

Hubbard Woods PTO Exec Meeting

September 7, 2016

Attendees: Brooke Helmstetter, Nidhi Singh, Ellie Hotchkiss, Jen Hayes, Kendal Reis, Lauren LeBoyer, Lori Miralles, Abby Burtelow, Sarah Graham

- I. **Welcome** - Brooke Helmstetter
 - a. Thank you for helping us have a great start to the school year
 - b. Welcome Ellie Hotchkiss, PTO Teacher Rep
 - c. Introductions around the room
 - d. Shared all of the thank you notes we have received since our last meeting

- II. **Approval of the Minutes** - Sarah Graham
 - a. Motion to approve - Jen Hayes
 - b. Second - Abby Burtelow - Approved

- III. **School Board Meeting Update** - Nidhi Singh
 - a. Water damage sustained at all 5 schools, Hubbard Woods was the worst, insurance claims process is underway
 - b. Temporary classrooms installed at Crow Island
 - c. *K-2nd grade: What to Expect*, Beth presenting for this today
 - d. Enrollment Balancing Project underway
 - i. Phase I: Manage Crow Island overenrollment
 - ii. Phase II: Long term picture, effective use of resources, expected enrollment decrease of 6% between 2015 and 2020
 - iii. Community surveys going out this week
 - iv. Setting up an advisory committee
 - v. GOAL: Reco to Board by Jan/Feb Board Meeting

- IV. **Treasurer's Report** - Lori Miralles
 - a. Large majority of parents used Paypal to pay school fees (less than 20 paid by check)
 - b. Only 13 people didn't buy yearbook
 - c. Lori sent Beth an email to introduce Angel Fund
 - i. Discussion of how the fund will work this year. Concluded that Beth will work directly with Abby. Abby to send list of unpaid fees (supplies, yearbook, pizza fun lunch, etc). Beth will let Abby know which families may need assistance and Angel Fund can provide this assistance. Anyone receiving assistance from Angel Fund will be kept anonymous (only Beth and Abby will need to know.)

- ii. Lori confirmed that we can plan to cover any/all needs and find money if it goes over the \$400 budget.
- iii. Brief discussion of teacher gift donations. These will contribute toward a gift card at the holidays and an end of the year gesture (e.g. mug with flower)
- iv. Supplies fees are slightly under budget but costs will be as well.
- v. Directory fees are \$200 over budget. No negative feedback has been received about lack of paper directory this year.

V. **President's Report** - Brooke Helmstetter

- a. Some jobs still need a person to shadow in order to be prepared to fill the role next year
 - i. Directory
 - ii. Yearbook
 - iii. Website Manager
- b. Congrats on a seamless start to school, despite flooding
- c. Welcome coffee was a success, held outside in front of school, better than ever
- d. Streamlined Paypal process for paying fees was so easy. (Note: some manual entry was necessary by Abby as a few people purchased incorrect kit, etc)
- e. Discussion: Distribution date of class assignment emails...later this year because aligned with other schools. Would be nice to align Paypal date with Class Assignment email date.
- f. Todd Burleson received 'Librarian of the Year Award' from Scholastic/ School Library Journal
 - i. Discussion of acknowledgement...announcements, articles, etc
- g. STEAM-in-residence: upcoming pilot with 4th grade, Larry Joswiak to lead a four-day experience, Amusement Park theme
 - i. \$4,000 budget (of the \$10,000 set aside by PTO last year)
 - ii. September 19: Larry at HW for planning visit
 - iii. October 24-27: Amusement Park project at HW
- h. Bottle filler has been installed. Looking into the true cost of the bottle filler as we received only an estimate of \$2,500-\$5,000. Lori will get the bill from Lois.
- i. New media equipment has been installed in the auditorium. Bill has been paid.
- j. PTO New Principal Welcome Coffee will be tomorrow at 9am. Amy Gardella catering.
- k. Cardboard Challenge is scheduled for October 8th
 - i. Discussion of length—reduced from 3 to 2hrs (new time: 2-4pm)
 - ii. Agreed that it will be held in the gym
 - iii. Proposed question of how to integrate Kindergarteners...
 - iv. Will Makedo kits be sent home with the kids? How will we get them back?
- l. Yard Signs

- i. Suggestion to leave them up longer...at least through the first full week of school.
 - ii. Replacements will be ordered for the missing new signs
- VI. **Vice President's Report**—Nidhi Singh
 - a. Room parents—all going well
 - i. Parent Parties will be kept to individual classes, potluck style (same as last year)
 - b. New Parent Night was great, well-attended
- VII. **Communications Report**—Kendal Reis and Lauren LeBoyer
 - a. Kendal requested 'Do Not Photograph' list
 - b. Playground Equipment Discussion: when will the GaGa Pit be installed?
Will look for more information on this.
 - i. Brief discussion of PTO role on playground
 - ii. Concerns expressed about sand area, quite dirty this year
 - c. Air Conditioning—some parents have asked if there's a plan to eventually install?

Adjourned: 11am