

February 20, 2017

MLS PTO Board Meeting Minutes

Board Members in attendance: Sarah Kelsey, Carleen Kupcis, Stacey Carden, Amanda Beresford, Beth McCarthy, Melissa Hoover, Peggy Williams, Cheryl Wetmore-Simpson and Mike Irani.

- I. Welcome
- II. PTO Member-at-Large Comments
None present
- III. Secretary's Report: Beth Wertheim
Amanda Beresford took notes at this meeting.
Motion was made and seconded to approve the January Meeting Minutes.
- IV. Principal's Report: Mike Irani
 - Apologies for not attending the talent show (son's birthday).
 - Professional Development Fund:
 - Started a Google doc to explore how, and in what form, to continue it in the future. He spoke with teachers about the possibility of ending the three-year-cycle at the end of next year and received positive feedback.
 - The first action will be to figure out how to phase out the current plan
 - The second action (yet to be explored) is to figure out how to move forward, possibly moving to a one-year cycle. Board will continue to discuss.
 - Discussed results of the family engagement survey.
 - Discussed open house and back to school night and the possibility of changing up the format to make it more accessible for parents and less onerous for teachers.
 - Possibilities discussed: Extending open house hours, providing information and classroom details for parents then.
- V. Faculty Representative Report: Cheryl Wetmore Simpson
 - Question on Book Fair leadership – Sarah will follow up with book fair chairs.
 - Question on coordinators meeting for end of year celebration. Usually the 4th grade room-parents handle reception: Cheryl will be in touch with Carleen and Peggy.

- VI. Co-VP's Report: Stacey Carden and Beth McCarthy
 - Board and Committee Chair Recruiting Update
 - First round asks are out.
 - Grocery program already filled!
 - Mike will send out "importance of volunteering" email with sign up genius.

- VII. Treasurer's Report: Melissa Hoover

- VIII. Volunteer Coordinator's Report: Amanda Beresford
 - Discussion about PTO not needing to thank classroom volunteers.
 - Take opportunity to thank volunteers already gathered for Teacher appreciation Friday.

- IX. Communication Coordinators' Report: Christina Keller and Peggy Williams

- X. Co-President's Report: Sarah Kelsey and Carleen Kupcis
 - Dispensation of Pre-Zone Fund
 - Motion was made and seconded to approve monies made in Pre-Zone to be rolled back into the general PTO budget
 - There was significant interest having Pre-Zone money be directed more clearly towards PE department but it was too difficult to come up with an equitable option for all. Hoping to work with PE department to make sure needs are met going forward.

 - E-Zone Gift Card Policy
 - For the past consecutive 4 years, the PTO board has given thank-you gift cards at end of each semester to EDEP, front office staff, admins, specials teachers from E-Zone budget. PTO will plan to follow up on this practice to work out long-term viability, equity and plan for future.

 - Privacy Screen for the Nurse's Office
 - Motion was made and seconded to approve paying for privacy screens (as well as make sure a screen is what they want, and not curtains)

ATTACHED:

*Please review written reports prior to the meeting. Copies of the agenda will be provided but please bring a laptop or copies of the additional materials for your reference.

IMPORTANT DATES:

Friday Mar. 31 - Snow Make Up Day - School is in Session

Monday Apr. 3 through Friday Apr. 7 - Spring Break

Monday Apr. 17 – PTO Board Meeting