

GWO PTO
Planning Meeting Minutes
Monday, August 22, 2005

In attendance: Andrea Crowther, Chris Godino, Sharon Afanasiw were in attendance at the meeting which was held at the GWS school on Monday, August 22, 2005 at 11:00 AM.

Best PTO planning meeting times. The consensus of the group was that the second Thursday of each month at 10:30 would work well. Andrea is going to check with Jane Manning to be see if she can be free for a half-hour some time between 10:30 and 11:30 on Thursdays.

Box Tops – Andrea noted that the income the school receives from Box Top collections is in the neighborhood of \$2,000. The plan is to submit the Box Tops on October 31st and then February 28th, with contests per classroom for participation.

Teacher's Luncheon – The date is Tuesday, September 6th. Haddad's is providing cole slaw and salad. Andrea will e-mail Sharon a copy of the letter to vendors requesting donations so she may solicit Roche Bros. and a few other local merchants.

Welcome Folders - The timing and contents of the informational PTO Welcome Folders was discussed. Due to the volume of information being sent home and forms that need to be filled out and returned, we agreed that only kindergarten parents will receive their packet during the first week of school and the rest of the welcome packets will be sent home the second week. Sharon will prepare 1,500 "PTO Meeting Tonight" calendar reminder stickers to be included in each packet.

PTO Membership contest – Andrea discussed with Chris the convenience, appropriateness and effectiveness of a contest and poster tracking the number of PTO memberships submitted per classroom. All agreed it was a useful contest and would be continued this year.

Directory Forms – All agreed that overall most parents would like a school directory listing the names and phone numbers, etc. of the children in each classroom. The information each parent fills out on this form is optional and they may opt not to be included in a directory. Sharon will maintain this directory.

GWS "Pride & Spirit" activewear – Andrea found a company who will provide many t-shirts, sweatshirts, etc. with no minimum order, except that one of each item be ordered. The company will bag each order by classroom and student.

Jog-A-thon – Ideas were generated about getting t-shirt sponsorships for this year's jog-a-thon. Chris suggested family sponsorship similar to a popular program put on at the middle school. These ideas will be discussed at the next meeting.

Proposed Annual PTO Budget – Andrea distributed and discussed the proposed budget for the upcoming year. In particular, we agreed to look into adding a "Fund for Teachers" item to the budget. Rather than a reimbursement fund, the PTO could provide a dollar figure for each grade. If the teachers of each grade agree on particular item(s) that would be useful, the PTO could provide either the item(s) or the funds need to cover the cost of same. Examples used were

membership for teachers on websites such as ABC Teach or Enchanted Learning, new tape recorders, calendars, etc.

PTO Newsletter – Andrea reported that the newsletter will be prepared by Christine Judson and distributed one-to-two weeks following each Board meeting.

Robert's Rules of Order – Andrea informed Sharon that she must maintain this document as part of her role as Secretary. Sharon will locate this document.

The above notes were prepared and submitted by PTO Secretary, Sharon Afanasiw. If anyone has any questions, comments or changes, please inform me by e-mail safan@gis.net or call 781-837-7404.