



**Booth Hill School PTO General Meeting  
June 5, 2019 – 7 p.m.**

**Meeting Minutes**

1. Call to Order/Approval of Minutes – Sara Wilbur
  - a. Call to order made by Sara Wilbur at 7:06 p.m. and minutes approved by Alexis Adams and Michele Fernandes.
2. President's Report – Sara Wilbur
  - a. The Board of Education approved our donation of \$7,250 for the teachers supplies for the next year.
  - b. Mrs. S. bought some supplies with the Fun Run money for Field Day.
  - c. Sara thanked Debbie Alain for donating her time and the purchase of more flamingos to make Flocking such a huge success.
  - d. The PTO is still seeking volunteers for the following positions for next year: Cultural Assemblies, JA in a Day, Book Fair, Back to School Social, Fall Social, Apparel Sale, Birthday Buddy Gram and BJ's Fundraiser.
  - e. Sara requested that all current Committee Chairs to please submit their Procedures of their duties to Sara Widomski to help the new Committee Chairs for next year.
3. Vice President's Report – Lisa Twarog
  - a. The website was updated with all open positions still needing a committee chair.
  - b. The Breakfast Club will be held on Friday, June 7<sup>th</sup> at 9:15 a.m. at Focaccia's.
4. Treasurer's Report – Gina Colgan
  - a. The PTO has \$23,990.32 currently in the account.
  - b. The income for this last month included the Buddy Gram for \$10, \$126 for reimbursement for bounced checks, Flocking made \$2,141, Fun Run brought in \$8,126.61 after fees and expenses, Plant Sale received \$954.02, Box Tops brought in \$364.30, Amazon Smiles brought in \$22.47, Ninja Event made \$487.79 and BJ's Membership made \$150.
  - c. The expenses this past month include TAW for \$785.30, Paper \$65.99, Teacher Supplies \$7,250.
  - d. In order to close the books for this school year, Gina is still waiting for the final numbers on Field Day, EOY Picnic, 4<sup>th</sup> Grade Field Trip and 4<sup>th</sup> Grade Celebration.
5. Principal's Report – Dr. Zavodjancik
  - a. Nothing to report.
6. Teacher Representative – Ms. Gaynor, Mrs. Grabarz and Mrs. Atkinson
  - a. Mrs. Atkinson thanked the PTO for all the teachers, they are very grateful for the funds the PTO donated towards supplies for next year.
  - b. Mrs. Grabarz inquired about which volunteers were coming in for the last day of school and wanted to know if the front office new who was coming. Lauren Dilulio informed her that Sign Up Genius should have gone out to all the parents and they were able to volunteer to



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come in for the last day of school. She also informed them that with classroom funds received at the beginning of the year, the PTO is purchasing Pizza, chips, water, juice boxes, popsicles, apple slices, plates and napkins this year for the last day of school.

- c. Mrs. Grabarz announced that Mrs. Atkinson received Teacher of the Year for the entire District.
7. End of Year Social – Michele Fernandes and Marie Tillson
  - a. Michele informed us that it will be \$10 per person, three-year old and younger are free. It will be held on June 14<sup>th</sup> from 6pm to 8pm. She is still seeking volunteers for the games, please check the Sign Up Genius.
8. Room Parent Coordinator – Lauren Dilulio
  - a. Fourth Grade Celebration
    - i. Michele Fernandes inquired about what food was being supplied by the PTO for the 4<sup>th</sup> Grade Celebration, Lauren informed her Erin Bukoski, Tanya Cooper and Kelly Calandro are the contacts for this event who can answer any questions. The PTO does have a budget to help supply the 4<sup>th</sup> Grade Celebration.
  - b. End of Year Celebrations
    - i. Lauren informed us the PTO is purchasing pizza, chips, water, juice boxes, popsicles, apple slices, plates and napkins this year's celebrations for the last day of school.
    - ii. The grades will have a craft or games to play during their celebration.
    - iii. Every grade has a parent signed up to pick up the pizza for the last day of school except the 4<sup>th</sup> grade.
  - c. Lauren inquired about next year's role as Room Parent Coordinator, she would like to make some changes. It went back and forth about if we should bring back the Grade Level Parent or have a Lead Room Parent for each grade. It was decided to have only one Room Parent next year for each classroom. The teachers that were present gave their input and it will be discussed further later. She is going to add the Room Form to the Authorization Packet that is distributed the first day of school. It was talked to separate the Room Form from the Room Parent Request Form and have it list all responsibilities.
9. Additional Committee Chair Updates
10. New Business
  - a. The Nominees sworn in for the 2019-2020 school year were: President, Sara Wilbur; Vice President, Lisa Twarog; Treasurer, Gina Colgan; Secretary, Joanna Brooks; Teacher Representatives, Mrs. Grabarz and Mrs. Atkinson; Room Parent Coordinator, Teacher Appreciation, Bus Safety Day, JRH/Field Day, Lauren Dilulio; Yearbook, Alexis Adams and Eblast/FB, Kim Saginario.
  - b. Only nominees that were present at the meeting were sworn in for their roles for the following year.



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11. General comments, questions or concerns.
12. Adjournment – Motion to Adjourn made by Sara Wilbur at 8:24 p.m.