

**GWO PTO**  
**Planning Board Meeting Minutes**  
**Thursday, September 8, 2005**

**In attendance:** Andrea Crowther, Chris Godino, Christine Judson, Melanie Metcalf and Sharon Afanasiw were in attendance at the meeting which was held at the GWS school on Thursday, September 8, 2005 at 10:30 AM.

**Box Tops** – Melanie Metcalf who is chairing this fund raising effort was in attendance and brought in sample envelopes and presented contest ideas. She suggested a class mascot, i.e. a hamster or some kind of pet. Chris Godino recommended teachers would prefer staying away from pets. Also Chris suggested getting away from food because there are so many allergies. One suggestion was a story book and corresponding stuffed animal as a class mascot. Chris will ask other teachers' opinions and Melanie will call Chris next week for feedback.

**Teacher's Luncheon** – Andrea reported that the luncheon was a success and showed an example of the thank-you notes she prepared for individuals who helped. She is planning to present local vendors who participated with a framed certificate of thanks.

**Treasury** – As of this date, MaryAnn MacDonald is acting treasurer. Andrea will follow up with MaryAnn for a check to pay an insurance bill which is due. The account with Citizens Bank will be closed and a new one opened at Scituate Federal. Also the group agreed it would be beneficial for Andrea to open up an account with Marshfield Office Supply that Board members could use as required.

**Staff Reimbursement** – At the last meeting planning meeting we discussed allotting a certain amount of funds per grade or per teacher for which the PTO could provide for a particular item(s) in need, Andrea reported that Mr. Oakman would talk to the teachers about what method would be most beneficial to them.

**Welcome Folders** – The kindergarten folders will be distributed tomorrow and the rest of school will be distributed Monday. Andrea will track and maintain the Membership/Volunteer forms and Sharon, the Family Directory. (Sharon will hold onto all original directory forms after input).

**Open House – September 28<sup>th</sup>** - At Andrea's suggestion, the group agreed it would be beneficial to have a PTO table set up at the open house to answer questions and provide sign-up sheets for all of the PTO activities. Sharon and Andrea will man the table from 5:45 to 7:00 PM and Christine will be available to help at 7:00 PM.

**Student Art Program** – Andrea reported that Mrs. Fester has all the information on this program. The students will begin creating their artwork in class next week. Christine Judson will collect the artwork during the week of September 26<sup>th</sup> and will mail it in by the end of that week. The forms will then be sent home by Mrs. Fester with the sample art in mid-October.

**PTO General Meeting** – The meeting is set for Wednesday, October 5<sup>th</sup>. Andrea reviewed agenda items for this meeting and discussed the set-up of the room. She suggested and the group agreed that tables all turned in a square to face one another would be effective.

**Jog-A-Thon** – set to go for October 17-21<sup>st</sup>. Andrea reported that individuals were out scouting local vendors for donations for tee-shirts which cost in the \$2,000 range.

The meeting was adjourned by 11:30 AM. The next Board Meeting will be on Thursday, October 13, 2005 at 10:00 AM.

Meeting Minutes, prepared and respectfully submitted by Sharon Afanasiw.