

**Minutes of the Southeast PTO
Month June 6, 2005**

CALL TO ORDER: 7:10 PM

IN ATTENDANCE: Norma Fisher-Doiron, Kim O'Keefe, Dawn Rawlinson, Monique Brown, Irene Sheehan, Stacey Fulton, Edmond & Amy Chibeau, Kimberly Clark, Margaret Morrison, Ron Baker, Linda Blum, Laura Rodriguez, Kate Cox

Meeting officially handed over to Edmond and Amy Chibeau by Kim O'Keefe, current president. Edmond introduced himself and his wife.

SECRETARY'S REPORT: REVIEW MINUTES

Motion for acceptance: Ron Baker

Motion seconded by: Kim O'Keefe

TREASURER'S REPORT: Highlights: E.O.Smith Senior night earlier than usual so the Southeast scholarship money was not there yet. It is there now, given to Yi-Jun Chen.

There is a back log of cookbooks. There was some brainstorming to find ways to sell them.

Kim O'Keefe asked about money in excess at the end of the year. Motioned to take money to transfer over to the playscape fund. We are about 5K short. Now have 7K. Last year we transferred 3K over to playscape. We are currently short for the order we put in: short because we needed to buy two additional handicap accessible swings and more tiles for wheelchair accessibility and the Town can't do the wood chips and so we have to pay for it. Dawn Rawlinson feels we can afford to transfer the 3K. Tabled until later in the meeting.

Kim O'Keefe reported that the Tag Sale cleared \$1100.00.

Book fair not reflected yet in the budget. Julianna Barrett feels that we earned about 1K. Goes into the general budget. The fall fair goes into the library fund. Highest book fair amount yet. Edmond Chibeau mentioned piggy backing future events to maximize profits.

Stacey Fulton wants to update sign for money earned towards playscape. Amy Chibeau thought the sign should be moved to be more visible. Total amounts better to tally after deciding about transferring money. There are some issues about the cost to move the sign.

Kimberly Clark had question about bake sale expense, Dawn Rawlinson looking into it. Was the budget total of 16K has been consistent over the years. Edmond Chibeau wondering if someone would be interested in applying for some grants for the playscape

and other items. Norma Fisher-Dorion mentioned that some leg work has been done on grants and we can possibly reuse. Maria Bray, Joan Pinney, and Linda Sydie wrote some applications up this year (both were turned down) Amy Chibeay suggested reapplying for the grants we applied for this year. Linda Blum mentioned wanting to know how much profit the school is receiving for each fundraiser as some companies are just making money off of our kids and she would rather write a check out directly to the PTO. Kim Clark asked if we did fundraising by grade level. Ed Chibeau wanted to be sure to put out a letter at the beginning of the school year saying if you want to contribute directly, even specifying to what they are donating. Would people be more excited if they knew for what the fundraiser is for? Amy Chibeau wanted to suggest spacing fundraisers. Kim O'Keefe will share with Ron Baker as this has been an ongoing issue. Research should be done to be sure fundraisers to make a good profit.

Motion for acceptance: Stacey Fulton
Motion seconded by: Laura Rodriguez

PRINCIPAL'S REPORT: The Calendar of Events will be posted on parent board.

Highlights: K 18/19 (Noted teachers too)
1 12/13/15 Interviewing for 3rd position
2 15/16/16
3 15/16/16
4 20/21

Staffing: New first grade teacher position: interviewing. Julie Treadow interviewed for the second grade position and was hired as a permanent staff member.

Playscape: Returned money (2,314) Added Picnic table, Fitness Cluster etc. (8, 272K) Net 5,958.00. Balance of 4K from last year. 2, 316 additional costs for this summer. Kim O'Keefe suggested the transfer of 3K to get the items ordered in a timely fashion. Norma Fisher-Dorion looking to get the money matched plus some. If we add the 3K: 100% match from Gordon Schimmel. This would leave PTO budget at 4K. Working with Meg O'Brian from company. Phase II has become phase III with additional equipment: Will be posted on the parent board as soon as plan is formalized and will be finalized before the end of the school year.

PTO Dates next year: 9/12 10/3, 11/7, 1/9, 2/6, 3/6, 4/3, 5/1, 6/5

Furniture money for All Day K: we did get after all (got it back)

TEACHER'S REPORT: Alex's Lemonade stand earned 150.00 with good participation

OLD BUSINESS:

Kim O'Keefe reported on the Tag Sale: went great. Thank you's given out. Earned double what we did last year which went directly to the playscape fund.

Kim O'Keefe reported that the Southeast Tee-shirts were received: Will be selling at various events, including at "Moving On"

Kim O'Keefe reported that the babysitter has offered to sit all next year.

Wrapping paper: Kim Ewalt offering to help. Plan to get it out earlier. Working with Julianna Barrett.

List of Fundraisers being revamped. Events list too.

Gifts given to Dawn Rwalinson, Kim O'Keefe , Stacey Fulton

NEW BUSINESS:

Laura Rodriguez: Opportunity before end of the school year: Fundraiser. School sponsored materials to work on over the summer. A company put together materials, by grade level, by subject area. Ordered through the school: \$16.00 (\$2 profit) Population that cannot afford an issue. Takes 2 weeks to get the materials in. Kim O'Keefe mentioned developing our own materials. Use profit to cover kids that couldn't by the books. Linda concerned about the message given out. Letter goes out to clarify the purpose of this offering. Web site = summerskills.com (for more information)

Amy Chibeau suggested rearranging the order in which we discuss things.

