



Booth Hill School PTO General Meeting September 5, 2018 – 7 p.m.

Meeting Minutes

1. Call to Order – Sara Wilbur
 - a. Call to order made by Sara Wilbur at 7:11 p.m.
2. President’s Report – Sara Wilbur
 - a. The Principal, Dr. Z, and the Executive Board were introduced by Sara and all additional attendees introduced themselves. Sara provided the following updates.
 - b. There is a new PTO website that Lisa Twarog will present later in the meeting.
 - c. The Calendar of Events for the upcoming year is listed on the back of the agenda. There will be a new fundraiser this year called Mixed Bag Designs. A Sweetheart Dance is planned for girls and gentlemen in February, and we are looking for ideas for an event for boys and ladies. We are planning a Fun Run that Chrissie Wilson is helping to organize.
 - d. Over the summer, the PTO purchased 30 Chromebooks for the school and two iPads for the Library. The new librarian, Andrea Clark, was introduced. Additionally, 34 fire extinguishers were purchased for each room in the school and Ben Trabka, the Security Officer, will conduct training for all the teachers.
 - e. Membership is now a flat rate of \$20 while in prior years it was a tiered rate. We reviewed the insurance policy for the PTO, and in order to maintain its eligibility, each member should be paying \$20. Historically, parents paid more than \$20, so we felt this was an appropriate amount.
 - f. Opt-Out Fundraiser is also a flat rate of \$50 this year. It is designed for parents who choose not to fundraise but still contribute to the school.
 - g. In accordance with our Funds Protocol Policy, we will not accept cash payment for events, only checks and online orders. Cash will be accepted during events to purchase items.
 - i. Andrea Tatalias asked a question regarding whether cash will be allowed at the Book Fair, to which Sara responded that the Executive Board will discuss and provide an answer. Andrea Tatalias stated that Joanne Parkosewicz will be helping her with the Book Fair, and suggested we may need to change the spring dates as it is the week after Spring Break. Dr. Z mentioned the school would be open during the break if we needed to set up the Book Fair.
3. Treasurer’s Report – Gina Colgan
 - a. Gina referred to the budget report and mentioned that ‘Income’ is on the top and ‘Expense’ is on the bottom.
 - b. To highlight a few income items this year, the Fall Fundraiser is Mixed Bag Designs and a few other items were added including the Sweetheart Dance and Fun Run.
 - c. Some of the expenses added this year are for the fire extinguishers and water cooler and bottle filling stations.



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- d. Reimbursement for expenses from an event will be much easier by requesting reimbursement through our new website. We now have Bill Pay through People’s Bank and therefore you should receive your check within 4 to 5 days.
 - e. Each event will be added to the Square Up site for online payments.
 - f. The PTO has a surplus of approximately \$16,000. We need to keep some funds on hand, but are looking into spending these funds on items including the water cooler and bottle filling stations.
4. Principal Report – Dr. Z.
- a. Dr. Z. welcomed everyone back to the new school year, and stated that buses are usually an issue in the beginning of the year, but the runs appear to be happening fairly quickly this year. Dr. Z mentioned there are new drivers learning the routes, and yesterday some buses were taking longer than he expected and he apologized for that.
 - i. Dr. Z does not leave the building until he receives a ‘Clear Call’ and every child has been returned to their caregiver, and if not, he makes the appropriate calls to make sure each child is returned.
 - b. Dr. Z thanked both the old and new Board for all their contributions, and also thanked the Beautification Committee, and Chair, Allison Pannella, for weeding the front and planting new plants. Ms. Gaynor commented on how beautiful it was to walk into the building this year. Dr. Z put in a request for wood chips.
 - c. There were a number of new staff changes in the building: Andrea Clark is the Librarian; there is a new Third Grade teacher, Miss Miller, from Trumbull and she replaces Mrs. Douglass who served that role for about 20 years and is now the new Math Specialist; we have a new first grade teacher Mrs. Lussier who used to work at BHS and came from Sunnyside; there are a number of new tutors; we have a new nurse, Ms. Collins, who has a decade of experience in emergency care; and there were a number of teacher switches.
 - d. Questions around security come up every year, and Dr. Z said each teacher is trained and trains the students on the drills. The doors are also locked and you need to ask to come into the building and wear a visitor badge. There has already been a fire drill and there will be another one soon.
 - e. You can follow Dr. Z on Twitter @BoothHillSchool
5. Teacher’s Report – Ms. Gaynor and Mrs. Grabarz
- a. Thanked the PTO for the new Chromebooks
 - b. They are very thankful for the back to school luncheon and thanked Marie Tillson for coordinating.
 - c. Thanked the school for the purchase of the fire extinguishers



