

March 8, 2017
7:00 p.m.

Amvet PTO Meeting Minutes

Attendees:

Ursula Gaynor	Kristy Bonnea	Lynn Goodspeed	Pam Robichaud
Laura Del Bonis	Katrina Lay	Brenda Daday	Crystal Reimer
Lisa Frisoli	Katie Fisher	Carlyn Powers	Sandra Spencer
Martha Reilly	Tricia Wright	Josephine Voisinet	Beth Haselton
Betsy Barrett	Stacey Nassaney	Katie Bloom	Kelly Whitney
Joy Treteault	Lorrie Christo		

Welcome & Opening Remarks – Stacey Nassaney

- PTO President begins meeting.

Principal's Update – Mrs. McKeon

- Schoolwide survey will be sent via email next week to Amvet families. There will be several sections that will include 4-5 questions each. Parents encouraged to provide as much feedback as possible. The survey will be reviewed by the school council and a five-year goal will be written for Amvet, focusing on these goals.
- Mrs. McKeon's long-term goal is to provide a full laptop cart for each grade at Amvet. Currently there is a full cart being utilized by the fifth grade, and a cart containing 12 laptops being used by the fourth grade. She would like to spend what is left in the Principal's budget to purchase another cart for third grade. She is also seeking an additional 13 computers to fill the cart being used by the fourth grade, with the goal of filling the next cart in the future.
- Amvet is currently on top on the priority list for seal-coating and crack filling the asphalt in the recess area. The work should be accomplished over the summer break.
- The latest spirit day raised approximately \$300 for the library. Mrs. McKeon would like to raise an additional \$500.

Teacher's Update – Mrs. Del Bonis/Mrs. Haselton

- Read Across America was a big success. The door decorations were a reflection of each classroom. Hundreds of books were read during this week and having the RIF distribution during this week helped tremendously.
- Mrs. Haselton shared that her fourth-grade class is currently learning how to work together on a Power-point project at the same time. They are learning formatting while being taught personification.

President – Stacey Nassaney

- Recognition: Thank you to Gina Hustler and Katie Fisher for last week's RIF Distribution that coincided with Read Across America week. Thank you to Melissa Charette for coordination another Lego Club session.
- Updates: Bylaws Update-Subcommittee plans to meet again during the week of 3/20 with a date TBD. Please email amvetpto@gmail.com, if you are interested in participating. Any proposed revisions to bylaws will be shared with the Amvet PTO prior to any votes being taken on them at a general meeting. See the newsletter for any updates on when those votes will be taken.
- With upcoming elections, each member of the board is asked to give a brief description of their role and duties. Each position's duration is for one year, but can be held for two consecutive years, unless there is no interest shown in the position.
- The PTO president's duties include:
 - Regularly attends all meetings of the organization and of the Executive Board.
 - Prepares and reviews agenda items in advance of the meeting.
 - Approves all committee proposals and oversees the work of the officers and committees, in order that the purpose of the organization may be promoted.
 - Is an ex-officio member of all committees.
 - Has authority to make payments on behalf of the Amvet PTO and perform all other duties usually pertaining to the office, including voting at all meetings.
 - Keeps the principal updated and informed of all the organization's business.

Vice President - Betsy Barrett

- A case of green and yellow paper for PTO has been delivered and can be found in the main-office, vaulted PTO closet.
- Please remember to fill out feedback forms after an event, in order to make necessary changes for future events.
- The vice-president's duties include:
 - Regularly attends general meetings of the organization and Executive Board.
 - Assists the President in any and all duties pertaining to the Executive Board.
 - Keeps a current list of all Committees, Chairpersons, and Committee descriptions.
 - Coordinates and oversees the work of all committees, in order that the purpose of the organization may be promoted.
 - If the Chairperson of any standing committee vacates his/her position, or reappointment becomes necessary, the Vice-President shall appoint a new chairperson with the approval of the Executive Board.
- The vice-president also keeps track of the green binders and prepares a volunteer spreadsheet. The vice-president is responsible to communicate with coordinators about events.

Secretary – Katie Bloom & Ursula Gaynor

- The secretary's duties include:
 - Regularly attends meetings of the organization and Executive Board.

