival, multicultural event, outdoor learning center
* Question: Is there a marketing committee?
* Gala is going to be Saturday March 21st
* Darcy Petres to chair Halloween
* Please sign up to help chair and be on committees for our events that need committee members.
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| Action Items:  | Board members to fill in committee spaces where needed. |
| **PTO updates: Stay connected – Facebook, Downey Website Page** |
|  **Next Meeting: September 2019** |