

Parent Teacher Organization

Salem School

PTO Minutes

February 24, 2009

Salem School Library

200 Hartford Road

Salem, CT 06420

1. Call to Order- Tammy Petersen, 7:02pm
In attendance: Tammy Petersen, Michelle Guertin, Jennifer Pletcher, Mona Dee Miller, Eileen Perron, Sue Bennett, Tandy Acuna, Nikki Gullickson, Jason Maziarz, Deb Luck
2. Officers' Reports
 - a. Secretary's Report—Michelle Guertin
Minutes from January 13, 2009 meeting were reviewed and accepted.
Motion: Tammy Petersen; Second: Jennifer Pletcher.
 - b. Liaison's Report—Deb Luck
Two enrichment requests were discussed:
 - One from Janlyn Neri for \$589.00 for the 5th Grade to go to the Mystic in support of the Social Studies curriculum
 - And one from Jill MacLachlan for \$200 for a laser show for the 4th Grade in support of the light unit of the Science curriculum.**Motion: Sue Bennett; Second: Eileen Perron.**
Additional discussion centered on the fact that we've had very few enrichment requests so far this year and there are only two meetings left in which we can review them.
ACTION: Deb Luck will notify each teacher of how much money is left in the account for their Grade Level or Special Area and that requests need to be submitted before our April meeting (scheduled for 4/28) so they can be processed. Teachers are encouraged to submit requests well before the actual date when they need the funds.
 - c. The Treasurer's Report –Eileen Perron
Report through 2/24/09 was presented and discussed and accepted.
Motion: Tammy Petersen; Second: Deb Luck.
3. New Business/Updates
 - a. Policies
Several new policies were reviewed and accepted, with changes as described below:
 - The *Policy and Procedure for Handling Enrichment Requests* and the associated *Enrichment Request* form were approved with the modification of the deadline by which requests must be turned in. The new deadline is "the April PTO meeting."
Motion: Mona Dee Miller; Second: Jennifer Pletcher.
 - The *Policy and Procedure for Handling Special Funding Requests* and the associated *Special Funding Request* form were approved with several changes:
 - Before the Liaison takes Special Requests to the administration, he/she will bring them before the PTO Board. This step will be added to the procedure.

- The list of items the PTO may consider will be expanded to include “whether other possible funding avenues have been adequately explored.”
- An additional comment will be added to the policy indicating that requests should be made as early as possible because the approval process and infrequency of PTO meetings can cause delays.
- A comment field will be added to the form so the PTO Board can make remarks regarding the outcome of the request.
- The minimum dollar amount will be removed from the form.

Motion: Sue Bennett; Second: Tandy Acuna.

- The *Policy for Reading Hall of Fame* and the *Policy for Summer Reading* were approved with the following changes:
 - “Incentives” will be added to the end of each of their titles.
 - A typo will be corrected on the Summer Reading policy in paragraph 4 where the words “Reading Hall of Fame” will be replaced by the words “Summer Reading.”
 - In the Summer Reading policy, the last sentence of the second bullet in paragraph 2 will be reworded for clarity as follows: “Students receive this certificate if they complete the requirements for their Grade Level and turn in their sheets before the PTO-specified Book Fair certificate deadline which is approximately 2 weeks before the Spring Book Fair. Students who don’t meet this deadline will be ineligible for the Book Fair certificate incentive, but will remain eligible for other Reading Hall of Fame incentives if they meet the Reading Hall of Fame requirements by the Reading Hall of Fame deadline.”

Motion: Tandy Acuna; Second: Mona Miller.

