



PTO Meeting Minutes

Thursday, September 24, 2020

Attendance: Alysha Glazier, Karen Hakenson, Denise Butler, Jill Longo, Jen Carberry, Julia Fruscione, Kevin LaCoste, Kristin Veillette, Sarah Levine, Kim Mannone, Taylor Papotto, Dawn Capobianco, Alex Bente, Jessica Paxton, Ryan Clinton, Stephanie Snow, Jennifer Skolnick, Christine Foley, Dawn Carvalho, Kellie Flynn

1. Introductions - Karen Hakenson

- a. Co-PTO Presidents - Denise Butler & Karen Hakenson*
- b. Secretary - Jill Longo*
- c. Treasurer - Jen Carberry*

2. Principal Update - Kevin Lacoste

** After much planning, the first week and a half has been going smoothly; teachers are working through a lot of new technology, teachers have prevailed; everybody is still learning and Kevin is appreciative of everyone's patience*

3. Executive Board Update

- a. PTO Bylaws Update - Denise Butler*

** Denise shared that one of the discussions at Exec Board was about the fact that some families have decided to homeschool, but still wanted to be part of the PTO; current bylaws don't allow this; WEPTO is working on updating their bylaws with a clause that would allow families that*

are homeschooling to still be a part of the PTO Committee for this year

b. WEPTO Guidance / PTO Activity During COVID - Karen Hakenson

* Across district there were concerns about fundraising during COVID; we can still do online scholastic book fair and perhaps a virtual turkey trot; Karen noted that we should keep in mind that our options are limited, but that we will do our best with fundraising for this year; she encourages anyone with ideas or suggestions to please reach out

c. 'Mask Up & Smile' Robinson Slide Show - Karen Hakenson

* A video will be compiled with students and staff wearing masks; Kevin will add a blurb about this to his weekly communication to families

d. Budget Review - Jen Carberry;

* Potentially Turkey Trot will move to the spring; at this point WEPTO recommended holding off on fundraising until at least January because of social distancing and the fact that we need to be aware of asking too much of families who may be out of work, etc. due to the current pandemic; Kevin noted that we can still do some small things such as the supply closet and the book fair; without AEP's for now, we will save a lot of money and we should still be in good shape financially even without as much fundraising

* Jen will also zero out Movie Night, School Store, Book Fair, and Spring Family Fest; Kevin thought it would be good to zero it out for now and then be pleasantly surprised if we end up raising money for any of these things

* Kevin made a motion to approve the budget for 2020-2021; Dawn

Capobianco seconded; the motion passed

4. Committee Reports

a. Book Fair - Alysha Glazier

* 3 options available:

Drive by option: order online for books that are pre-bundled, so kids can't actually shop/browse/choose their own ; parents drive-up to the school and receive their books curbside

Curbside pick-up option- Book Fair would still be set up for kids that are in the school (i.e. hybrid), families could also order online and then pick up curbside; this option is not allowable at this point with district guidelines in place for COVID

Online option: Book Fair is completely online. PTO would promote the online shopping, but would not need to host the fair or hand out books; 25% of book sales get kicked back to us (but this is only Scholastic Dollars, not actual money); from a budget perspective Alysha noted that this is a concern- it's no longer a fundraiser (except for it may help with the purchase of books for Star Reader because we can use Scholastic Dollars for those purchases); Alysha still feels that we should move forward with it, as it is a tradition that kids enjoy, however, we need to be aware that we won't be getting the same kind of fundraising; Jen will take the book fair off the budget for now

b. Teacher Appreciation - Kristin Veillette

* We have some leftover money from Muffins On Maine and Paul's Diner; it was suggested that we purchase lunch and have it pre-wrapped for staff; Kevin noted that not all staff are here every week, so perhaps we could do it over two weeks; Karen will speak to Sal about a menu and some pricing

c. AEPs - Jessica Paxton

* *Invisible Air-* Jessica hasn't heard much back from there; they didn't want to do a refund from last year- they preferred to re-schedule; Jessica is still asking for a refund (an email was sent to them Sept 4th), but she has not received a response; Kevin recommends that we wait about 2 more weeks before we send another email. He also asked if they would have a virtual option available if they can't do a refund, or even offer us a reschedule date for 2021-22 school year; the contract does state that we reschedule versus offering a refund; the committee voted to go with the plan outlined by Kevin (wait 2 weeks, ask about virtual options, and reschedule if neither of those options work)

