

Braintree Integrated PTO Agenda/Minutes
September 23, 2008
6:30 – 9 PM

- I. Welcome/Introductions and Sign-in. Everyone gave their name and children's name/class. In attendance were, Ellen G, Alicia J, Julia B, Antonette F, Delys P, Amanda S, Brian B, Dawn M, Sheelagh C, Dina L, Lyn M, Dena V, Crissi H, and Rosy J. Thank all for such great attendance!

- II. President Comments-Lyn McPhail
 - a. Welcome to new parents/PTO members – Great to see such a turnout, looking foreword to a great new year!
 - b. Basic overview of PTO functions – Being part of the PTO is a great experience; a small amount of your time can give you great rewards. We're always looking for co-chairs for any of the PTO or event positions, especially from those whose children are younger and will be in the program for 2 years. We are in the unique position of having a large turnover since the time that our kids are in this school is so limited. Because of that it is imperative that we get participation of parents whose kids will be in the program next year so that they can help the following year's PTO to get up and running.
 - c. Discussion to find best days/times for future meetings – we decided as a group to plan meetings 2 months in advance with meetings alternating between days and nights every other month.
 - A. The 'day PTO meeting' group will plan their next meeting when they meet in October and the 'night PTO meeting' group will plan their January date and time at the November meeting PTO members are welcome and encouraged to attend both day and night meetings if that fits into their schedule.
 - B. We discussed that whenever possible meetings should be children optional provided that the children have something to distract their attention for the whole meeting.
 - C. We are planning on limiting meetings to no more than one hour each month. We will use an agenda with time frames to structure the meetings.
 - D. The agenda will be compiled by the secretary (Alicia J) and handed out at the beginning of the meeting. All persons requesting that an item be discussed should e-mail or phone Alicia with their input no later than 3 days prior to the meeting.

- E. Anything that is not able to be discussed at a meeting will be discussed through e-mail after the meeting.
 - F. After each meeting 'minutes' will be sent by the secretary to all PTO members to allow everyone to participate in the PTO regardless of whether they are able to attend each meeting.
 - G. We set a date of Friday October 24th from 11:30am TO 12:30am for the next meeting and a tentative date of Wednesday, November 19th from 7pm to 8pm.
- d. T-Shirt availability – There are a very limited number of T-Shirts still available. We are planning on having another batch made later in the year. A flyer will be sent out by Lyn in October.
- A. Lyn asked if there was any interest in polo style shirts. It was discussed and decided that T-Shirts would be the better option as they were less expensive.
 - B. Brian suggested that we reconsider the text of the adult T-shirt pointing out that it was more geared toward the children and not adults. We discussed using the same logo on the shirt as this year with the text "I made friends at" removed on the adult shirt only.
 - C. There was also discussion about making the logo smaller and over the left chest instead of large and centered in the T-shirt. The children's shirt will remain the same.
 - D. We decided to try to get shirts in pink, tangerine, purple, navy blue, green, red and black.
 - E. Adding a year to the shirt was discussed and overruled so that the shirts could be resold the following year if all did not sell.
 - F. Alicia requested that there be larger sizes available if possible.
 - G. School spirit day – there was a suggestion that a school spirit day may be fun. Ellen said that we would need to have a slush fund and/or a scholarship for children whose families may not be able to afford to get them a shirt. Ellen said she would be able to let us know which families would be most in need.
- e. Library Display discussion – Lyn has volunteers that she got from an e-mail she sent out. If anyone else would like to volunteer to help with the library display please contact Lyn.
- f. Touch-a-truck – this was a great fundraiser for us last year. We will be planning it again this year. Tentative date right now is the Sunday before and after April vacation. The first will be the publicized date and the

second the rain date. Lyn will contact the organizers of the trucks and set up the dates.

- g. Emergency Evacuation Procedures – We would like to get a defined evacuation procedure for the preschool kids in the event of an emergency at the school. Ellen said that she would try to gather that info. This procedure should be distributed to all parents. We discussed using a special badge to allow parents to pick up their kids at the safe location in the event of an emergency but decided that in the moment of an emergency a parent may have difficulty identifying where the badge was and that an ID and the emergency contact cards would serve a similar purpose.

III. Treasurer's Report- Sheelagh Corcoran

- a. Review of current funds (see attached)
- b. Review of year over year expenses and income (see attached)
- c. Volunteer needed - Sheelagh would like to ask if anyone has any interest in becoming a co-treasurer, especially anyone whose children will be in this school next year. Sheelagh says that this job is one of the easiest and requires very little time commitment. As a co-treasurer you would just learn the ropes and help with treasurer duties occasionally. If you are interested contact Sheelagh.
- d. Checks for entertainers - If you need checks for anything send a note in for Sheelagh and she will take care of any checks on Friday when she is at school for pickup/dropoff.
- e. PTO member email list – Sheelagh collected e-mails of all those in attendance and added these to persons who wanted to be active participants in the PTO. Alicia added more parents who had expressed interest at the back to school night (see attached)
- f. Parent participation contact forms - Names and e-mails of parents who had given their e-mail addresses to be notified of PTO events were given to Alicia. She will type up the names and give them to Lyn. There will be 2 PTO e-mail lists. One for parents who regularly attend and/or participate in the meetings and events (noted in e above) and one for parents who do not wish to be as involved in the PTO but are able to occasionally volunteer for small jobs to help out the PTO.
- g. School Advisory Board – this board meets monthly with the Superintendent of schools and all two members from every PTO in the district. If you would like to volunteer to be a fill-in to attend these meetings when needed. This is a great opportunity to get to know the PTO members in the other groups in town as well as share ideas on fundraisers and events.
- h. Classroom/PTO contact lists – a flyer will be sent out to each class requesting any contact info that parents would like to make public for birthday party

invites/playgroups/etc. The parent sending the request will make the request as a parent not as a PTO member.

