



## March 19<sup>th</sup>, 2014 – PTO General Body Meeting Minutes

**Meeting Commenced:** 7:35 pm

**Board Members Present:** Cathy Gallinger – Treasurer, Disha Mahadevia – Treasurer, Mrs. Tsacoyeanes – Teacher Representative, Mrs. Crumlish – Teacher Representative, Damian Sugrue – Principal, Andrea Keenan – Vice President, Christina Pharo – Vice President, Ranjini Reddy – President.

**Chairpersons Present / Parents Present:** Rashmi Muralidhar, Sangeetha Shroff, Linda Vittum, Michelle Brown-Droese, Anu Krishnan, Anna Sater, Charlene Anestis, Ezili Mayo Joseph, Kathleen Little

### Welcome and Approval of February 2014 Minutes

Ranjini Reddy welcomed the group.

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

First motion to approve minutes – Ezili Mayo Joseph

Second motion to approve minutes – Mary Tsacoyeans

### Dr. Stephen Mills Presentation

Dr. Stephen Mills, superintendent of the Acton Boxborough Public schools, attended the PTO meeting to talk about the recent school budget process. The document may be found on the Acton Public School website. He also requested the Conant PTO to publicize the upcoming Town meeting and encourage parents to attend and support the school budget. Dr. Mills was accompanied by school committee member Kristina Rychlik.

### Treasurer Update

An update of the PTO Profit and Loss Budget versus actual sheet was presented by Cathy Gallinger. The income we have raised to date is \$35,750.57. We are hoping to raise \$42,000. Assuming the expected income of those and the other fundraisers remaining, we still have a deficit of \$6,679.43. We will continue the Annual Appeal and with the faculty and staff variety show, we should hopefully make up this deficit. On the expenses side, we have had expenses to the total of \$27,335.67. The total assets that the PTO has at present amount to \$114,637.07.

Cathy Gallinger also gave the update on the PayPal account that the PTO is attempting to set up. Currently, the company is verifying the PTO tax exempt status in order to give us the lower rate for non-profits. A copy of the PTO's tax exempt status letter has been mailed out.

### Festival of Cultures

Anu Krishnan gave the update on the Festival of Cultures which is a joint event with the Douglas PTO. The event takes place at the Junior High. One of the changes for this year is that the committee will be introducing bands that will be given to attendees. Using the bands, the committee would like to limit the audience to 500 which is the maximum capacity of the Junior High auditorium. Also this year ambassadors will also be asked to pay the admission fee to help make up the cost of the event.

### **Ice Cream Social**

Sangeeta Shroff and Rashmi Muralidhar, the co-chairs for the Ice Cream social, gave an update on the event. The Ice Cream social made a profit of \$6900 (accounting for expenses that are yet to be posted). \$4700 was made in entrance tickets and \$2200 on raffles. The classroom contributions amounted to \$1507.

### **PTO Event Planning**

#### a. Willow Book Night

Kathleen Little gave the update on the upcoming Willow Book Night event which will take place on Wednesday, March 26<sup>th</sup>. 15% of the sales on the day will go to the Conant PTO. Advertising for the event has begun with posters, articles through the newflash, and emails circulated through the room parents. Kathleen mentioned that she was still waiting to hear which teachers will be volunteering to read that night.

#### b. Movie Night: K-2

Ranjini Reddy gave the update on the Movie Night. The license for the movie "Frozen" was received. Snacks will be purchased for the event. Flyers were distributed to the grades and emails will be circulated. This event was not planned as a drop off event. The group recommended that families be allowed to bring older (and younger) siblings. The room parents will be informed of this decision.

### **Foundation Research Center Update**

Michelle Brown-Droese gave the update on the database at the Foundation Research Center. Unfortunately access to this database will cost \$179 per month. The database will allow a search of grant options from companies all across the United States. The advantage of the database is that it allows a search by specific parameters that will aid us to target grants that fit within our search parameters. Although this is not ideal given that grants change over the course of time, the group took a vote on paying for access to the Foundation Research Center for one month. The vote passed unanimously. Michelle will also be writing to the superintendent to see if the central office will purchase an account for a full year that all schools can access. She was also willing to give training to parents on writing the grants.

### **Principal's Update**

Mr. Sugrue gave a report on the happenings at school. The plan is to utilize part of the Enrichment Program profit money to purchase a new media system (with a screen) for the cafeteria. A Purchase Order has been put in. He is also waiting on an approval to spend a portion of the Enrichment Program money towards an updated and new 4-6 grade playground. If the approval comes through, the renovation will take place in the summer of 2014.

The 6<sup>th</sup> grade students took the PARCC online test. There were some technical problems as the test did not run on the new Macs at school. The issue is being looked into and should hopefully be fixed soon.

### **Open Items**

#### a. Open positions for the next academic year

Ranjini Reddy gave the update. The flyers for the PTO open positions will hopefully go out to the families next week. This gives the list of open chairs and volunteers at large positions for the next academic year.

b. Faculty and Staff Variety Show

The faculty and staff variety show will be on Thursday, May 8<sup>th</sup>. The PTO will also be contributing one item in the event. The PTO will also be in coordinating the ticketing, advertising, snack bar and volunteers for the event. The program will be in the evening for an hour.

b. School Committee Elections and Town Meeting in April

Ranjini Reddy gave the update. An email will be sent out to parents highlighting the need to attend the upcoming town meeting and to vote on the school budget. She also gave the report on the individuals who were standing for the upcoming school committee positions.

c. Addendum

Ezili Mayo Joseph brought up the matter of the school pictures and asked for a vote to be taken to continue with Coffee Pond for the next academic year. The group passed this decision unanimously.

**Meeting Adjourned:** 9:12 pm

First motion to approve minutes – Charlene Anestis

Second motion to approve minutes – Rashmi Muralidhar

Minutes Typed by: Ranjini Reddy