* Jessica asked if we'd be interested in other virtual AEP's; Kevin suggested we hold off for a bit as we get the year going; if our regular AEP's are offering virtual options, Kevin suggested that we get a sample of what those will look like and discuss at a later PTO meeting

d. Supply Closet - Sarah Levine

* Sarah is unsure of how things will go this year, as she won't be able to get in to the closet because of COVID district guidelines; it was suggested that we do a virtual supply closet through Amazon; maybe we could do a collection box outside the school; Kevin will ask a staff member to inventory the closet and communicate that to us; Kevin likes both ideas of an outdoor collection box and an Amazon "closet"

e. School Store- Julia Fruscione

* Julia noted that she had purchased a large volume of supplies for the school store in the spring; all of that is available and is boxed up in the supply closet

Upcoming Meetings (1st Thursday of the month): October 1, November

5, December 3, January 7, February 4, March 4, April 1, May 6, June
3

PTO Sept/Oct. Meeting Minutes, Continued

Thursday, October 1st 2020

Attendance - Kevin Lacoste, Karen Hakenson, Kristin Veillete, Jill Longo, Denise Butler, Jen Carberry, Alex Bente, Alysha Glazier, Christine Foley, Kim Mannone, Dawn Carvalho, Dawn Capobianco, Wendy Briggs, Kellie Flynn, Karen Cecere

1. Principal Update - Kevin is working on a newsletter with most current updates to go out later this week

2. Executive Board Update

a. Follow-up to Budget Approval (specifically, teacher mini-grants/teacher spending requests¹)

Jen- in the spring we had approved some mini grants, but never got to give them out because of school closure; it was decided to hold off until fall; we need to check with teachers to see if they still have the same needs and would still like the approved items; Jen noted that we had two options: re-start the process with new requests or go back to the specific teachers that were approved to see if they would like to move forward or change requests to meet their current needs; after a group discussion, it was decided to go back to the approved teachers rather than re-start the mini grant process.

- we will poll the teachers to see what they need for supply closet, as well as items above and beyond what is typically provided in the closet; Kevin is hopeful that we can have a flyer ready to go for supply closet before our next PTO meeting that would include a date for drop-off of

supplies and ordering through Amazon wishlist

- Jill asked if we had spent all of the min-grant money, or if there was leftover funds that could be given to teachers and used for current needs such as Teachers Pay Teachers gift cards; there was only \$66 left in the budgeted mini grant offerings from the spring; it was discussed that we could possibly offer another round of grants in the coming months; Kevin asked that we hold off on this discussion/decision until our November meeting, as there may be other ways of funding some of these needs; he also reminded the group that Teachers Pay Teachers has some licensing restrictions and may not be something that ALL teachers would like/could use

4. Committee Reports

a. Teacher Appreciation (follow-up discussion regarding pre-packaged lunches from Paul's)

- The plan is to meet with Sal this coming Monday to come up with a list of items to provide for the teachers; Kristin will need some accurate numbers of people that will be in the building vs. remote; Kevin suggested aiming for the end of the month for the luncheon; Kevin will provide a spreadsheet so teachers can indicate which teachers will be there on which week; we would need to provide an alternate option for the teacher that is fully remote

5. Other Business-

- Karen Cecere inquired about stencils that were purchased in the spring for the playground and if there are some that would work with social distancing; Kevin will look into it; Alysha noted that we could use highway paint, as it is more durable, but was wondering if volunteers be able to come and help with layout, etc?; Kevin will set a date for highway department and volunteers to come and work on layout; Instruments that were bought last year will be on hold for now since the playground is not being used

6. Adjourn

*Upcoming Meetings (1st Thursday of the month): November 5,
December 3, January 7, February 4, March 4, April 1, May 6, June 3*