The breakout was as such:

Cathy AM and PM – Amanda

Emily AM and PM – Brian

Karen full day – Linda D.

Linda AM – Antonette F.

Linda PM – Dina L.

Lyn full day – Julia B.

Patty AM – Chrisi

Patty PM – Dawn

Theresa AM – Delys

Theresa PM – Dawn

- IV. New fundraising ideas – Dawn McGurn
- a. Tupperware – 40% of profits goes back to the PTO. Dawn will get more details and run this fundraiser later in the spring. If anyone would like to volunteer to take over the coordination of this fundraiser please contact Dawn.
 - b. Scallywags – As far as Dawn remembers from a few years back, 100% of the entry fee for our kids that day goes to the PTO, 10% of the snack and arcade profit goes to the PTO. Usually the charge is between \$8 and \$10 per person. The event is usually held on Thursday evenings. We will get more definite information and likely plan an event there this winter.
 - c. Box tops – Each box top is worth 10 cents for school supplies. We will need a volunteer to compile the box tops after they are collected by the teachers and send them off for redemption. All details are available at the library and Dawn McGurn is also available to help with the process.
 - d. Shaws receipts – 1% of your total grocery bill is given back to the school. Someone would need to volunteer to collect the receipts and turn them in for credit. Dawn McGurn is available to help with information on the process.
- V. Website update review – Alicia Jaromin
- a. Review changes to site – printouts of the site were passed around in the meeting. Lyn, Crisi and Alicia would like their e-mail info linked on the board section of the site. Lyn wants her phone number removed from the site. If you would like your contact info up on the site please contact Alicia.
 - b. Board corrections - Lyn will provide Alicia with a complete list of the current PTO board.
 - c. Yahoo PTO site - Usage of other sites to augment GPO Village site – This will likely be something that happens for next year's PTO. Alicia will write up an outline of what the yahoo site would include and who would have access to which portions of the site. This will be given to Ellen who will run it by the administration for approval. The other alternative would be for a site to be launched that would

not be affiliated with the PTO but would be available to all parents to share information and ideas.

- d. Photos on the website – we have to be very careful of photos on the website. There are a few children whose parents have expressly said that we can not use photos of their children on the site.
 - A. To be respectful of the privacy of all the children we can only put up photos of children on the site where a small group of kids is shown and all kids are known to be allowed to have photos on the site.
 - B. Ellen can help Alicia with screening any photos for the children who are not to be photographed.
 - C. We discussed handing out a sign-off at each activity and also having all photos approved by Ellen.
 - D. We decided to send out a flyer asking for photos of children at any PTO or preschool event.
 - E. Alicia will make up the flyer specifically mentioning that photos should only include your child and/or family to respect the privacy of other parents and children.
- e. Networking - Discuss ways of networking to get more parents involved in the PTO – Brian volunteered to send out a flyer to advertise the PTO and the PTO web site.
- f. Side note from Alicia – www.servenewengland.net for PTO members – Just a personal note of a service I've found which allows you to purchase food at a severely discounted rate by performing at least 2 hours of community service per month. Being part of the PTO will likely cover about that amount of time per month so by being in the PTO you are already fulfilling your requirement. The food is great and the price can't be beat. It is a co-op and there are no qualification forms needed. If you want more info go to the website or contact Alicia.

VI. Fall fundraiser Update - Monique Hawkinson

Monique was not able to make tonight's meeting, she asked that the following be communicated to you:

"The Yankee Candle sale is coming to a close on Mon. Sept. 29th. I am sending out a reminder flyer in the backpacks tomorrow. I will tally up and send in the order forms by the first week of Oct. and then will get back to all of you when they get in. My plan is to go in for a couple of hours and organize the orders by classroom, and then I am really hoping to have some volunteers to distribute them at given times. I will discuss 3 different times with you all once I know when the orders are in."

- a. Volunteers needed - Volunteers are needed to assist Monique - Amanda volunteered, if anyone else has any interest in lending a hand please contact Monique. The

time commitment should be minimal.

