



January 8, 2013 – PTO General Body Meeting Minutes

Meeting Commenced: 7:38 pm

Board Members Present: Cathy Gallinger – Treasurer, Disha Mahadevia – Treasurer, Mrs. Tsacoyeanes – Teacher Representative, Christina Pharo – Vice President, Ranjini Reddy – President.

Chairpersons Present / Parents Present: Rashmi Muralidhar, Sangeetha Ulman.

Welcome and Approval of September 2013 Minutes

Ranjini Reddy welcomed the group.

The minutes of the November meeting were presented for review and approved.

First motion to approve minutes – Christina Pharo.

Second motion to approve minutes – Mary Tsacoyeanes.

Treasurer Update

An update of the PTO budget versus actual and balance sheets was presented by Cathy Gallinger. The numbers are updated through January 7th. The movie night made \$391.95. The net cost of the Annual Appeal is at \$11,757.00. The expenses associated with the Annual Appeal were for the prices associated with the levels of giving that were given to people. The total income we have so far is \$21,968.61. We hope to raise \$42,000. Still to come is the Ice Cream Social which typically brings in \$5000 and the Coupon books which is estimated to bring in around \$2000. Even with the expected income of those and the other fundraisers remaining, we have quite a bit of money to make. The second letter for the Annual Appeal will be going out next week, i.e. the second week of January. The letter includes the information that Mary Tsacoyeanes gathered from the faculty on the role of the classroom teaching assistants. The letter also highlights the fact that we have only raised about half of what we need for the year.

Given that we are at only half of what we need to make, the PTO will need to think about at least another fundraiser. In this light Mrs. Bardsley has been trying to get a faculty and staff talent show together. The games night was clarified as being more a community based event more than a fundraiser.

Kindergarten Tours

Christina Pharo gave the update on the Kindergarten Tours. Christina reports that they are in good shape for the tours. This year, a 'walk through' has been created which will provide volunteers with a structure of the tour. Tours are on 4 dates starting on January 24th, 2014 with two tours each day. Volunteers are all set for tours. Kindergarten information night is at Conant on Tuesday, March 4th. Mrs. Tsacoyeanes also asked Christina to highlight the fact that classes will be in session during the tours.

Ice Cream Social

Sangeeta Shroff and Rashmi Muralidhar gave the update on the Ice Cream Social. The date has been confirmed for March 14th. The March 21st date (which was also reserved for the Ice Cream Social) will be released at Community Education. A "Save the Date" reminder will be sent out on the Newsflash and the date will be sent to post on the website. With respect to the classroom gifts, Denault Studio was explored as an option. However, the cost to make gifts through them would be prohibitive. Discussion followed and it was decided to look for stores like "Fire Your Desire" for the classroom gifts. Mrs. Tsacoyeanes will look into getting some other recommendations for classroom gift projects. Christina also suggested having a raffle for students to pick a new ice cream flavor to serve for the Ice Cream Social. This idea was received with great enthusiasm. Mrs. Tsacoyeanes added that this news can be disseminated through the student council to generate more enthusiasm. Sangeeta and Rashmi will let her know when the raffle is ready to go.

Acton Cultural Council Grant

Pam Nelson has applied for a grant through the AB Cultural Council for the Manguito performance for the K-3 grades. The grant was approved and we are waiting to hear the amount rewarded.

PTO Event Planning

a. Movie Night

The Movie night for the K-3 grades is being planned for April. This event is planned as a family event.

b. Coupon Books

Cathy mentioned that the coupon books will be delivered to the families the last week of January. Emails will go out to the teachers as well as the families to anticipate the books. Teachers will be asked to send any returned books to the office. After the two week preview period, room parents will be asked to reach out to any families who still need to return the coupon books.

c. Willow Book Night

Kathleen Little will be following up with Willow Books to confirm the date for Willow Books night. Generally this is scheduled for the last Wednesday in March (the 26th).

e. Scrip Cards

Ranjini gave the presentation on scrip cards that was put together by LouAnne Reynolds. The scrip program allows the PTO to make money on cards purchased through the program; proceeds may range from 4% to 14%. All other schools in Acton currently do this program. LouAnne will be getting ready to launch the program soon. Information on the program will go home in the backpacks as well as through online sources.

d. Assembly Program in May

Ranjini reported that the PTO is trying to find grants to apply to raise \$1000 for a cultural program from the Gallery of African Art. This would include an assembly, a month long display of African art in the school, and possible workshops with some classes.

f. Free Assembly – The Poetry Guy

The cultural committee of the Conant PTO is in the process of confirming a free assembly by Ted Scheu who is also known as "the poetry guy". Included in this program are also free workshops for two

classrooms. The possibility of having him work with an entire grade level will be explored once we have a confirmed date. Christina brought up the idea of a snack bar (as is done in Douglas) to raise money for the cultural committee. This led to more discussion. Mrs. Tsacoyeanes mentioned that the food for the snack bar is donated by parents which allows for a larger profit margin. Christina will be getting more information on how the program is run at Douglas.

OPEN Positions for next academic year

An email has been sent out to ask which chairs will continue the next academic year. There are many openings in the PTO board including vice-presidents, secretary, and volunteer coordinator. Of special concern is that Deb Malloy, who has been the backbone of the Naturalist program, will be graduating. Other open positions include a co-chair for Hospitality, NewsFlash coordinator, and class gift coordinator for the Ice Cream Social. Beth Ali will also be stepping down as co-chair of the craft fair after next year. A volunteer will be needed to be found as soon as possible so that he/she can shadow Beth this year. Beth mentioned that she will continue to stay on as the coordinator for set up and clean up for the craft fair.

Principal's Update

Ranjini gave the update for the Principal. Mr. Sugrue stressed the need for people to support the school budget when it comes to the vote at the Acton town in April.

Meeting Adjourned: Approximately 8:35 pm

First motion to approve January 8th 2014 PTO general body minutes – Andre Keenan
Second motion to approve minutes – Linda Vittum