



Booth Hill School PTO General Meeting October 3, 2018 – 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.
 - b. Approval of minutes for last meeting was made by Andrea Onofrio and Magda Thompson.
2. President's Report – Sara Wilbur
 - a. John Calhoun inspected the building for the water cooling stations and does not foresee any issues installing the 3 we asked for, he is currently seeking better pricing and proceeding to install for the fall.
 - b. The Coat Drive which is run by Dana Wirth and Lynn Hicks is starting next week and will begin on October 8th and end on October 26th.
 - c. We spoke with Mrs. Burns and Mrs. Douglass regarding the Beach party which was held on October 2nd and the PTO has offered to pay for the items that were given out at the party.
 - d. The PTO Executive Board just met with Mr. Chavez regarding the Spirit Sticks, and the PTO has also agreed to purchase the Spirit Sticks this year and we are going to be working him to get those purchased which will be given out during the year.
3. Vice-President's Report – Lisa Twarog
 - a. Committee Chair Responsibilities
 - i. We have updated our Policies, which are on the PTO Website and will be sent to each committee chair via email. If you have an event the document will detail for you on what you will need, timing, where you need to send the information, and the forms that need to be filled out.
 - b. PTO Funds Protocol
 - i. On each table the new updated Funds Protocol was distributed and is also on the PTO Website. You will need to contact and meet with an Executive Board member to count funds; the funds will no longer be leaving the school until verified. The funds will then be counted by both the Executive Board member and Committee Chair, the funds will be placed in a sealed envelope with a deposit slip and either the Executive Board member or the Committee Chair will deliver to Gina Colgan. From this point forward, we will only be accepting check or online purchases.
4. Treasurer's Report – Gina Colgan
 - a. Gina presented that the PTO currently has \$20,494.81. The big things that have happened since last month is the Ice Cream Social, we raised \$591.22, we collected Membership Dues which totaled 2,075.00 and Opt-Out Fundraiser raised \$2,605.00. We have opened another savings account since last month, which is specifically for Classroom Funds and will be a separate account and not part of the PTO Account. Reimbursement will be done online through our PTO Website and we are using Bill Pay through People's Bank.



**Booth Hill School PTO General Meeting
October 3, 2018 – 7 p.m.**

- b. PTO Cash Box Request
 - i. When a Committee Chair needs a Cash Box for an event they are running, the cash box request form is on the PTO Website, that you will need to fill out and Gina will be sent the request through her email.
- 5. Teacher Representatives – Mrs. Grabarz
 - a. Thanked the PTO for contributing to the Beach Party and Mrs. Burns was very thankful.
 - b. Mrs. Grabarz also thanked the PTO for providing refreshments and snacks at the Back to School Night.
 - c. Mrs. L. came to the Board meeting tonight and presented the need for new equipment for Music Special. The sound system is 12 years old and she currently has a sound system with 4 corded microphones and speakers which need to be replaced. She is asking for two speakers for the stage, one boom stand which will reach the children and 1 to 2 regular microphone stands. She currently has Behringer speakers and they need to be powered speakers. She will do some research to see the cost of the equipment she is requesting.
- 6. Principal's Report – Dr. Zavodjancik
 - a. Dr. Z. shared that each parent today should have received a Universal Screen Report Assessment. The report has multiple indicators and K-2 report has a similar report, whereas the 3-4 graders Math Report is different. This screening is done 3 times during the year, September, January and either in May or June. Parents were given a percentile of where your child scores amongst the other students. So, if your child is in the 60%, he or she is 60% higher than other students. This report is used to help teachers evaluate how they need to proceed in their classroom.
 - b. Dr. Z. also expressed ways parents can do their part to help improve their child's scores. To help with Literacy, a child reading every night for 20 minutes, and try challenging your child with a harder book. For Math, practicing skill is the most important; using one of the online programs, like, Symphony Math, IXL Math or Khan Academy.
- 7. Book Fair – Andrea Tatalias
 - a. Andrea reached out to the representative of Scholastic Books. We currently have \$3,660.75 in our account. If we requested the funds in a form of a check we would lose half of our money. We usually make around \$7,000 every year. We usually give 20 teachers \$100 to spend, which totals \$2,000. We buy Birthday Books with these funds, which are distributed to every student in the school in the month of their birthday which comes to around \$1,000. We also use the money for One School, One Book we spend around \$250.00.
 - i. We should have \$450.00 going into next book fair. Andrea brought in the Scholastic catalog, which offers STEM items, indoor recess items, she also suggested giving students without money for a book, some money to get a book.
 - ii. Families receive a 20% discount.