- Takes attendance and record minutes at each Executive Board and General meetings.
- Keeps up-to-date copies of the bylaws of the organization.
- Keeps a current list of the Executive Board.
- Keeps original copies of all documents.
- Maintains a record of book containing minutes of PTO meetings.
- Prepares any documents for PTO or other such duties as requested by the President or Executive Board.
- Compiles and sends a weekly newsletter to the school secretary to be distributed to the membership.
- The secretary also updates the Facebook site and is responsible for the nomination process for the election.
- February's meeting minutes unanimously approved by Executive Board.

Treasurer – Kelly Whitney & Joy Tetreault

- The treasurer report is unanimously approved.
- The treasure's duties include:
 - Regularly attends meetings of the organization and Executive Board.
 - Receive all money of the organization.
 - Keep accurate records of the receipts and expenditures.
 - Pays out funds only as authorized by the organization and Executive Board.
 - Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board, and shall make a full report at the annual meeting.
 - Any payments/expenditures will require the approval of the treasurer and at least one additional member of the Executive Board.
- The treasurer also keeps track of all financial account transactions, files tax return for the organization, writes checks as needed, makes deposits.

Fundraising – Kristy Bonneau & Pam Robichaud

- The Fundraising coordinator duties include:
 - Regularly attends meetings of the organization and Executive Board.
 - Researches and proposes fundraising options to the Executive Board and general membership.
 - Oversees and coordinates fundraisers.
 - Assists separate chairpersons with ongoing fundraisers such as box tops, inkjet recycling, etc.
 - The fundraising coordinator continuously researches new ways to raise money for the school.
- Soup-er Bowl met its goal and earned more than expected.
- Stop & Shop fundraiser ends March 16, 2017. It runs from October-March. The check will be mailed in June.
- Shoparoo is doing well.
- Another Scrips fundraiser form will come home in the spring.

- Box-Tops earned more money and a Box-Top sheets will be sent home soon as a reminder to send them in.
- Square-1 Art was delayed, but will be completed by Friday, March 10. Orders will be due April 7th and will be here around May 8th.
- Color Run will be held the Friday of Staff-Appreciation week (Friday before Memorial Day weekend). A meeting will be held soon to brainstorm ideas (next week on Wednesday or Thursday). All children will receive the same T-shirts for the run, regardless if they raise money. There will be fun incentives for the kids to raise money.
- Another restaurant night will be held soon. Thinking it may be Moe's or 5 Guys

Enrichment – Michelle Levin, Amy Ronci, & Josephine Voisin

- The Enrichment coordinator duties include:
 - Regularly attends meetings of the organization and Executive Board.
 - Plans curriculum-based Enrichment Programs for each grade.
 - Presents Enrichment plan for Principal and teachers' approval.
 - Schedules Enrichment programs and coordinate contracts and payment with providers.
 - Meets providers during scheduled performances to provide necessary equipment/assistance for program.
 - Report budget needs and requirements to Executive Board.
- Enrichment coordinator is also responsible for booking programs according to teachers' surveys. Most of the programs are curriculum based or are a school-wide program. Coordinator contacts companies, coordinates dates, communicates with treasurer for payment, meets the program personnel, updates the Executive Board, tries to keep costs within budget.
- Upcoming enrichment:
 - Tour of the town on March 22. Grade 3. (second session will be on April 26th)
 - Pumpnickel Puppets. March 27. Grades K-2.
 - Little Red School House. April 4th and 5th (third session will be on June 17). Grade 3.

Committee Reports

- **Reading is Fundamental – Gina Hustler & Katie Fisher**
 - Last RIF distribution was on February 28th and March 1st; it was a huge success. There will be a third RIF distribution at the end of the school year.
 - Beginning to plan for next year's budget to keep the program going.
 - Question is asked if budget funds can be used at BOGO book fair.
- **Lego Club – Melissa Charette**
 - Last Lego session was for second and third graders. The session went from January 31st-March 7th.
 - Next session will include kindergarten and first grade. Parent volunteers will be needed to assist.
 - Looking for an easier storage location for the Legos. Considering moving them to closet where School Store items are currently stored. Shelving will need to be installed.

