



## November 21<sup>st</sup>, 2014 – PTO General Body Meeting Minutes

**Meeting Commenced:** 9:40 am

**Board Members Present for General Body Meeting:** Andrea Keenan – President, Jennifer Jones-Hodgson – Vice President, Amy Happ – Vice President, Disha Mahadevia – Treasurer, Padmini Narayan – Volunteer Coordinator, Ranjini Reddy – Secretary (AM), Loretta Crumlish – Teacher Representative, Mary Tsacoyeanes – Teacher Representative, Damian Sugrue – Principal.

**Chairpersons Present / Parents Present for General Body Meeting:** Michelle Brown-Droese, Tsang Zhang, Grace Knight, Sophia Park, Elise Calisi, Archana Iyer, Deanne O'Sullivan (school committee member).

### Welcome

Andrea Keenan welcomed the group.

### Acton Finance Committee

Margaret Busse and Bob Evans of the Acton Finance Committee spoke about the role of the finance committee in Acton. The talk was followed by a question and answer session.

### Approval of October 2014 Minutes

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

First motion to approve minutes – Christina Pharo

Second motion to approve minutes –Michelle Brown-Droese

### Treasurer's Report

Disha Mahadevia gave the treasurer's update on the two recent fundraisers. The craft fair and the book fair did very well this year. The profit for the craft fair was very similar to last year and any differences are mostly due to an increase in expenses. The bookfair also did well. The coupon book sale will be coming up in December. There are no expenses associated with this fundraiser and any money made will be a profit for the PTO. The direct appeal was introduced three weeks ago and 15% of the families have participated so far with a total of \$8,124. Paypal has been used by about 12 families.

### Fundraising

**Direct Appeal:** Disha mentioned that the second push for the direct appeal will going out soon. Mary Tsacoyeanes suggested that teachers could send out a request for the direct appeal. Andrea Keenan also mentioned the rewards for the levels of giving and hoped that this would help increase the donations at the end of the fiscal year.

**Book Fair Update:** Ranjini Reddy gave the report on the recent book fair. The fair made a gross of \$13,000 which represented a 5% increase from last year. Most of the expenses of the fair were associated with the book raffle. The book fair raised \$2900 for the leveled reading library and \$700 in scholastic dollars for the Conant library.

**Coupon Books:** Disha presented a new process by which it was hoped that the coupon books will be distributed and collected this year. It would entail the room parents playing a larger role in coordinating the process. The teachers would also need to have the collection boxes for the books in the classrooms and track returns. The plan met with approval and will be set in motion.

**Craft Fair:** Christina Pharo made a special mention of the extra effort and time that Beth Ali put into the craft fair this year. Although not usually done, a thank you gift card for \$50 to Not Your Average Joe's will be presented to her. The total profit from the Craft Fair was \$9,934. The custodial invoice is still pending.

### **Playground**

Michelle Brown-Droese gave the update on the playground. The playground was one of target areas for the grant team. Currently the PTO has \$7000 and the principal has earmarked \$40,000 for playground funds. The focus of the playground improvement will be the playground for the upper grades (4-6). The lower playground has been the focus of a nature's playground plan. The PTO also hopes to include additional swing sets for the lower playground in the renovation plans. Michelle also reported that a meeting will be scheduled with state approved playground contractors in the near future. In addition, the grants team will be reaching out to the Conant community to request for corporate donations. Deanne O'Sullivan suggested contacting a local lawyer, Danny Factor, who was well versed in ADA compliance issues.

### **Movie Nights**

Ranjini Reddy gave the update on the upcoming movie nights. The PTO has an annual movie license and is planning on holding 4 movie nights this academic school year. The first one, on December 5<sup>th</sup>, will be for grades K-2 and will not be a drop off event. The movie that will be shown is "The Muppets Most Wanted". The following Friday, December 12<sup>th</sup>, will be the movie night for grades 3-6. This will be a drop off event and parent chaperones will be needed. The movie that will be shown is "Journey 2: Mysterious Island". The movies will start at 6:30pm. Snacks will be sold at both movie nights. A discussion followed on different food/dinner options for movie night.

### **Games Night**

Ranjini Reddy gave the update on Games Night. Games Night will be on Friday, January 9<sup>th</sup>. This year, like last, games from the locally based company Gamewright will be available to test drive and for sale. There will be student and parent volunteers for the event. The PTO will make 50% on every game sold.

### **Principal's Update**

Damian Sugrue gave an update on the happenings at school.

1. Writing Rubrics. Over the past couple of years a writing consultant has been working with the teachers to develop writing rubrics that match the Common Core standards. At the recent professional day, teachers focused on using and scoring the rubric. The next steps will focus on other issues related to the writing prompts such as parent and student feedback checklists.

### **Miscellaneous Items**

Andrea Keenan mentioned that the nurses had attended a recent professional development seminar that they would like to share with the parents and teachers. It was decided that a good avenue would be during an evening PTO meeting.

Mary Tsacoyeanes, on behalf of the teachers and staff, extended thanks to the PTO for the snacks program.

Archana Iyer gave the update on the Kindergarten tours which will begin in the end of January. Volunteers will be needed for the tours.

**Meeting Adjourned:** 10:54 am

First Motion to Approve: Damian Sugrue

Second Motion to Approve: Disha Mahadevia

Minutes Typed By: Ranjini Reddy