- The *Policy for Assemblies* and the *Policy for Scheduling Family Events* were approved with the following changes:
 - In the Family Events policy, a bullet item at the end will read, “All flyers for Family Events will include the verbiage, ‘All students and other minor children must be accompanied by a parent or other supervising adult at all times.’” Another bullet will read that “Unaccompanied minors will be required to leave the event.”
 - In the Assembly policy, the second sentence of the paragraph will be altered so that the word “must” replaces “should.” The new sentence will read, “The Chairperson/Committee must work closely with the administration and teaching staff in order to choose assemblies that support Salem School’s educational plan and curriculum.”
- ***Motion: Deb Luck; Second: Eileen Perron.***

b. Family Dance

We need to do a better job of making sure that gates are up so students can’t get into other parts of the school. We also need to add language to the flyers that food is on “First come, first served” basis. It may also be desirable to have someone serving the food to control serving sizes.

c. Passive Fundraisers

\$418.10 in BoxTops. Campbell’s numbers were emailed to the Board. They are in points rather than dollars. Mrs. Butterworth’s class was the winner and will get certificates for ice cream treats from the cafeteria.

ACTION: Tandy Acuna will get the certificates to Mrs. Butterworth for her students.

Denise Orsini's Girl Scout Troop can't help with the Terra-Cycle passive fundraiser trial.

ACTION: Tammy Petersen will contact Elizabeth Rybak to see if she wants to take it on alone. Michelle Guertin will advertise for a volunteer in the newsletter.

d. 2009/2010 Fundraising

We are well short of the \$14,000 income that was budgeted. Changes will be needed for next year. Bringing the Basket Raffle back would garner another \$3,500. We could alternate between traditional fundraising and/or donations and/or money raising events for which we charge admission. We could ask for donations at all Family Events to offset costs of those events. Tandy Acuna said that doing one or two large fundraisers that will bring in a lot at once is better than doing more smaller ones from a logistics and fatigue perspective. Tandy and Tammy Petersen are going to the PTO fair in MA in April to see if they can get any new ideas.

ACTION: Michelle Guertin will add one more round of donations request in the newsletter.

e. 2009-2010 PTO Officers

No one has contacted Sue Bennett to express interest yet. Tammy Petersen proposed doing a coffee for interested people to see if they want to learn more about the Board positions. Tammy stated that she was pleasantly surprised that it worked fine that she wasn't able to be in the school all that often. Michelle Guertin proposed putting an interview with Tammy in the newsletter so that other parents would realize that that's the case. That suggestion mutated into a flyer in mid-March in which all the PTO officers explain a bit about their positions and responsibilities.

f. 8th Grade Parent Committee

A spaghetti supper is scheduled for 2/28. No tix had been sold as of 2/24. A dance is scheduled for 3/20. They plan to do the Duck Race and possibly a Tag Sale and Car Wash. They are not planning to do a large parent-sponsored dance at the end of the year.

4. Upcoming Events

a. Laser Light Show

Scheduled for 3/6. Theme is "Hot Hot Hot." Tandy Acuna wanted to know if we wanted the company to sell light pens for something like \$4 each with a \$1 profit per pen for the PTO. Consensus was no. Tandy expects this to be a fairly easy event.

b. Spring Book Fair

Delivery is scheduled for 3/25. Set up will be 3/26-27. Teachers may browse on 3/27. Open to the public 3/30-4/2. Hours will be 8-3 so long as volunteers are available with a late night on the Tuesday.

ACTION: Michelle Guertin will put reminder in the newsletters looking for volunteers.

ACTION: Deb Luck will coordinate with Mrs. St. Laurent regarding the Hall of Famers and their certificates.

c. Carnival/Picnic

Tammy is going to form a committee. It may be more of a picnic this year??

ACTION: Michelle Guertin will put a notice in the newsletters looking for volunteers to serve on a committee.

d. Teacher Appreciation

Nikki Gullickson reminded us that Teacher Appreciation week is approaching. A luncheon (?) is scheduled for 5/7.

e. Reenactment

The reenactment is scheduled for just after April vacation. Mrs. James is handling this school event.

6. Next Meeting – March 17, 2009 in the Media Center
Adjournment – 8:39pm