



Booth Hill School PTO General Meeting October 2, 2019 – 7 p.m.

Meeting Minutes:

1. Call to Order – Sara Wilbur
 - a. Call to order made by Sara Wilbur at 7:08pm
2. President’s Report – Sara Wilbur
 - a. Last year the PTO agreed to reimburse the school for the additional costs associated with the 4th grade field trip. The total cost of the trip was \$2,518 (Bus \$886 and Science Center \$1,632). Mrs. Keyes collected \$1,861 from the families and the PTO will reimburse the school \$657 for the remainder of the expenses.
 - b. Dr. Clouet will be joining us at our December PTO Meeting.
 - c. Mrs. S. is in the process of creating a wish list for the Fun Run money.
 - d. Mrs. Lussier is coordinating the “Look for the Good Campaign”. The cost of the project is \$500 and she was able to get a grant for \$300. The PTO has agreed to fund the remaining \$200.
3. Vice President’s Report – Lisa Twarog
 - a. Lisa asked attendees to remind parents to fill out all of the online forms for the class list, PTO emails, PTO membership, etc.
 - b. The next Breakfast Club Meeting is next Wednesday at 9:15am at Foccacia’s.
4. Treasurer’s Report – Gina Colgan
 - a. The total in all accounts (checking, savings, square) is \$22,887.02. This included the money from the Fun Run (\$8,126.61). PTO available funds remaining is \$14,760.41.
 - b. Income: Membership \$1,170; Opt-Out \$700; Buddy Grams \$505; Ice Cream Social (profits are still being calculated)
 - c. Expenses: Classroom Funds Expense \$9.03; PBIS \$140; Refreshments for Back to School Night \$59.56; Summer Reading Challenge Beach Party Expenses \$36.37
5. Principal’s Report – Dr. Zavodjancik
 - a. Update on Classroom sizes: Sunnyside (1st grade – 26) and BHS (3rd grade two 26-27) have the largest classes in the district.
 - b. Sara Wilbur inquired about the PTO purchasing mulch for the playground. Dr. Z indicated that if it is certified playground safe it can be done (though proper channels for funding). It must be



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laid immediately and cannot sit in a pile on the playground. Sara shared that the PTO has parent volunteers who are willing to spread the mulch.

- c. The back door of the school is being set up with swipe card access for the teachers and staff. All parents and visitors MUST enter the building through the front door by ringing the bell and using the intercom to present themselves to the main office staff.

6. Teacher Representatives – Mrs. Grabarz & Ms. Gaynor

- a. Mrs. Grabarz thanked the PTO for the PBIS banner. Sara Wilbur volunteered to take a photo of the banner and post on Facebook. This Friday is the first incentive with ice pops being awarded to the students who are being recognized.
- b. Ms. Gaynor asked if the PTO teacher membership enrollment was down. Lisa Twarog confirmed that there are 11 teachers registered so far.
- c. Ms. Gaynor shared that the teachers are in the process of setting individual goals for each student based on the results of the Math and Reading NWEA assessments.
- d. Ms. Gaynor shared that Dr. Z has agreed to sponsor a book club for the staff and the first meeting will be held on October 9th.
- e. Ms. Gaynor reminded everyone that conferences are coming up and that if a parent does not get a time slot or cannot make an available time slot, they should contact their child's teacher to make arrangements for a different time. Marcie Ames suggested that the PTO sponsor refreshments for the teachers during conference evenings. Sara Wilbur agreed to reach out to Rebekah Butler and Lauren Dilulio to coordinate.
- f. Mrs. Grabarz shared that the teachers will wear Booth Hill Clothing every other Friday to promote school spirit.
- g. Mrs. Grabarz suggested that the teacher representatives be given the emails of all the room parents in their grade. The Teacher Representatives are: Mrs. A (K); Mrs. Weber (1st); Mrs. Grabarz (2nd); Mrs. Flores (3rd); and Mrs. Cotter (4th).

7. Room Parent Coordinator – Sara Wilbur for Lauren Dilulio

- a. The Room Parents have been contacted and two meetings have been scheduled (Friday October 4th at 3pm and Monday October 7th at 3pm). The Room Parents will start planning the fall party and begin distributing the class lists. There are still many families that have not completed the online form to register for the class lists, so reminders will continue to go out.



