

Peter Noyes PTO Meeting Minutes

September 20, 2017

Attendance: Erica Endyke, Shonda Morris, Dana Attlan, Jen Spencer, Lisa Kouchakdjian, Anne Marie Boursiquot King, Maureen Alterio, Jen Fonte, Julie Jackson, Lisa Tilzer, Lucie St George, Erin Thalman, Bethany Shaw, Annette Doyle, Kristin Moffet, Gina Hatcher

Erica welcomed everyone to the first PTO meeting, and asked that we all review the minutes from the June 7th 2016 meeting. The minutes were approved.

SPS Update: Anne Wilson attended recent meeting---The bus was the main topic during that meeting---anticipated 3 weeks till buses were running on time and resolved.

Treasurer Report: Dana introduced this years treasurers: Dana Attlan, Mary-Michael Merhige and asst. treasurer Jen Spencer

- Division of labor: Dana and Mary-Michael handle the checks going out---Jen handles money going in.

Dana went over a few reminders for committee chairs:

- Reimbursements: forms are located in a bin outside the office if you want to submit a paper slip---It is preferred by treasury that you go directly through our PTO website---Checks should come directly through the bank and will be turned over as promptly as possible.

- There are links through the websites to help buy our directory and magnets---Noyes wear hopefully will go up as well---will not remain up full time due to needing time to order---Also please look online for Spooktacular, Octoberfest and other events to buy tickets.

- If a committee chair needs it we can create paypal buttons to make it easier to sell for events.

Committee Updates

Schoolkidz and Directory: (Lisa Valensi)

School supplies---A lot of issues with the supply kits this year

(Negative) Kits ended up being very late. The kits came a day before school started with no change in materials or increase in demand. Staples hired extra help to help resolve the issue. It is continuing to be resolved and students are continuing to get their supplies---i.e. Lysol wipes, 4th grade folders being the biggest error in delivery.

(Positive) delivered 352 kits---more than half of the kids participated in the kits---we get 10% back from the kits which is roughly \$2,000 back to the PTO---Due to the error, they are adding 10% back to us---which equals about \$4,000 back to the PTO. Lisa questioned whether we will repeat using the kits next year. The plan is to see what updates they implement. Jenn Lemire is planning on taking it over next year and is setup for an easy transition for next year---The kits are extremely convenient. The committee is planning for earlier ordering to hopefully to help ease with any issues. It was brought up if this will impact the kindergarteners. Lisa assured that it will not.

DIRECTORY: (Lisa Valensi) Lisa discussed the need for confidentiality in regards to the directory. Every parent has a right to confidentiality within Peter Noyes School. This makes the

directory difficult in attempting to get approval from each parent to be in the directory. Lisa is hoping to be able to do it through ASPEN. The parents will go on ASPEN and would hit a button that approves their child to be on the class list. Julie Williams is currently working on getting all the approvals from parents to be able to get a full class list into the directory. This, of course, is very manual heavy. Due to confidentiality issues this would have to happen every year. Hoping to work out the details in an easier way.

Kristin Moffet also mentioned that teachers are not allowed to give out student info for birthday parties etc. if they have chosen to not be apart of the directory. Teachers will have to set up a blind cc list for distribution. Kristin Moffet mentioned that less than 1% have said no.

Lisa said the system has been updated a lot and do a lot of things to help with the day to day running of the school and our PTO. **It can:**

1. Create a school store
2. Do amazon pay button
3. Promote them to buy a directory— this will automatically turn on your online directory for a year—
4. Generate a report on who bought what
5. Help room parents with a class list
6. Do Sign ups
7. Keep records for the parents as to what they signed up for and remember signups from past years.
8. Remind us and the school if CORI forms are up to date—
9. System has more speed and more power—
10. It has a new app –not a download web based app—through safari—can get it through your homepage—

Lisa said that she will still possibly sell directories at back to school night--- Directories should be here in October and the verification for the app should be here within the week. Lisa reminded that you must purchase a directory to get access to the app.

Due to Lisa Valensi stepping down from this committee, Erica suggested that a potential sub-committee be set up to help organize this for the PTO because of the magnitude of changes.

Back to School Night recap-- Bethany Shaw said it went really well and people seemed to really like having the food and the potluck.

