

**GWS PTO**  
**Planning Board Meeting Minutes**  
**Thursday, October 13, 2005**

**In attendance:** Andrea Crowther, President; Kelly Barnes, Vice President; Gail Dooley, Treasurer; and Sharon Afanasiw, Secretary, were in attendance at the meeting which was held at the GWS school on Thursday, October 13, 2005 at 10:00 AM.

**Town-wide PTO Meetings** – Andrea noted that these meetings are held the last Monday of each month at 9:15 AM. Andrea encouraged any of us to attend when possible and notify her so she may be covered. The next several dates and locations are as follows:

October 31<sup>st</sup> – South River School  
November 28<sup>th</sup> – Daniel Webster School  
December (no meeting)  
January 30<sup>th</sup> – Eames Way  
February 27<sup>th</sup> – Furnace Brook Middle School  
March 27<sup>th</sup> – Governor Winslow School

**General Meeting Review** – We discussed the outcome of the October 5<sup>th</sup> General Meeting. The consensus was that the Board sit together at the next meeting so people know who we are. Otherwise, the set up of the room worked very well. Twenty-nine attended – not bad considering the Red Sox playoff game.

**Box Top Labels** – these labels are due the end of the month. A notice will be listed in the newsletter next week so people are more aware of this deadline. This program will be run again in February.

**Family Directory** – Andrea will send the format to Sharon. Gail showed a copy of a directory she had which listed the room mothers at the bottom of the page. GWS format will be printed with one page per classroom and room mothers (if their they opted to have their children listed in the directory) listed on the bottom of the class page.

**Jog-A-Thon** – Prizes will be awarded on October 31<sup>st</sup>. Andrea is looking to print the individual names on each child's certificate and will see if the copier here is able to be hooked up to a computer in order to perform a mail merge to accomplish this. Mr. Ryan is hanging up the sneakers indicating the children's names and how many laps were run in order to measure how many miles the GWS ran across America.

**PTO Today** – Andrea requested we all review the PTO Manager, a software costing \$149 which helps with categorizing many things, including volunteer lists. It is possible they have a trial program that can be downloaded. It is worth a look vs. the use of Quikbooks.

**Movie Night** – Andrea brought up the idea of movie night at the school. The group agreed this would be an enjoyable family night and effective fundraiser.

**Student Art Program** – Andrea reported that the order forms will be going out on Friday, October 21<sup>st</sup>. Ann Damaris helped put this effort together. Andrea reported that the children's

small sample artwork that go along with the forms look excellent. The finished products will be delivered the first week of December.

The meeting was adjourned by 11:00 AM. The next Board Meeting will be on Thursday, November 10, 2005 at 10:00 AM.

Meeting Minutes, prepared and respectfully submitted by Sharon Afanasiw.