

Bristol PTO Executive Committee Meeting Minutes
September 5, 2014

Teacher Liaison Report - *Jenny Boyle*

- Teachers need updated and increased hardware for technology in their classrooms
- Teachers need a definition of BEST fund including when and for what to apply

Principal Report – *Nancy Zitzman*

- \$2002.96 received in Target proceeds
- BEST Fund requests:
 - First Grade for WaterWorks unit: \$250: approved.
 - Sara Wichard on behalf of parent Liz Austin for Fifth Grade for partial funding for class to attend Variety Club performance: \$500: approved.
- Existing equipment from Kompan needs \$1,734 in repairs. PTO will pay.
- Bread Co. fundraiser opportunity: PTO will support and Matt Goben will organize.
- Fall Festival: A raffle would be a good idea. Wendy will contact committee and initiate.
- PTO Board Dialogue is at Hudson on 9/10 at 5:30. Nancy and co-presidents attending.
- Change needed in classroom holiday party food policy: Only store-bought, pre-packaged food with ingredients label affixed can be brought in by parents. Nurse must have ability to analyze food label. VPs will communicate this policy to the Room Parent chairs, and the Room Parent chairs have the responsibility of communicating this to the party volunteers.
- Grant reimbursement request will be sent shortly
- New format for Open House well received

Presidents' Report – *Becky Hauser, Ellen Moriarty*

- Back to School Picnic/ Open House new format – Success.
- Lice Prevention: VPs will ask Lisa Harp to secure more anti-lice spray to have available for Fall Festival table. Table will also include microscope with prepared lice slides so kids can learn more about lice and good hygiene practices.
- Fall Festival Update: Will include 3 inflatables and fall themed games. Will run from 4:30 – 7:30 on October 10. Tickets will be used for inflatables and games; no wristbands.
- Confirmation - Where should the money go? Trivia Night 2015 will focus on asking for funds to be raised for purchase of computers, iPads, smartboards, grade level technology upgrades as requested by teachers, and new classroom library books to accommodate curriculum changes.
- Committee Chairs at General PTO meetings: VPs will communicate.
- Guest Speaker/Meeting Topics for 2014-15 General PTO meetings
 - Dr. Riss, Dr. Simpson, and Tim Brown on Internet Safety. See if he is willing to do a parent and child workshop on internet safety.
- Fall Fundraiser Update: \$11,000 so far. Last day is September 29.
- Tree for playground: variety has been selected and we will ask parent Brad Furfarro to install the tree at a reasonable cost.
- PTO Newsletter – updates from each position as applicable. Send submissions to Kelly Ensor prior to September 15.
- Drop off / pick up procedure: some parents are dissatisfied. PTO continues to analyze suggestions and offer ideas from the parent perspective. Possibility for parent volunteers if dissatisfaction with procedure is ongoing.

- Stephanie Simpson – Welcome Committee Chair

Updates from the summer and start of the year:

1. Made Welcome Bags for families new to Bristol. (Cookies, Bristol magnet, Yo My Goodness gift card, Webster brochures from historical society, note from committee with contacts for their grade level reps). Delivered bags to home the week before school started.
2. Made Welcome phone calls to EACH incoming Kindergartener.
3. Hosted Kindergarten parent social at Llywelyn's before school started. (About 25 people attend.)
4. Gave tours at Meet your teacher
5. Contacted all teachers to introduce our committee and to share who the grade level reps were for each grade.
6. T-shirts made for committee members
7. Helped with Back to School picnic

Welcome Back Picnic Updates and Feedback:

1. Such as Success!! While we did not take a head count, we counted number of name left over. We think we used between 200-250 name tags.
2. Suggestion to actually have a sign in sheet. Not to keep track of attendance, but then the committee could see which new families were there to seek them out to chat. Or if they do not attend numerous events the committee could reach to them.
3. Suggestion to organize some sort of "friend" scavenger hunt. (If you find someone new come to the check in stand to receive a prize, or introduce yourself to someone new and get a prize or sucker.)
4. Banner was a great hit! Thank you for sending Thank you note to Haynes Family
5. Everyone enjoyed that Nancy and other staff members attended!

Questions and Ideas:

1. Can kids do the New Family tours at Meet your Teacher morning? Maybe the 5th graders? *The Principal feels building tours are a safety risk, especially with unattended minors, and as such only gives tours once families are enrolled.*
2. Does PTO Exec. want Welcome Committee t-shirts as well. *No.*
3. We have a few new people interested in joining our committee. What does PTO see as our next steps and/or responsibilities? How can we help? *Keep doing what you're doing and repeat same for next year. Fantastic job!*
4. Can we help organize trivia night tables for new families? Maybe send out email that we will help plug people into a table if they contact us by a certain date (that would need to happen BEFORE the table open to everyone else). *Trivia/Auction committee will hold two tables for the Welcome Committee.*
5. How can we support the upcoming events this fall? We will send emails to new families before each event. Should we contact the chair of each event to see? *At committee's discretion.*

1st Vice Presidents' Report – Holly Kunze, Jenn Brenner

- Spirit Wear has been selected and will not be launched prior to Fall Festival, but samples will be available for viewing at that event.
- Liz Austin is chairing the social committee. She is planning a bus trip to the wineries on November 8 at the cost of \$32 per person for the bus. Also upcoming will be a bowling social at the Saratoga Lanes and a "Bristol Rocks" music night in the spring.
- Math and Science Are Fun Night: Originator and organizer asks that we change the name to Math and Science Fun Night. This year the event was scheduled too early in the year for it to be dark enough at event time for the Astronomy Society to set up on the blacktop. This is a

disappointment. Next year we'll make sure to schedule later in the year. Possibly as a kick-off to the Science Fair season.

- Arwen and Bridget are chairing Room Parent committee. Proposal to change the system from general room parents to parent organizers for parties and projects specifically, so that there will no longer be just one room parent point person. Hopefully the new process will make it less intimidating for parents to volunteer. Arwen and Bridget will amend this process for next year as this year's forms were already distributed. Chairs will communicate party and event responsibilities to room parents.
- Buzz Books: record number of parent ads sold/included, but not as many community ads. Buzz Book is still forthcoming.

2nd Vice Presidents' Report – *Kelly Ensor, Kevin Mitchell*

- Do we want yard signs announcing new Bristol Students? This has been discussed before, and the feeling is that more people don't want them than people want them.
- Audio report: There are four main problems: Sound is inadequate, we need an easy way to hook video up through the system, leader needs to be able to control the CD player while on the floor, and the wireless system is not working to its fullest potential. Problems 2, 3, and 4 are easily and inexpensively solved. The overall assessment is that the system is good to great, with one questionable product choice and two odd installation choices. The mixer is the questionable product choice. The speakers are mostly good but lack treble, and were installed high in the corners. The solution we'll go with for now is to add 1 dual 15 band EQ to the rack, remove wireless mic systems and CD player from rack and place on cart, and add 1 direct box and cable so audio output from laptop can be played through the house system. This will cost \$657. PTO will move ahead with these fixes.

Treasurer/Audit Report – *Sherri Fowler, Sarah Calame*

- Playground checks have been written; awaiting reimbursement form to be sent to grant funders.
- Some Fall Fundraising checks deposited. More are using checks than Paypal. Participation is about 30% right now. Last year it was 60%.
- About \$15,000 in account right now

Community Liaison Report – *Matt Goben*

- October 2 will be Bristol Bulldogs night at the high school football game. Details to come.