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6. New Website – Lisa Twarog
 - a. Sara Wilbur thanked Lisa for creating the new PTO website, and Lisa thanked her brother who works for Computer Programming & Systems, Inc. (CPS) in Monroe who paid for all the fees for the website for the next few years.
 - b. Lisa provided a demo of the entire website and showed how easy it is to get all the information pertaining to the PTO, which includes but not limited to; all committee chairs for the PTO, meeting and event dates, how to submit reimbursements for events and vendors, reminders, the volunteer form, and a way to contact the PTO with any questions.
7. Committee Chair Expectations – Sara Widomski
 - a. Our goal this year is to make everything easier and we are asking all the current Committee Chairs to develop an outline/checklist of any committee they are running. This will ensure each member in the future who is taking over the role will have a guideline to follow to help improve the process, and we are not constantly starting from scratch. For example, we are looking for the processes, building use form, contacts and/or vendors, etc.
8. Fall Fundraisers – Brynne Nichols
 - a. This year's fundraiser is Mixed Bag Designs. You will have the ability to order through catalog or online shopping. This new fundraiser is offering teacher incentives, if 50% of a classroom gets participation the teacher will get a \$25 gift card, if they receive 75% participation they will receive \$50 gift card. The fundraiser will run from September 7th through the 21st. Online orders will be made available all the way through the end of the year. We make 45% profit on catalog orders. Brynne displayed sample items at the meeting.
9. Ice Cream Social – Erin Bukoski
 - a. Erin could not attend the meeting but Sara Wilbur presented on her behalf. Flyers will go out by Friday. The contract has been finalized with the DJ. There will be ice cream from Buck's and Rita's Italian Ice. The event starts at 6 p.m.
10. Room Parent Coordinator – Lauren Dilulio
 - a. A discussion took place to decide if it would be best to keep or remove the Grade Level Parent. Some felt the GLP previously would only coordinate with their child's teacher and the other teachers were not kept in the loop, per Ms. Gaynor.
 - i. The GLP and Room Parent roles were discussed. In the past the GLP held the funds (\$12 per child) and purchased the crafts, pizza and teacher gifts with these funds. Room parents helped coordinate the three social events each year, Halloween, Holiday and End of Year, by asking for parents to bring in items including utensils, paper goods, healthy snacks and drinks.
 - b. The decision was made to remove the GLP. Going forward, the Room Parents in each grade will communicate with each other, either by phone or email. They will collectively speak to



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the teachers per grade to determine each grade's party specifics. The Room Parents will utilize SignUpGenius to help coordinate and request items for each social event.

- c. The Room Parent Coordinator will compile all parent authorization forms to release child information for class lists and will distribute to Room Parents. The Room Parent Coordinator will initially collect classroom funds, which will then be forwarded to the PTO treasurer to be held in the PTO bank account until funds need to be reimbursed for crafts, pizza and teacher gifts.
- d. Spoke about the possibility of using SignUpGenius for the entire grade, should a single class within the grade not receive all requested party donations or not have enough volunteers.

11. Additional Committee Chair Updates

- a. Back to School Night is September 24th
- b. Sara Wilbur provided an update from Megan Sanches who is coordinating After School Programs with Ewa Szepietowski. Megan already has six programs and is looking to get one or two more. The program will run from November 5th to December 17th.
- c. A question was raised by Alexis Adams about how to become involved with the PTO. Sara responded that the PTO is always looking for help and volunteers. The Volunteer Form on the website can be completed.
 - i. The PTO is also looking for volunteers interested in shadowing current Committee Chairs, as several parents will be leaving the school after this year and it would be a great opportunity to learn about a Committee this year.
- d. Andrea Tatalias mentioned that she will be looking for volunteers to help with the Book Fair. She plans to use SignUpGenius, and will remind parents that they will not be allowed to come for a short period of time, but rather will need to sign up to volunteer and help all students, and not just their own.

12. New Business

- a. Water Cooler and Bottle Refilling Stations
 - i. Sara Wilbur reached out to John Calhoun, Facilities Manager, and is reviewing our options and pricing for the stations. Long Hill School and Shelton High School purchased these stations already and had them installed. We are looking to purchase at least two stations, spending approximately \$3,000.
- b. Use of PTO Funds
 - i. The PTO is also looking into purchasing a commercial fan for the gymnasium. We have contacted the company Big Ass Fans, and currently need the dimensions and pictures of the gym to get a quote as there are different sizes and models.
 - ii. A question was asked whether fans in classrooms would be beneficial and Ms. Gaynor responded that it is a personal preference.



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- iii. The Box that holds the Chromebooks is the cost of purchasing around 30 Chromebooks.
 - iv. Not every Specialist has a Promethean Board, including the Music Teacher.
 - v. It was asked if stencils for the blacktop could be approved and Dr. Z says he has always approved this request.
 - vi. Dr. Z is going to contact staff including the specialists to see what is needed for their classrooms.
 - vii. The possibility of having a Request Order Form each teacher could fill out asking for supplies from the PTO was discussed.
- c. Father's Club
- i. The PTO is still seeking a Father's Club Committee Chair. We do have fathers to help but no one has agreed to lead the Committee. Historically they head the Breakfast with Santa and last year coordinated BINGO Night.
- d. BINGO Night
- i. This was led by the Father's Club last year and we are looking for someone to Chair this year.
- e. Idea for boy event to complement Sweetheart Dance
- i. Several ideas were discussed, including a Knights Tale Dance, 80s Night themed dance, Ninja Warrior, and Rock Climbing. It was decided it should be something that both the boys and ladies could enjoy.
13. General Comments, Questions, Concerns
- a. Magda Thompson asked if the cafeteria uses a program to have local farms bring produce to our school knowing farms deliver to schools. Dr. Z stated the cafeteria is run by a separate company.
 - b. Magda also asked if we could have a Community Garden at the school. She would like to encourage students to get involved with gardening and eating food we grow. Perry Hill does have a garden which is used in their curriculum. Allison Pannella, Beautification Chair, previously brought this topic up with Dr. Z and the Executive Board. Dr. Z will look into this possibility and if a Community Garden is completed at BHS, he will determine if all grades would be involved and if it would be included in the curriculum.
14. Adjournment – Motion to Adjourn made by Sara Wilbur at 8:54 p.m.