

Braintree Integrated PTO Minutes  
November 19, 2008, 7 to 9 PM

- I. Welcome/Introductions and Sign-in: In attendance were: Susan B, Andy J, Antoinette F, Peggy C (school nurse), Ellen G (teacher liaison), Lyn M, Rosy J
  
- II. Co-President Comments-Lyn M
  - a. Approved last months minutes, asked Alicia to upload meeting minutes to web site.
  - b. Recap of past month's events – Spooktacular, Halloween Party, gym, Nails and Spa night, Big Joe
  - c. Looking forward – Yoga, Extreme Reptiles, Artvarks, no meeting in December.
  - d. Fall teacher appreciation – VOLUNTEER NEEDED to co-ordinate event with Ellen. Event should happen rather soon. Volunteer would need to coordinate a date with Ellen and bring in basic breakfast items (bagles, muffins, coffee) for the teacher. Peggy said it is OK to bring food in for adults as long as the food is not intended for the kids. All costs for this event can be expensed (give receipt to Sheelagh). There should be enough for approx 35 people. Susan volunteered to take care of this.
  - e. Schedule next night meeting for February 25<sup>th</sup> at 7PM
  - f. Inviting School Committee and BFFE to meet at our school – Lyn asked if we could donate Ellen's room for the two meetings. It was suggested that this may improve our visability through the school system. Ellen will ask Mr. Belmont and get clearance.
  - g. Lyn asked if Ellen could have someone send a thank you from the preschool to the BFFE for the teacher grants. She said she would take care of it.
  - h. Lyn requested that Ellen ask the teachers to make sure their name is on all correspondence as it is difficult to tell if you have multiple children.
  
- III. Treasurer's Report- Sheelagh C – read by Lyn M.

- a. Lyn will send email to Sheelagh to see what we predict our expenses are and if we have extra funds we will give back to the teachers earlier than usual.
  - b. Ellen said this year is very difficult financially and teachers are personally funding basic necessities. Ellen will prepare a list of needed items and we will purchase/donate what we can.
  - c. Ellen mentioned that the copy machines are not working and asked if we knew of someone who may be able to donate an older working copier. Antonette said she has a basic, older personal model that she would bring in. If anyone knows of another working copier that is available please let Ellen know.
  - d. There's no money to buy ink for the color printer which impedes the boardmaker program usability. If the PTO could donate funds for that it would be greatly appreciated.
- IV. Halloween Spooktacular review – Alicia J on behalf of Delys P
- a. The profit made on the event was \$492.13
  - b. Attendance was approx 200-300 people and children
  - c. We could have charged more but wanted to keep it affordable. This was discussed and we said this was the right decision especially with the current financial climate.
- V. Halloween Party Review – Alicia J
- a. Party went well
  - b. 1<sup>st</sup> party could have been smaller...got a little rowdy...Ellen said it wasn't a problem.
  - c. We probably could/should have split it to 3 parties
  - d. The crafts we had were too involved...could have used a bucket of foam things and glue and that would have worked
  - e. Food was great, kids enjoyed it, had leftovers which were donated to teachers.
- VI. New business discussions proposed by PTO members by email
- a. Will there be school photos this year? –Dena V.

- A. Cailkins hasn't called Ellen back
  - B. Ellen will contact Sara (outside photographer) to see if she can do it
  - C. Andy mentioned that he knows a photographer (George Loring) and got the phone number for Ellen.
  - D. Should be approx 120-140 kids to photograph
  - E. Ellen will call George Loring to get pricing.
  - F. If possible we'd like to get the photos done before the Holiday break.
- b. Coats for Kids – Mary Anne B.
- A. Flyer was distributed, another coming soon
  - B. Bin for coats is in Ellen's office
  - C. We should have 2-3 weeks of collecting before Winter Break
  - D. Peggy said she was especially happy that we were doing this and applauded the effort.
- c. Volunteers Needed – Dawn M
- A. VOLUNTEER NEEDED - Need a volunteer to put together a monthly newsletter recapping the upcoming month's events. This would be a monthly re-occurring project that should take approximately a half-hour to an hour each month.
  - B. VOLUNTEER NEEDED - We also need someone to head up the Tupperware fundraiser this spring. Dawn has all the info. and it should be a relatively easy project to run.
    - 1. it was mentioned that we should see how these orders are packaged...do they get presorted or is that something we need to do when order is received
    - 2. check with other school pto's in the area to see if/when they are doing this fundraiser to avoid overlapping and get tips.
- d. Emergency Evacuation Procedure/Notification – Connie Young