- **Father/Daughter Dance – Tricia Wright & Rachel Gibson**
 - Dance will be on March 11, 2017 6:30-8:30.
 - Still in need of Rice Krispie treat donations and possibly plain popcorn.
 - Still in need of volunteers for clean-up.
 - Mask centerpieces are shown to PTO and will be raffled off after the dance.
 - Banner for dance is shown, purchased for \$14.99 at Shindigz.
 - Dance favor will be a keychain that holds a photo.
 - Photographer will be at Amvet at 6:00 pm to begin photographs. A new photographer was selected this year, with hopes to speed up the picture-taking process. All photos can be purchased online, instead of at the dance.
 - Black Opal Florist is offering flowers for \$11 for corsage and \$5 for boutonniere.
 - Cardboard standups, baskets and 50/50 raffles will take place.
 - Refreshments will be served.
- **Talent Show – Betsy Barrett & Tina Clark**
 - A screening of individual/group acts took place recently. There are currently 40 acts, not including the class act.
 - Music is being worked on.
 - Invitation will be sent home next week. Tickets will be \$2 per adult and children are free.
 - Pizza, snacks and spirit wear will be available for purchase at the talent show.
 - A dry run of each act will be allowed at Amvet at 3:30 the Friday before the talent show. One parent, per act must accompany the children. This meeting is not mandatory. This meeting is only for individual/group acts, not class acts.
- **Spring Book Fair – Janet O'Brien, Martha Reilly, Amy Ronci**
 - The spring book fair will be a BOGO event.
 - Book Fair will be on May 2 and May 3.
 - The family night book fair will coincide with the fifth-grade invention convention.
 - There will be raffle items, a teacher give away and a wish list for the librarian, Mrs Bolton.
- **Staff Appreciation Week – Katrina Lay**
 - Staff Appreciation Week will be May 22-May26, 2017.
- **Grant Writing – Katrina Lay**
 - Home Depot offers a grant; however, it only awards a Home Depot Gift Card for the grant. Will not cover technology. Considering the grant for Amvet.
- **Playground/Recess – Lisa Frisoli**
 - Installation for the stencil painting project needs to be scheduled.
 - The special needs stencil being considered is versatile. The cost for the stencil being considered is \$678.50. It can be doubled in sized to make a larger stencil. The stencil company is mailing a catalog for review of all stencils. The stencil may possibly be covered by the Lowe's grant; however, it needs to be purchased now in order to be here before painting begins. If the grant covers the stencil, monies will be reimbursed to PTO.

- Basketball hoops and poles have been donated.
- Free stencils/paint will include hopscotch, basket-ball court lines, map. Hoping to have painting scheduled for the end of August, after asphalt repairs are completed by town.
- Quotes for recess area came in too high, so only looking at stone dust. Ballpark estimate around \$400.
- Seeking additional \$1100 to purchase stencil and stone dust. (currently budget is at \$1150, needs \$2100 to schedule outdoor recess area projects).
- If grant is not awarded, purchasing additional playground/recess equipment can be discussed at a later date.
- play360 program is mentioned for possible playground improvements.
- **C.A.R.E.S. – Pam Robichaud, Kristy Bonneau, Jenna Crovo**
 - Hoping to coordinate a clean-up of school grounds on May 6, 2017 for Keep North Attleborough Beautiful.
 - Donated remaining socks from sock drive to school nurses at NA schools.
 - Last Spirt day of the year will be hosted by fifth grade to help raise money for their class gift.

Other Upcoming Events/New Business

- Playground/Recess \$1100 request for special needs stencil and stone dust is unanimously approved.
- Technology purchase of 13 laptop computers, estimated at \$8,814 is unanimously approved.
- Lego club shelving project request for \$50 is postponed until estimates are considered and project is firm.
- Bridging Our Schools and Community Meeting will take place on March 10, 2017 at 10:30 am at the Woodcock Building. Please contact Stacey Nassaney if you are interested in attending.

Meeting adjourned

Next Amvet PTO Meeting: April 12, 2017 at 7:00 p.m