**Booth Hill School PTO General Meeting
October 3, 2018 – 7 p.m.**

- iii. E-Wallet is a cashless online system that parents can use instead of sending in a check or cash to purchase books. They can add money to their E-Wallet and students can purchase books. Once the Book Fair closes any remaining funds in their E-Wallet will be reimbursed to them.
 - iv. We also have Bonus Money of \$105.00, which holds an expiration date of October 15th. We agreed to give this money to Mrs. Clark for the library.
8. Box Tops – Given by Lisa Twarog for Stacy Andrejczyk
- a. There will be four collections this year and the first collection will be starting very soon.
 - b. We have a new traveling trophy, that will be an incentive program that will be given to the class who raises the most Box Tops.
 - c. Stacy has also included a new flyer this year which will be not only for BHS parents but a flyer that we can give to family members, neighbors or co-workers.
 - d. A Girl Scout started a Box Top drop box in the community center and Lisa went today and picked up the Box Tops which she stated the box was very full.
9. Fall Fundraiser – Brynne Nichols
- a. The fall fundraiser is closed officially but the website for the Mixed Bags Fundraiser will be available for online purchases until December 31st and any online orders will be sent to the school.
 - b. With just under a 100 students' participation, we spent \$12,000 and from that the PTO raised \$5,600.
 - c. Once the order is paid it will take 2 to 3 weeks for shipment.
10. Fall Social – Jess Greekwood
- a. The theme this year is Ghostbusters. There will be a Slime Making Table, a Goo Lab behind the stage, a Marshmallow Puff Man making station, Haunted Hallway and Trunk or Treat outside.
 - b. The event will be held on October 26th from 6pm to 8pm.
11. Fun Run – Chrissie Wilson
- a. The event will be held on April 7th at around 8am.
 - b. Chrissie is considering holding the event at the Track at the Shelton High School. There may be a fee but she is going to see if she can get it waived.
 - c. Chrissie found out that a Police Officer and Fire Marshal will not be needed at this event.
 - d. She is using The Get Movin' Crew which helps schools hold Fun Runs, they usually bring in around \$30,000.
 - e. She also reached out to the Gym teacher who is coordinating with the Run Club and to help with the Fun Run.



**Booth Hill School PTO General Meeting
October 3, 2018 – 7 p.m.**

12. Membership/Opt-Out Fundraiser – Magda Thompson
 - a. Most families have submitted their membership dues and it has slowed down. Magda is going to check with Mrs. Gall for any more checks. She did receive cash but they were given by the teachers which was even before school started.
13. Room Parents – Lauren Dilulio
 - a. Lauren will be sending an email tomorrow and/or posting on Facebook regarding room parents volunteer, currently we need one more volunteer for Ms. Lussier, one more for Mrs. Meehan, one more for Ms. Miller and one more for Mrs. Keyes.
 - b. The first room event will be for Halloween which will take place on Halloween.
14. Additional Committee Chair Updates
 - a. Yearbook – Mindy Jose
 - i. Mindy informed us she will be holding a meeting tomorrow night at Calaroso. She currently has 5 people going. She is hoping to break up the yearbook into different groups so it is not to overbearing for one or two people.
 - ii. Mindy is also in charge of the T-Shirt signing for the 4th graders and all the 4th graders have signed except 3. She is hoping the 4th grade picture will take place in the next few once the t-shirt is signed by all.
 - b. Cultural Events – Andrea Onofrio
 - i. Andrea went to an expo last week which was informative. She is currently considering a Hip Hop Group for the end of November. She will then have another event in February and then at the end of May. She is also going to see if the SIS Jazz Band will come to the school at the end of the year again.
 - c. Afterschool Programs – Megan Sanches
 - i. Megan has all the programs set up for fall, it will start on November 8th and end the week of December 17th, and will run on Monday, Wednesday and Friday, from 3:50 p.m. to 4:50 p.m., the forms will be going home next week.
 - ii. She asked Dr. Z. if Master Jang from Taekwondo can have an assembly for the school that will run for about 30 minutes, he said he would get back to her.
15. New Business
 - a. Breakfast with Santa
 - i. There is no Father's Club this year and we are still seeking someone to chair this event, it will be held on December 8th.
 - b. Special Lady and Son Event
 - i. We are still looking for ideas for this event and need a person to chair. Magda Thompson agreed to Chair this event.
16. General comments, questions or concerns.
17. Adjournment – Motion to Adjourn made by Sara Wilbur at 8:19 p.m.