

Devon Elementary PTO

September 6, 2017 Meeting Minutes

- Attendees: Michele Seeger, Emily Bernstein, Mary Ellen O'Donnell, Christina Arnault, Lori Messina, Nikole Salata, Sheeva Reilly, Tracy Viola, Amanda Wollick, Sarabeth, Krulock, Anya Chrisanthon, Katie Parker, Amy Cava, Gabriela Snyder, Shweta Sivaraman, Lisa Schreiber, Beth Fogarty, Kate Miller, Todd Parker, Raquel Murphy, Kelly Myers, Kara McMahon, Jen Gallagher, Wendy Cook

- Dr. Parker's update
 - Expressed thanks to the PTO for the artificial turf
 - Excited to unveil new stages of library over next year or two
 - Looking to be less traditional and more of a learning space
 - Easier to move around, functional
 - Character trait dragon
 - Character trait lessons each month (example: Respect for Sept)
 - Student will be awarded with a dragon scale, and certificate, when caught using a good character trait.
 - Great opening to first day of school, with Daily Local present
 - Thanked PTO, on behalf of teachers, for funds towards additional classroom supplies

- President's report – Raquel Murphy and Kelly Myers
 - Working to make more opportunities for parents to get to know each other
 - Small fund available to kindergarten & 1st grade room parents to a social outing
 - Handed out Devon Elementary PTO calendar of events. Easy way to see upcoming events and possible volunteer opportunities.

- VP's report – Kate Miller and Lisa Schreiber
 - Explanation of Got a Minute forms
 - Committee heads will be given access to Got a Minute forms so they can pull volunteer info on their own.

- Treasurer's report – Beth Fogarty
 - Handels fundraiser last spring brought in \$1,300
 - Directory, ad sales, checks have brought in \$2,600, so far
 - Biggest expense being the turf
 - Staff members get \$75 to reimburse for supplies bought
 - Can pull budget info from events last year to get an idea on budget for events this year

- Communications report – Michele Seeger and Wendy Cook
 - New communications requirements
 - More streamlined
 - Everything has to be approved by Dr. Parker, and go through PTO presidents, Michele and Wendy
 - Has to be a word doc
 - PTO blasts and website submissions must be submitted 1 week before you want them communicated.
 - If going on the website, please allow 24-48 hours once submitted to Michele
 - Devon Dispatch, submissions due 1 week before the issue date, goes out every 2 weeks
 - Website is being updated to make more user friendly
 - Everything we need to know is on the website and everyone can be referred to the website
 - Any outside communications not directly effecting Devon Elementary or PTO can not be posted on the website
 - Home room parents in process of contacting teachers and getting parent emails
 - Ways to get info out: website, Devon Dispatch, email blasts, home room parents

- Cultural Arts report – Christina Arnault and Mary Ellen O'Donnell
 - Passed around program guide, listing the grade level assemblies and full school assemblies
 - Following up with contacts to make sure they have what they need, and thinking about next year
 - Working with predecessors to make sure deposits are made and things are taken care of

- Fundraising report – Kara McMahon
 - Announced first mother/son event – Lego Ninjago movie
 - Info will go out in Friday folders
 - Some restaurants will contribute 20% of proceeds back to Devon
 - Gift wrapping fundraiser info will go out when we have all the emails
 - All online this year, no packets
 - Looking for volunteers for people to run the Sweetheart Dance

- Social Functions – Shweta Sivaraman
 - Welcome Back social was a success and thank you to co-chairs
 - Suggestions to move it back a week and to possibly add a rain day for next year
 - Tracy Viola – Getting idea on what can be done for fall festival, meeting with chair from last year
 - Trying to find a way to move games along faster
 - Possibly repurpose toys to use
 - Looking into PTO closet to see what is available and what could be used

- Issues, Affairs, Programs report – Jen Gallagher
 - Would like to have something written about the Sunshine Committee in Devon Dispatch so people know what it is
 - Sunshine Committee is support for hardships that may be going on in the Devon community
 - Meeting to set dates for Mileage club
 - After school clubs
 - Beading and running clubs, Oct 16-Nov
 - Costume drive for Green Initiative (food bank)
 - Clients who go there are in need of costumes for their children
 - Will be done along with the toy drive

- School Services – Emily Bernstein
 - Everything running on track
 - End of the month health screening
 - Directory set to come out in mid-October
 - Need volunteers for publishing center

- Devon Representatives for the T/E Organizations
 - T/E Cares is organizing a program to help a hospital effected by Hurricane Harvey

- Concerns about teachers sticking to picture day schedule

- **NEXT PTO MEETING OCTOBER 11th at 9:30**