- A. The emergency evacuation yesterday was an un-planned test of the evacuation procedures.
- B. All things considered the preschool did a wonderful job of getting the kids home safely. All children were with a parent/guardian by 1:15PM.
- C. An announcement was sent out via Connect Ed at the time of the evacuation.
- D. The teachers used personal cell phones to contact those on the emergency contact list...there were some issues with numbers that were not current and persons having communication barrier.
- E. The process for bussed students in the case of an emergency evac is that the student is brought to the usual drop-off space. IF no one was there to get the child off of the bus then a phone call is made by the driver while they wait at the drop-off location. IF the driver is unable to get a parent/guardian the child is brought back to the garage for a moment while the parent is contacted again. IF the parent is still unavailable the driver goes back to the drop-off location. IF the parent is still not available then Ellen would go to the garage and watch the child until a contact could be made with someone on the child's emergency contact card. There was one child who had to go to the garage momentarily and was able to be dropped off on the next visit to the drop-off location.
- F. The process for pickup students is that they parent is contacted from the emergency card numbers and the staff checks that someone on the emergency card list is there to pick up the child. If the child is not picked up after a reasonable time then the staff will take care of the child until a contact can be made with the child's parents.

- G. Ellen has made a suggestion that each class needs to have an emergency bag with toys, books, etc as well as an updated emergency contact phone list.
- H. The preschool will send an updated newsletter to parents with this process soon.
  - 1. There IS an issue with connect ed. Not all new parents have been added (Marcia and Ellen are reviewing and updating this) and only the child's home number can be called using the existing system. The technicians are trying to add more than one number and are hopeful that this can be done. It is also a problem that the preschool administration can not directly edit/add contacts in the system...only connect ed administrators can do this currently

e. Food in the preschool

- A. Peggy was asked for clarification as to the new food policy. She said that any event held in the school could not contain food that was not provided by the school food services. This is the rule for all Braintree Public Schools.
- B. If there is food provided by food services for an event and a particular child has an aversion to the food provided the parent may contact Peggy to request that they be able to bring in food for only their child.
- C. An email from Linda was read so that we could have the perspective from a parent with a child who has a major food allergy.
- D. There was some discussion on making all preschool PTO events food free
- E. It was noted that our school has several children who have LIFE THREATENING allergies. If these children ingested some foods and no epi pen was available within a short time they would die without treatment.

- F. Any food needed for parties must be pre-ordered through food services 3 weeks prior to an event.
- G. This issue is also being discussed at the current School Advisory Board.
  - 1. Peggy asked if she could continue to attend meetings and we said she was welcome to do so.
- f. BFFE Basket
  - A. Lyn said she was going to suggest a few options for the basket so that we had a backup if another school choose one of our options
    - 1. Nintendo DS Light plus games
    - 2. Omaha steaks gift certificate and grill tools
    - 3. Grill
- g. Discussion on the Spring Social
  - A. We may want to look into not having food at all for the social
  - B. We may want to do a raffle for the parents at the social

Next Meeting Date/Time:  
February 25<sup>th</sup> at 7PM in Ellen's Room

Braintree Integrated Preschool PTO Treasurer's  
Report  
November 19, 2008

Number or code	Date	Transaction description	Payment, Fee, Withdrawal	Deposit, Credit	Balance
Balance from	10/24/08				\$6,726.76
	10/27/08	Returned check fee	\$10.00		\$6,716.76
	10/27/08	Returned check yankee candle	\$23.00		\$6,693.76
	10/27/08	Returned check fee	\$10.00		\$6,683.76
	10/27/08	Returned check Yankee candle	\$20.00		\$6,663.76
283 Voided check town didn't charge	10/17/08	Department of Health Spooktacular		\$35.00	\$6,698.76
285	10/24/08	Delys Poynton Cash bank for Spooktacular	\$250.00		\$6,448.76
286	10/24/08	Richmond Hardware Spooktacular	\$25.41		\$6,423.35
287	10/24/08	Monique Hankinson Yankee Candle	\$17.64		\$6,405.71
288	10/24/08	Dawn McGurn PTO meeting Oct.	\$21.18		\$6,384.53
289	10/24/08	Chrisi Hagar Halloween party	\$29.57		\$6,354.96
290	10/24/08	Town of Braintree Spooktacular	\$142.00		\$6,212.96

291	10/25/08	SEPAC donation	\$100.00		\$6,112.96
292	10/29/08	Braintree food services Halloween party	\$149.95		\$5,963.01
293	10/31/08	American Art t-shirts	\$193.01		\$5,770.00
	10/29/08	Deposit Spooktacular		\$958.11	\$6,728.11
	10/30/08	Deposit t-shirts		\$156.00	\$6,884.11
294	10/31/08	Lyn McPhail spooktacular/library	\$12.99		\$6,871.12
295	11/19/08	Big Joe Story teller	\$200.00		\$6,671.12

Spooktacular sales \$958.11  
Costs \$465.98  
\$492.13