Playground updates—Erica said the initiative is to update the playgrounds at all schools because a lot of them are not ADA compliant. Jean Nam is spearheading this and will be here hopefully at the next meeting to help update us. There was a school committee meeting on Monday and it did pass to improve the playgrounds. They are looking for grants and some fundraising will happen within the schools to help aid with the funding. Lucie St George and Lisa K said CIAC (capital improvement advisory committee) they help draft some recommendations and they decide whether any project in Sudbury has merit or not. The playgrounds were presented at CIAC meeting and they did support the district and the project. The district will do one playground a year (multi-year project) with Haynes being first. The money allocation will be \$275k for Haynes—with a total budget ask of \$964k for the 4 playgrounds. Lisa K. noted that the money is not coming from the school budget in any way. Playgrounds will fall under

Community preservation fund and tax dollars do go into this fund. These funds have been earmarked for some other projects and no direct plan for how funds will be obtained.

Many disabled students are not able to access the playgrounds at our schools. These updates will make the playgrounds accessible for all students. Playgrounds that are need of repair are continuing to be repaired, and repairs will not be delayed and are being fixed right away and safely. For example, Nixon playgrounds are closed for the week due to repairs—Sudbury approved recently \$25k for all the school playgrounds to be repaired.

Fall Book Fair (Jenn Fonte and Julie Jackson)—A lot of co-chairs were needed in years past. Typically, someone needs to be in the library the whole day for the entire week to help. Valerie Geary has agreed to help but she really needs more help. Additional co-chairs are needed. Julie questioned when would be the best time to run Book Fair. It is typically done in October and coincides with Creepy Café and Spooktacular. Julie is recommending that it would be done in November to give us time to get a few more co-chairs in place. Book Fair committee is hoping for the week before thanksgiving possibly. This is a tough week for Scholastic but they will give us priority to make that week happen.

Julie also discussed the need for a night event to be attached with Book Fair because 50% of the PTO profit is done during the evening event. Profit, typically, is over \$4k for the PTO with an average of 2 books per student.

Coin Drive—Coin drive is done in conjunction with the book fair. Library got almost \$1,200 toward library books for the school. Also, the student's class who brings in the most coins gets \$25 towards their class school library. Scholastics also matches the amount obtained to give to a school in need. Julie, spoke about possibly separating coin drive and book fair committee to help to ease the burden.

5th Grade Events (Creepy Café)—Robin Hernandez said that the flyers going are to go out for the Creepy Café along with Spooktacular. There will be 2 seatings for the creepy café and families will have to have advanced tickets to take part of the Creepy Café. New this year, there will also be a small table upstairs where you can get something quick to eat if you don't get a seating. Also, movie night is also a big fundraiser for 5th grade event. The committee is hoping to get a movie theatre in Maynard, for the event.

Spooktacular Jen Spencer said the SUG has gone out and they are still need of volunteers. The feedback from 2 years ago was that previous committee felt it would be better to scale Spooktacular down a bit to help with the chaos. Changes that will be made:

1. Book fair will not be involved
2. Creep Café will happen before the event, so they don't overlap.
3. The haunted house will be remove and there will be quiet area for crafts for children who don't like the commotion.

The committee stills need people to sign-up for:

- To take on a carnival game specifically for grades K, 3 and 4th
- Need people to help clean up—

- Need people for setup support—
- People are signed up for registration for the first shift and still need the 2nd shift
- Need a subcommittee for decorations—Possibly use of high school students who need volunteer hours.

Octoberfest: (Erica)Parent night only event. Tickets are \$55 at Wayside Inn- This is in replacement of auction. Auction will happen every other year. There will be raffles at Octoberfest and still working out the details with certain raffles that people have requested i.e. fast passes etc—No volunteers needed for this event.

Parent Education (Robin Hernandez) Always looking for help with this committee not a huge time commitment—typically do 2 or 3 events a year. Will be under way soon

Hospitality: (Joanna Garvin emailed update) Back to school dinner was a success. There will be a cookie swap in December. Hospitality will hold something small in October no volunteers will be needed.

Bingo Night: No updates

Yearbook: Charlotte Janigan and Robin are going to help out with it. Volunteers are still needed to help-- please contact Robin Hernandez if you would like to help. SUG is going to go out to help with grade level yearbook. There were a few issues with it this year. Yearbook Committee can't pull from last year's yearbook and are currently working out the kinks with it. In terms of confidentiality, parents wishing to opt out of photos etc. are directly contacted to get permission for their child to appear in the yearbook.

Open Positions

- a. Book Fair—Valerie Geary has volunteered—need a few more volunteers
- b. Fundraising—Carrie Ann Davis has volunteered
- c. Metco Parent Liaison— remains OPEN—

Meeting adjourned at 10:50am.