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- b. Lisa Twarog shared that Isabel Cruz, the 4th grade Grade Level Parent, would like to do a theme for “thing one” and “thing two” for Halloween and have the kids and teachers dress in red with numbers and sayings on shirts. Mrs. Grabarz suggested we save that theme for Dr. Seuss Day.
8. Fall Fundraiser – Sara Wilbur for Brynne Nichols
 - a. \$3,012.42 is the profit so far from catalog sales. The online site is open through the end of the year and families can continue to purchase items.
9. Fall Social – Marcie Ames
 - a. The Pumpkin Carving/Decorating contest was a huge success in the past and we will be doing it this year. Two parent volunteers will be recruited to collect the pumpkins during the day on October 25th. Then the teachers will vote on the best pumpkin. The winners will be announced at the Fall Social that evening and then families can take their pumpkins home after the event.
 - b. Other Ideas include: Trunk or Treat, a Haunted Hallway, a Touch Lab, Candy Jar Guessing Game, Corn Hole and Ring toss
 - c. Haunted Hallway – In order to be able to do a Haunted Hallway, there needs to be a sub-committee to plan and execute the ideas. We will post on Facebook and the PTO website to solicit volunteers for the Haunted Hallway sub-committee.
 - d. Marcie asked about a fog machine and the PTO will have to check the insurance policy.
 - e. Pizza will be sold per slice or families can purchase a whole pie. Planet Pizza will provide pizzas for \$8 each. They also have Gluten Free options.
 - f. The PTO will be purchasing a new percolator for coffee for use at all future social events.
 - g. The day of the social is a half day and Marcie asked if she could enter the school early to set up, she was given permission to do so.
 - h. Marcie asked if there was a resource for student volunteers and Lisa Twarog shared contact information.
 - i. Marcie also indicated that she will not be able to complete the building use form. Sara Wilbur will take care of this.
 - j. Sanna Jacobs has been looking into raffle prizes for the Trunk or Treat so Marcie is going to ask her if she would be willing to take over the coordination of the trunk or treat portion of the social.
 - k. Sara Wilbur reminded everyone that all payments and registration are online now.



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- I. Marcie asked to have an understudy to shadow her with the intention of taking over the event next year. We will post on Facebook and the PTO website to ask for volunteers.

10. Box Tops – Sara Wilbur for Rebekah Butler

- a. The PTO has a new “Box Tops Mailbox” for the paper box tops. Parents will be asked to put the paper box tops in an envelope or zip lock and mark clearly with their child’s name and teacher. Children can place them directly in the “mailbox” when they bring them into school.
- b. Going forward all box tops will be collected electronically through the app by scanning your grocery receipt.
- c. The PTO has purchased some prizes to give out to the top collectors.

11. Book Fair – Sara Wilbur for Joanne Parkosewich

- a. Jessica Myers and Sarah Goulart will be co-chairing the event with Joanne Parkosewich. Teachers will all be given \$100 each of Scholastic dollars. The Book Fair will start on November 4th.

12. After School Programs – Megan Sanches

- a. Eight programs have been set up including two new programs: yoga and soccer. Remaining Programs include: Crossfit, Zumba, Mad Science, Giggling Pig, Coding Ninjas (two programs at the same time 1st/2nd and 3rd/4th) and Bring the Hoopla.
- b. Programs run from November 4th through December 19th. Classes will be held M/W/Th, and there are no classes Thanksgiving week. Registration is due by October 28th and are first come first served. Some programs require a minimum number of registrants and may be cancelled if they do not reach that minimum.
- c. Sara Wilbur discussed putting the registration process online. The goal is to set it up using Square and cap the limits for sales for each program.

13. Apparel Sale – Maria Massaro

- a. Contacted Shelton Printing – Hoodies and long sleeve shirts are best sellers. Indicated that BHS had too many items last year and suggested narrowing it down. Sara Wilbur indicated that the water bottles had a minimum quantity and we had to order 200 last year. There are leftovers that we can sell this year. Maria will go to the shop to discuss details next week.



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- b. Contacted Custom Ink – The lady was very helpful and gave lots of suggestions. Hoodies have a minimum of 20. Maria and Custom Ink discussed reusable shopping bags as an item that would likely sell well. We agreed that we would like to do BHS re-usable bags.
- c. It was discussed that we may use both Shelton Printing and Custom Ink to order the various items.
- d. Gina Colgan is going to look up the sale history from last year and give the details to Maria.

14. Community Outreach – Sara Wilbur for Kerry Turner & Dana Wirth

- a. The coat drive is ending this week and the food drive will start October 14th and run through November 1st. As in previous years the items will be categorized by grade so a variety of donations are collected.

15. Yearbook – Alexis Adams

- a. Alexis would like to organize a meeting for all interested volunteers, which will be posted on Facebook and the PTO website.
- b. Alexis asked Dr. Z who to reach out to get all the staff lists and student lists – Lori McKeon is the contact.
- c. Alexis currently has all the extra copies of past years yearbooks. She will bring them in to store at the school.
- d. Alexis asked who would coordinate the T shirts for the 4th grade photo. Sara Wilbur suggested she contact Isabel Cruz who is the 4th grade Grade Level Parent. It was decided that sizing will be done at parent teacher conferences.

16. General Comments/Questions

- a. Marcie Ames asked if there were subsidies for all teaching staff. Sara Wilbur confirmed that all staff including the school nurse and specialists are included and are entitled to PTO funding to go towards out of pocket expenses incurred for supplies used in classrooms and directly for students.

17. Adjournment: Meeting adjourned at 8:33pm