



Booth Hill School PTO General Meeting November 6, 2019 – 7 p.m.

Meeting Minutes

1. Call to Order – Sara Wilbur
 - a. Call to order made by Sara Wilbur at 7:06pm
2. President's Report – Sara Wilbur
 - a. The Boo Bash was very successful. Sara thanked Marcie Ames for all her great work.
 - b. The funds from the Fun Run have been spent. Mrs. S created an Amazon wish list for new equipment for the gym including large floor fans that are working out very well. The Board of Ed also approved that a portion of the funds be used to purchase 3 Chromebooks. Mrs. S will use the Chromebooks to demonstrate exercises and activities as well as for score keeping.
 - c. Mrs. L requested to purchase microphones for the school. The Executive Board approved the purchase amount of \$115. Mrs. L will provide the invoice.
 - d. Mr. Marino (a Booth Hill parent) and his company AST (Advanced Security Technologies) donated time and resources valued at over \$6000 to have additional security equipment installed for the front entrance of the school. There will be double locking entrance doors that will greatly improve the safety and security of the school.
3. Vice President's Report – Lisa Twarog
 - a. A reminder to parents about Buddy Gram Purchase: When you purchase a buddy gram please be sure you fill out the form on the PTO website and make the payment through the Square website.
 - b. The next Breakfast Club meeting will be held next Wednesday, November 13th at 9:15am at Foccacia's.
4. Treasurer's Report – Gina Colgan
 - a. Income to Date: Ice Cream Social \$517.91, Membership \$1,455, Opt-Out \$1,050, Buddy Grams \$735, Fall Fundraiser \$2,665.36, Boo Bash \$712.14
 - b. Past Months Expenses: Box Tops Prizes \$21.26, Miscellaneous (Coffee Pot & Bins for PTO Storage Closet) \$117.21, Classroom Funds (Halloween Craft) \$236.21, Fun Run Purchases \$7,890.64, Square Fees \$525.11, Look for the Good Campaign (PBIS) \$200



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- c. There is currently \$3,567.87 in checking, \$3,743.74 in savings and \$19,421.08 in Square, for a total of \$26,732.69. The Afterschool Programs costs are \$6,756 and have not been paid for yet. With this line item removed the balance is \$19,977.69.
5. Principal's Report – Dr. Zavodjancik
 - a. Dr. Z did his presentation on the school's performance metrics.
 - b. A question was asked about new procedures with coming into the school. Visitors must always sign in at the main office and should only be in the location of the school to which they are granted permission. Visitors for PTO purposes can check with the office if a specific day and time is more convenient for school use.
6. Teacher Representatives – Mrs. Grabarz, Ms. Gaynor
 - a. The classroom Halloween parties were a huge success and the volunteers and donations were very appreciated.
 - b. Ms. Gaynor expressed concern over the communication with parents who have not signed up to be on the class list. Her class currently only has 9 students/families signed up, therefore the remaining families are not getting the party information. Lauren Dilulio suggested that each Room Parent create a Sign Up Genius for each party and then forward to classroom teacher. Then the teacher can send an email to all the parents through Infinite Campus. Dr. Z approved this procedure. Lauren will communicate with the Room Parents regarding the updated procedures.
 - c. Mrs. Grabarz thanked the PTO for all the donations to the Physical Education Program. She indicated that Mrs. S and Chrissie Wilson are planning the 2020 fun run in April.
 - d. Mrs. Grabarz thanked the PTO for the generous donation to the classroom teachers of \$100 each.
 - e. Mrs. Grabarz and Ms. Gaynor also thanked the PTO and Rebekah Butler for the refreshments provided the morning after Parent Teacher conferences.
7. Room Parent Coordinator – Lauren Dilulio
 - a. There is low participation in the class lists.
 - b. There is a concern over allergies and class lists. Lauren requested that allergy information is kept private and is removed from the Class List Form on the PTO website. She suggested that the



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Room Parent communicate with the teacher to find out the allergies that are in the class. It was agreed that this was a good idea.

- c. The Fall classroom parties were a success.
 - d. Lauren will update the Room Parents about the change in communication with parents. Room Parents will be advised to create the Sign Up Genius for each classroom party (and include all information as well as their contact information) and send it to the classroom teacher who will then send it out through Infinite Campus. She will also let the Room Parents know to communicate directly with the teachers about allergies in their individual classrooms.
 - e. Lauren asked Alexis Adams about uploading photos from class parties. Alexis is in the process of getting the actual yearbook website set up so photos can be uploaded directly, rather than using a service such as Shutterfly.
 - f. Alexis Adams will have table set up near the fourth-grade classrooms on Parent Teacher conference night for parents to choose sizes for their children. The remaining t-shirts will be sized in the classrooms possibly by the room parents.
8. Book Fair – Jessica Myers
- a. The book fair has been extremely busy and will be open until the end of the week.
 - b. Sara Wilbur shared a Scholastic Catalog of items available outside the book fair that can be purchased using Scholastic Dollars. She gave it to Ms. Gaynor and Mrs. Grabarz to share with teachers.
9. After School Programs – Sara Wilbur for Megan Sanches
- a. Started this week and all seems to be going well
10. Apparel Sale – Sara Wilbur for Maria Massaro
- a. We will have both Booth Hill and Shelton items for sale. The flyer will go out this week.
11. Community Outreach – Sara Wilbur for Kerry Turner & Dana Wirth
- a. Toys for Tots will be our next Community Outreach program. Flyers will be going home and will be shared on the PTO Facebook page and PTO website.
12. Santa Visit – Sara Wilbur for the Boy Scouts
- a. Friday December 13th from 6-8 pm. Theme ideas include “Cookies with Santa” or “Polar Express”. There will be activities for the kids including cookie decorating, games, and photos



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with Santa. The Boy Scouts will be running the event and collecting the entrance fees as a fundraiser for the troop.

- b. The PTO will still be running the Vendor Fair and a 50/50 raffle. Sanna Jacobs is in charge of the Vendor Fair and is working on coordinating with various local businesses.

13. Additional Committee Chair Updates

- a. Box Tops – Rebekah Butler
 - i. \$305.90 worth of paper Box Tops were mailed in for the fall. The submissions through the app as of November 1st was \$122.00. Total to date is \$427.90 for 2019/2020 school year. Spring of 2019 will also be cashed out for the amount of \$329.40.
 - ii. Paper Box Tops will still be accepted through 2023, but they will be phasing out printing them on eligible items. As long as the Box Tops are on the items you can get credit for scanning your receipt and for clipping the paper Box Top.
 - iii. Brynne Nichols shared some extra items from the Fall Fundraiser that can be used as prizes for the next Box Tops contest.

14. New Business

- a. Dr. Clouet was planning to attend our December meeting but needs to reschedule because of an awards ceremony the same evening. We are hoping to have him join us at our January meeting.

15. General Comments/Questions

16. Adjournment: Meeting adjourned at 8:02pm