

***JSPTO Executive Board Meeting***  
***January 8, 2016***  
***MINUTES***

**In attendance:**

Tina Phelan, Co-President, Nicole Wiles, Co-President, Heather Conder-Johnson, Vice President, Beth Skudder, Vice President, Jess Maynard, Member at Large, Kristin Polisky, Member at Large, Keira Schwarz, Member at Large, Kathryn Hart, Principal

1. **Welcome** – Nicole called the meeting to order at 9:18am.
2. **Review/Approve November Meeting Minutes** – Nicole distributed November meeting minutes for review; updates were discussed and approved. Tina moved and Kristin 2<sup>nd</sup>.
3. **Reports**

**Principal**

- Six new students (4 families) started at Jeffrey in January. Kathryn will send an email introducing the PTO.
- Budget meetings – 3.96% increase as proposed on 1/5/16. Most of that increase is fixed costs due to healthcare, benefits, and utilities.
- Crazy 8s started – lots of excitement, had to turn some children away due to lack of space in the classes. More parent volunteers are needed. More advertising will be done re: need for more parents – on e-notify and Facebook. Great opportunity for parents to get involved.
- 100th Day Celebration (scheduled for 2/2/16). Request for parents to help organize on 1/29 or 2/1. Helper SignUp to be distributed for 10 volunteers, plus Heather and Kristin might help out too. Donations will be made to the Dan Cosgrove Animal Shelter, Madison Food Pantry, Smiles for Smilow and Madison Youth and Family Services.

**Treasurer** (Tracy not in attendance, budget was reviewed.)

- Book Fair – more money raised than last year; good theme, room looked great, fun space, great events.
- Grand Apizza - \$300 donated to Jeffrey. Good will in community, good event. Kathryn Hart to write a thank you note. Interest in trying another restaurant – Chinese food from Clinton? Sugar Bakery?
- Box Tops – Jeffrey School has not yet received check in amount of approx. \$1500 for fall Box Tops submitted. Keira, Kathryn and Denise to look in to this.

**PRC**

- 1/19/16 7:00 – 8:30pm in Polson Auditorium (Snow date 1/21) Feeding the Body and Soul of Our Tweens and Teens: Body Image and Self Esteem. Presenters: Dr Springhorn, Dr Nolfo, Marybeth Golja, Holly David. Appropriate for parents of boys and girls. Information to follow via e-notify.
- Showing and panel discussion of movie “Most Likely to Succeed” at The Country School on February 4th. Information to follow via e-notify.  
<http://www.thecountryschool.org/about/current-parents/most-likely-to-succeed>
- Families of students in Special Education classes are encouraged to sign up for the PAC-SE e-notify here: <http://www.madison.k12.ct.us/page.cfm?p=393>; SEPTO (Special Ed PTO) being started, first at TCLC, will grow to other schools from there.

- Tom asks for PTO support at BOE and town meetings (BOS and BOF) in support of the school budget

#### 4. Administrative

- a. Teacher Gift Letters – standardized form letter for RC's
  - big variance of suggested amounts
  - Kathryn had too many individual letters to approve
  - RC's need guidance from PTO Board
  - Tina working on a letter, \$5-\$10/teacher suggested
  - Collect 1x vs 2x / year
  - Collecting for related arts teachers – up to RC's

#### 5. Upcoming Events/Activities

- a. **General PTO Meeting** – Thursday, January 21, 2016, 7:00pm  
Dana Hilmer with the Stress Management Task Force will be presenting; age appropriate discussion for Jeffrey families; childcare will be available.
- b. **Movie Night** – Friday 2/26/16 at Polson is confirmed since the meeting. Jess working with Laurie Malec, Laurie has been in touch with Disney re: license. Jeffrey students will vote on 1 of three movies – Inside Out, Toy Story or Finding Nemo, Student Council to manage the vote (thank you Kathryn.) Jess to follow up with event reservation forms etc.
- c. **Winter Workshops** – start Feb 22, on 5 consecutive Mondays  
Tina working with Jill Winter, Jill met with Chris McSweeney, Jill has list of interested volunteers to contact. Discussion re: pay WW instructors or not or donate instructor fee back to Jeffrey PTO? Paid instructors will pay for the children to attend WW. Volunteer assistants do not have to pay for their children to attend WW. Will try to manage choices better, not just first come/first served. Drafting letter to recruit presenters.
- d. **Science Week** – Week of March 28<sup>th</sup>. Discussion on hold as Stephanie wasn't at the meeting.

#### 6. Subcommittee Updates/Roundtable Discussion

- a. Keira – Box Tops - \$ should be here
- b. Keira – Spring Fling on 4/22/16; Looking to use spaces more productively. Likely no DJ. Planning on dunk tank for Kathryn Hart, Tom Scarice, others?
- c. Domino the Great Buddies not Bullies program is on 1/12/16 at 9:15am.
- d. PTO Board to do ice cream sundaes for Jeffrey (certified) staff meeting on Tuesday 1/12/16 at 3:45pm. Heather will gather all food items and supplies for 30-40 staff. Keira will make candy gift bags for paras and other staff not at the meeting.
- e. Art Room – Kristin will send a new letter home asking for volunteers in preparation for Art Show
- f. Music on Mondays – Kristin knows fiddlers who are interested in coming; Beth knows a French horn player who would come (sent contact info to Stephanie.)
- g. Hospitality –
  - i. Tues 5/3/16 – Teacher Appreciation Luncheon; Heather will coordinate donations via Helper Sign Up
  - ii. Tues 1/12/16 – Sundaes at the Staff Meeting

**7. New Business**

- a. Fundraising Meeting – Friday, January 29, 2016 at 9:30am at Beth’s house, 8 Magnolia Drive. Nicole has received many ideas regarding new fundraising ideas for next year. Meeting to consider ideas, map out next year.
- b. New Board Members for 2016 2017. Tina to oversee putting together the new slate. Heather would like to continue. Kristin will not have any one at Jeffrey next year. Others TBD.
- c. PTO to reimburse Jeffrey School for Encore performance in December.
- d. PTO Gift to Jeffrey School in June TBD – discuss with Kathryn.

Meeting Adjourned at 10:45am.

**Next meeting, Thursday, February 4<sup>th</sup> at 9:15am**

Friday, March 4<sup>th</sup>

Friday, April 8<sup>th</sup>

Friday May 6<sup>th</sup> – General/Board Elections

Friday, June 3<sup>rd</sup> – New Board meets