

# Jeffrey PTO – Executive Board Meeting Minutes

**DATE** - August 2nd, 7PM

**ATTENDEES** – Tania Kosiewicz, Sandy Ferrucci, Jessica Bowler, Sarah Sandora, Debbie Sanford, Carrie Healy, Missi Vest, Kathryn Hart and Rachel Weiss.

## **TOPICS** –

**PRC** – Second Friday of every Month, 12-1pm at Town Campus

- This year Jeffrey PTO is responsible for attending Quarterly Transportation meetings and reporting back to PRC

**Teacher Luncheon** – August 23rd, 11am-12pm in the Jeffrey - Gymnasium

- Board members to each bring salad to serve 8 (Sandy to coordinate)
- Contacting Hornet's Nest deli in Branford to provide food
- Hospitality volunteers to each provide a dessert , hoping for finger foods and nothing too messy (Tania to coordinate)
- Need to purchase paper goods and drinks (water and Snapple) – Sandy volunteered

**Back to School Orientation** – August 23rd (1-1:45pm: Grades 1-2, 2:15-3pm: Grades 3-4), August 24th (9-9:45am: Kinder AM, 10:15-11am: Kinder PM)

- Volunteers needed for both days
  - Sportswear as Wendy is out of town (Debbie can help on the 23rd)
  - Computer lab – help registering for Stop and Shop Points and online Form completion (Tania to send out volunteer sign-up spreadsheet)

**Picnic** – August 29th 5-7pm at Jeffrey Field/Playground

- Kathryn will invite teachers
- Tickets are needed for enrolled student's ice cream
- Sportswear to be set-up
- Info on picnic has been put on website and a flyer will be in student packets

## **Picture Board**

- Photos to be taken of new staff at Jeffrey and Photo Board to be updated (Rachel Metz to coordinate)

## **Room Coordinators**

- Paperwork due September 6th
- Orientation September 11th, 9:30am in Library or Cafeteria (Rachel Metz to coordinate)

**Executive Board Meetings** – First Friday of every month at 9am in Principal's office

- Typically don't schedule a December meeting

**General PTO Meetings** – 2<sup>nd</sup> Thursday of month in Library, 4 times a year

- October, November, January and May (where Executive Board members are announced)
- Babysitting is provided
- Need ideas for Curriculum
  - Math, Social Worker, Holiday Stresses, other?

**Jeffrey logo Water Bottles**

- We have 300 and they will be available for purchase for \$5 each
- If re-ordering, must be in 300-count increments for best price

**Gift Wrap Fundraiser**

- Starts 9/10/12, ends 9/21/12, delivery 11/12/12

**Back to School Night** – September 12<sup>th</sup> at 7pm for Grades 3-4, September 13<sup>th</sup> at 6pm for Kinder, 7:15pm for Grades 1-2 – in classrooms

- Need Sportswear table
- Gift Wrap display
- Pie Tasting

**Bingo Night** – November 2<sup>nd</sup> (5:30-6:30pm younger kids, 7-8pm older kids)

- Need prizes
- Will charge \$1 per card, \$5 max per family

**Book Fair** (November 26<sup>th</sup>-30<sup>th</sup>)

- Advertise “Reach Out and Read”?

**Polar Express Movie Night** – December 7<sup>th</sup>

- Location TBD, Jeffrey Cafe, Brown Auditorium? – Tania to research locations that allow food
- Incorporate “Reach Out and Read”
  - Collects new and gently used books to be donated to Pediatric Offices in lower income areas for children ages 6 months – 5 years
    - Ideas to have special day at school where students bring in books to donate and allowed to wear PJs, Crazy Hats, etc??

**Jeffrey PTO is Going Green**

- Tania has set up Google Docs for parents to fill out forms online
  - Register for Directory
  - PTO Volunteers
  - Room Coordinators
- Paper forms still available at Jeffrey Front Office
- PTO Dues can still be paid for by check
- Trying to reduce paper costs by having people use website instead

### **Assistant Principal (Rachel Weiss)**

- First Cultural Affairs Event to be Cyd Slotoroff
  - Musical Therapist to do musical programs on anti-bullying, class room community, etc
  - October 11<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup> – one group for 1<sup>st</sup> grade, one group for 2<sup>nd</sup> grade, two groups for 3<sup>rd</sup> grade and each class individually for 4<sup>th</sup> grade
- Second Cultural Affairs Event TBD – Looking for potential Authors to come present

### **Treasurer (Debbie Sanford)**

- Carrying over almost \$7600 from last year
- Gave Jeffrey/Mona check for \$15,000 end of last year, to go towards three new Smart Boards and all set-up equipment
- PRC is not doing Wizards Event this year
- Need Ideas for Family Night
  - Suggestions – “Mad Science” or “Birds of Prey”
- “Square 1 Art” Fundraiser
  - Parents need more information and explanation
  - Better to do it in school, maybe Art Class? – Kathryn will contact Mrs. Woods regarding the best time to do it
- Executive Board Expense forms are online and can be completed and dropped in her mailbox at Jeffrey

### **Principal (Kathryn Hart)**

- Provided brief background and experience
- Jeffrey school Building is in good shape
- Kindergarten registration numbers are climbing, up to 142

### **Jeffrey PTO Email address**

- PTO Board Member’s personal email addresses to be removed from website and replaced with Jeffrey PTO email address ([Jeffreyschoolpto@yahoo.com](mailto:Jeffreyschoolpto@yahoo.com)).
- To be checked regularly by board members (Carrie Healy to organize)

### **New Fun Raiser Ideas Discussed**

- Snaps Photography
- Kindergarten Bingo
- Egg Hunt, etc

### **Bus Route Schedule**

- Schedule coming out in mid-August
- Lists will be needed to coordinate parents to ride kindergarten bus for first few days

### **Jeffrey PTO on Facebook**

- Tania willing to set up link on Facebook, but will need approval from Jeffrey Administration team