

## **Bristol PTO Executive Board Meeting 9/6/2013**

All members present

*Principal's Report, Nancy Zitzman:* Bristol has received \$1771 in proceeds from the Target cards.

The PTO Board Administration meeting is September 25 at 5:30. The Superintendent, Board of Education members, Principals, and PTO Presidents attend. Bristol PTO will provide snacks.

Principal and Mrs. Wichard viewed the stage at Clark. Mrs. Wichard would like to purchase a similar stage from the Wenger company. It is modular. We would need to purchase the pieces of the stage, stairs, and the rear rails.

Presidents will contact parents Kevin Mitchell and Bethany Roscup regarding sound system upgrades. Both parents have expressed a willingness to help.

The October General PTO meeting will have a guest speaker to explain Bristol's Guided Reading program.

*Treasurers' Report, Sherri Fowler, Anne Lamitola:* School donation fundraising drive is going well. We have about a 30% parent participation rate right now and are at a level of funding which is close to our stated goal of \$10,000. A follow-up letter will be sent home next week, along with a phone blast and Friday Feature reminders to contribute.

The Health and Wellness committee might want a budget. The chair, Lisa Harp, has been advised to compose a general proposal for the budget for submission.

All tax paperwork is with the CPA and we're waiting for the copies of the taxes, which have been filed. May 31 is the end of OUR tax year, but the PTO Umbrella end of tax year is September 31, so that has caused some confusion in the past.

Childcare for PTO general evening meetings has been arranged. Adventure Club staff have been contracted at a rate of \$15 per hour.

*Corresponding Secretary's Report: Ellen Moriarty*

Thank you notes going to Janelle Gibson and Laura Burns.

We are ordering the new binding machine for children's composition books which we approved for purchase last spring.

*Recording Secretary's Report: Elyssa Sullivan*

While Elyssa was on the agenda for reporting out on Facebook page creation, the group discussed that the corresponding secretary of the board would be the Facebook page admin, as previously discussed in the August exec board meeting. Elyssa set up a gmail account for the corresponding secretary to use while setting up the Facebook page, so that the administration duties could be passed from one

corresponding secretary to the next with ease. Ellen will set up the Facebook page and let Elyssa know if she needs help. The Facebook page will be called Bristol Elementary and PTO. We will maintain at least two administrators on the page, and Nancy will give us things to post.

*2<sup>nd</sup> Vice President's Report, Kelly Ensor:* Board Meeting is upcoming on Monday night. We will announce the vacancy for a second person for this post at the general meeting, on the Facebook page, and in the Friday Feature.

*1<sup>st</sup> Vice Presidents' Report, Holly Kunze, Jenn Brenner:* Social committee is moving forward with plans to encourage parents to gather. It was decided that the PTO and social committee will promote a gathering at Llewellyn's immediately following the October general meeting.

Stephanie Simpson is proposing a Welcoming Committee for Bristol, and is willing to chair the committee. She has many great ideas for how to make new families and incoming Kindergarten families feel included and comfortable in their new school. We will meet further with her to discuss.

*Presidents Report, Wendy Zerega, Melissa McCartie:* The Presidents met with other PTO presidents in the district to collaborate and share ideas. There were many take-aways. One idea was for carnival prizes; instead of buying prizes, Avery collects donated items from families and distributes those. It is very successful and parents love it. Also, some parents here have expressed interest in a "Welcome to Bristol" yard sign for their incoming students. Clark numbers their signs and then distributes for a set time, and then collects. Their signs were about \$400, and were paid for with a Foundation grant. We can look at Foundation Grants for yard signs (and possibly other Welcome Committee things) as other elementary schools in the district have utilized Foundation Grants for "Welcome to Kindergarten" signs.

In order to use time more efficiently and help working parents access the executive PTO board, the new start time for PTO executive board meetings will be at 8:30 am with an effort made to keep the meetings to an hour or an hour and a half. This is being done to encourage and accommodate working parents on the PTO executive board. We also discussed moving executive board meetings to a schedule of alternating mornings and evenings one month to the next to accomplish the same purpose, but we held off on that for now. We discussed possibly doing it next year if people seem to want that schedule.