Linda Blum: Used to be a social worker before a full time mom: Child safety issues a focus. On a field trip, noticed some issues. Worried about child abuse accusations: children assigned to untrained parents. Should there be a Safety/Field Trip committee: Restrooms an issue (male/female). Chaperones should have guidelines and instructions. Norma Fisher-Doiron mentioned that it has come up at another school and has been discussed at Administrative Council. Safety checks occur on a monthly basis for known child offenders and a Board attorney is looking at this. "It is a changing world." Relooking at possibilities. Possibly work in pairs of chaperones.

Kim Clark spoke to adding a community service component to the curriculum and the PTO role is this. Email her to participate. Revisit the topic in September.

Interest in PAC meeting agendas. Revisit in September.

Canopy broken. Add to budget item. Kim Clark will loan theirs. Linda Blum suggested to go ahead and buy the school a new canopy to be used at field day.

Fundraisers; Amy Chibeau stated that the Scholastic vs UConn Book fairs different. One is more time consuming. Scholastic would like to do both. Offering discounts. Someone to talk with Co-Op. Co-Op offers hard cover options, and autographed copies.

Was there an equitable distribution with kid vs. adult books? Stories for Southeast is done through the Co-Op.

Moving On Ceremony going along (Kim Ewalt) Needs name of speakers. Norma Fisher-Doiron working on this. It will be on the 22nd. Margaret Morrison agreed to do the calligraphy on the certificates.

Fundraisers: Ideas: Kim O'Keefe suggested a spaghetti dinner combined with the talent show.

Amy Chibeau suggested a concession stand for the ragball field. Kim O'Keefe said we should clear with the town and the baseball association. Apparently another PTO does the soccer field.

Spring round of notecards. Cheryl Hathway will do only with a parent. There was a suggestion to change design to be more usable.

Amy Chibeau is open to any fundraising ideas; ie. school calendar with each class having a page.

Amy Chibeau had a suggestion to have a "Distribution Support Group" (copying, mailboxes, etc) an Art support committee, felt there was a lot of talent to be tapped. Grant writers committee.

Amy Chibeau felt that we should get some good job descriptions together for the various fundraisers as now it is a "great unknown": need a contact person.

Proposal: Laura Rodriguez made a motion that a letter be sent with a K - 4 offering for this opportunity for summer student work, charging \$15 taking \$1 per book to apply to kids who cannot afford it. A change was made to "assistance needed" Seconded by Kimberly Clark. Monique Brown wanted to be sure that teachers know.

Stacey Fulton mentioned that traditionally there was a PTO sponsored luncheon for the teachers on the last day of school (27th) Stacey Fulton will help as will Kate Cox. Need more to help with making food.

Amy Chibeau suggested that there should be better names for the PAC committee. Offer ideas.

Enrichment committee members: Amy Chibeau suggested "shuffling" members

Amy Chibeau suggested that more publicity be given back to parents from the Archaeologist's events; possibly a blurb in the school newsletter; it would inspire fundraising.

Edmond Chibeau suggested trying to come up with new ways to “texture” the PTO group to involve more and that there were many new conceptions to discuss in the fall.

Norma Fisher-Dorion mentioned the budget: If not done now then no budget until beginning of the year. Could Dawn produce a skeletal budget to be passed to Leslie Sweeney before Dawn Rawlinson leaves? Dawn said “yes”.

Motion that we request template budget and that the decision on the budget be put off until the next meeting. Motioned by Kim O’Keefe and seconded by Margaret Morrison.

Kim O’Keefe motioned and it was seconded by Irene to transfer approximately 3K to playscape budget. The vote was unanimously in favor.

Amy Chibeau brought up, and Linda Blum elaborated on a potential schedule change for next year: Lunch time. Norma Fisher Dorion state that no more instructional time could be taken for lunch: There is a table designated for children who do not finish their lunch: Children go to the nurse if no one to supervise: We do not make children finish their lunch but identify chronic problem: We do not want to make a child nervous about eating. Linda Blum mentioned that many feel there is not enough time to eat. Norma stated that we have to report to the state if we are taking instructional minutes away for anything. Linda Blum suggested that we reorganize the system to avoid the lines. Norma stated that many parents do not want eating to be forced and that providing home lunch and drink puts the child in the lunch room first. She stated that choices are allowed for hot lunch and this takes time. It was suggested that the constraints on lunch be noted in the newsletter. Kim Clark stated that we need to be sure not to make a big issue out of “nothing”. Norma will bring it back to Beth Gankofski, the Director of Food Services and that we should keep the issue in mind in case it is more of a general issue. Linda Blum said she was not ready to make a formal statement yet.

Ron Baker moved to adjourn; Margaret Morrison seconded the motion.

Amy Chibeau wanted to thank Irene Sheehan for the beautiful bulletin board from Muffins for Mom.

MEETING ADJOURNED: 9: 10 PM
RESPECTIVELY SUBMITTED BY: MONIQUE M. BROWN 06/07/05
NEXT MEETING: September 12, 2005