- VIII. Family Fun Days/Weekly Enrichment review – Christine Hagar
- a. Calendar - A calendar will be sent out to all parents with all PTO events outlined along with a flyer with specifics on the next two events. We would like to eventually morph this into a newsletter from the PTO. We were thinking of having a helpful quote as well as PTO events and volunteer requests.
 - b. Bubble Man – Great job Crisi, good time for all! The bubble man told Dawn at the back to school event that he would hold the same price next year for his service - \$150. Sheelagh and Crisi realized that the bubble man had received a check earlier this year and again at the event this year. Sheelagh is getting a copy of the cashed check to Crisi and she will contact the bubble man to get a refund.
 - c. Pumpkin Patch - \$5 pp, offsite. 8th (15th rain date) 10am to 11am. Crisi will get contact info from Dawn for the Braintree forum to get them to cover this event again this year.
 - d. Yoga for kids – Oct 22nd first class, max 12 students. Send email to Crisi to register. We can schedule this class once a month if it is well liked. 8:30 to 10:45. Adults can attend an adult yoga class at the same time if they choose. It is \$8 per person for adults or kids.
 - e. Halloween Party – October 29th, 2 parties, face painting and other tables. Volunteers and ideas needed for tables that the kids can go to.
 - f. Weymouth Club Swimming – Parents may not be aware of this monthly event. Alicia will make up a flyer to go in the kids backpacks to let parents know about the pool, that it is zero entry and that kids of all ages can wade in the pool safely. It will also be mentioned that we have an extra lifeguard on duty to watch that particular area and that if the water spouts are on when parents arrive they can and should ask for them to be shut off. Parents need not get into the water with the kids. Permission slip available on the PTO site must be brought in before first swim.
 - g. SPED classes and enrichment activities - Conflict between Wednesday activities and SPED classes on Wednesday. Most of the SPED teachers will bring the children to the event if they are in school at that time. We try to schedule events at a time that is convenient for all parents and children.
 - h. Spa night – November, Nails and Spa on Pearl/Hancock/Washington. Available services include manicure, pedicure, neck massage, etc. Last year we had coffee, wine, appetizers, etc. A great time was had by all...open to Moms, Dad's, Grandparents. 15% of proceeds go back to the PTO. We talked about Friday possibly being a good night to do this event.

- i. Poker night – There was a lot of interest in this event. We will need a volunteer to organize it. We'll need to find a place to host it and materials as well.
 - j. Chili Cook-off – Brian would like to talk about arranging a chili cook-off as a parent mixer
 - k. Horse back riding - Possible new event with horse back rides. Concerns were brought up about picking up after the event. Crisi will get more details and report back.
 - l. Spring Social – Scheduled for April 4th. Dawn specifically requested Jeremy the Juggler for the Spring Social. Crisi will contact and schedule this entertainer. Dawn will contact the Highlands about the date for the spring social to reserve the space. Crisi and Dawn discussed hiring Shauna Hicks for Face painting. They believed the cost for her was \$25.
- IX. Braintree Fund for Education (BFFE) – Charitable entity, does one major fundraiser per year. They will likely try to do a few smaller fund raisers this year. Volunteers needed to attend and report back on this group.
- X. SEPAC Workshops – meetings about every other moth for a few hours. Volunteers needed to attend and report back on this group.

Next Meeting Date/Time:

Friday, October 24th 11:30am-12:30pm

Children are welcome as long as they have distractions to keep them busy during the meeting

Tentative meeting after next:

Wednesday, November 19th 7-8pm

Children are welcome as long as they have distractions to keep them busy during the meeting

Braintree Integrated Preschool PTO Treasurer's
Report
September 23, 2008

Number or code	Date	Transaction description	Payment, Fee, Withdrawal	Deposit, Credit	Balance
Balance from	5/14/08				\$2,928.13
273	5/18/08	Elizabeth Hull pictures	\$1,625.00		\$1,303.13
274	5/20/08	Crissy Murphy April newsletter	\$10.50		\$1,292.63
275	5/20/08	Lyn Erickson touch a truck	\$44.21		\$1,248.42
276	5/30/08	Bubble Man	\$150.00		\$1,098.42
	6/3/08	Deposit pictures		\$2,345.00	\$3,443.42
	6/9/08	Deposit t-shirts		\$234.00	\$3,677.42
	6/10/08	Deposit t-shirts		\$42.00	\$3,719.42
277	6/10/08	American Art t-shirts	\$354.01		\$3,365.41
	6/13/08	Deposit t-shirts		\$78.00	\$3,443.41
278	6/12/08	Sheelagh Corcoran popsicles field day	\$19.47		\$3,423.94
	7/7/08	Deposit t-shirts		\$30.00	\$3,453.94
279	9/8/08	Lyn McPhail parade	\$111.54		\$3,342.40
280	9/17/08	Bubbleman	\$150.00		\$3,192.40
	9/23/08	Deposit t-shirts		\$54.00	\$3,246.40

	9/23/08	Deposit back to school night 50/50 raffle		\$150.00	\$3,396.40
	9/23/08	Deposit PTO dues		\$380.00	\$3,776.40

Touch a truck cost \$ 44.21
Touch a truck sales \$2,114.25
Net profit \$2,070.04

Picture cost \$1,625.00
Picture sales \$2,345.00
Net profit \$ 720.00

t-shirt cost \$354.01
t-shirt sales \$438.00
Net profits \$83.99 *

*unsure as to how many shirts are still left for sale