

The Dover PTO Executive Board Meeting Minutes Friday, December 18, 2009

Attendees: Betsy Ryan, Jennifer Friesen, Pam LoDato, Judy Schulz, Georgia Dakoyannis, Suzanne Nystrom, Carolyn Ringel, Michele Mandel, Mary Yanke, Meg Field, Anne Nolen, and Vicki Hadar

The meeting was called to order by Ms. Ryan at 9:30 am. Ms. Pam LoDato presented the minutes for the November 20, 2009 Executive Board meeting and asked for final revisions. Given there were no changes, it was moved that the minutes be accepted.

VOTE:

To approve the November 20, 2009 Dover PTO Executive Board meeting minutes.

The motion was seconded and accepted unanimously by the board.

President's Report

Ms. Betsy Ryan opened her remarks with thanking Meg Field, Leslie Cutler, Anne Nolen and the other volunteers for a highly successful book fair on December 1-3rd. The PTO grossed almost \$12,000 which should result in a profit of \$2,400 plus an additional sales bonus. There were purchases of books off the teacher lists so at least 2 books went directly to each classroom. A number of staff and parents commented on the wonderful enthusiasm of the children for the books. While this was a great event, there were problems with the vendor software and accounting systems. The vendor's inventory system and on hand supplies of books also caused a number of missed opportunities for sales. Next year the PTO may want to consider a different vendor.

Fundraising for the Worthy Education Fund was also part of the book fair. There was some confusion by parents who thought some of the proceeds were going to the Worthy Education Fund. Instead, 101 packages of the "Note-Worthy" cards were sold. The High School PTO sold 21 packages and the remaining 28 packages are being sold to staff and thru the e-mail blasts. Currently the sales of notecards has netted \$2,800 plus an additional \$500 in straight gifts for a total of \$3,300. Medfield groups have organized a golf tournament and a Texas Hold'em Poker game to raise funds. The Worthy Fund at Rockland Trust had over \$70,000 at the end of November.

Vice Presidents' Report

Ms. Anne Nolen announced that the monthly hospitality events are continuing and the teachers are highly appreciative. Ms. Meg Field reported that the grant review process has been completed. The only addition to the list discussed at the last meeting was a request for an additional \$100 from a music teacher for a French horn. The final list of grants are as follows: (1) \$200 for Social Software Blogs, (2) \$945 for 2 Orff-contra-bass Tone Bars, (3) \$900 for Euphoniums, (4) \$1,000 for the Grade 5 CSI labs, (5) \$100 for Grade 5 Memory Cards for the year book, (6) \$1,266 for 3 Art Display Panels, and

(7) \$100 for a French horn. The PTO budget allotted \$5,000 for the grants. It was moved that the grant proposals be approved for a total of \$4,511.

VOTE:

To approve the list of 7 PTO grants for a total of \$4,511.

The motion was seconded and accepted unanimously by the board.

Another potential PTO purchase in the next year is a portable document camera to work with the classroom white boards. Mr. Downing reported that Sherborn has used the cameras successfully but they cost between \$500-\$700. The School Committee is currently working on a technology report so it might be better to wait until more information is available on the overall needs of the school.

Treasurer's Report

Ms. Jennifer Friesen handed out an updated PTO financial report with the YTD and the full school year PTO budget. Since the last meeting, the PTO has received \$7,757 from sales for Innisbrook and more is expected. The PTO also received a slightly lower than budgeted payment from Coffee Pond photographers. The book fair sales are still being accounted for at this time. Ms. LoDato reported that Jennifer was recognized by Rockland Trust as one of their most organized customers.

Communications Report

Ms. Judy Schulz reminded the PTO members of the continued need for photos of school events for potential publication in the local newspaper. The deadline for the January monthly e-mail is 1/1/10.

Fundraising Report

Ms. Georgia Dakoyannis and Ms. Suzanne Nystrom announced that the Amazon link is operational on the PTO website. All sales by individuals result in 4% going to the PTO. A percentage of sales also goes to the PTO when parents use the Box Tops Market Place. Ways to publicize these links were discussed. It was suggested that these easy money links be communicated regularly to the Chickering community thru the e-mail blasts, PTO events, memos to target the teachers and staff and a sandwich board in the lobby. Others to try and reach would be relatives of the students.

The Auction Committee is moving along well. The survey to parents asking for ideas of what they would like to see at the auction was sent out and the return deadline just passed. A letter to parents asking for donations will go out in mid January. A save the date card will go out at the end of January. The committee decided to put up the tent at the auction party site for an additional \$500. The hope is the weather will be mild enough in April to avoid having to heat the tent for an additional \$1,400.

Ms. Ryan reported that Mr. Downing has approved the letter to go out to the teachers with information and guidelines for class gifts. It should go out in early January. She

also recommended that the school vendors be approached for contributions to the auction.

The Innisbrook gift wrap sales revenue is still coming into the PTO. It takes longer to calculate some of the online sales items which have a commission rate of around 5%. This is much lower than the 50% commission the PTO gets on items in the paper catalogs.

Curriculum Enrichment

Ms. Michele Mandel reported that the PTO's request for funding for the Power of One program was declined by Dover Cultural Council. The grants need to be for events in the future, not completed events. The PTO was encouraged to apply again. The Council makes grant decisions once a year in October. This was a good learning experience.

The MIT Lincoln Labs told us that they will not be bringing their free science labs out into the suburbs at this time. Currently they only visit Boston and Cambridge locations. This could change in the future. The committee is still looking for a 5th grade science project. One suggestion was a field trip to the Ecotarium in Worcester.

Community Service and Community Relations

Ms. Vicki Hadar reported that in November over 500 items were donated to the Natick Food Pantry Drive. The drive was coordinated by Kristin Brophy and Amy Fielding. The group agreed that there should be a year end party to thank all of the great PTO volunteers that make events like this a real success. In January there will be campaign to collect change for the Lymphoma and Leukemia Association.

Volunteer Coordinator

Ms. Carolyn Ringel highlighted the strong group of volunteers participating in the monthly hospitality events. The Book Fair volunteers were pulled from The Books from the Heart list. A number of the volunteers did not show up for their shifts resulting in very long hours for Betsy, Meg and Leslie. Next year it is recommended that each shift be overstaffed so if there is a no-show, there is adequate coverage. Volunteers must also be encouraged to find their own replacements. A list of volunteers could be sent out making it easier for people to find a replacement if necessary.

Other Business

Ms. Ryan said there has been some preliminary discussion of getting the PTO involved in organizing group purchases of school supplies. There are a number of vendors that provide this service such as Staples. Ms. Ringel shared that there will be no room in the school budget for classroom supplies again this year. The School Committee wanted to know if the PTO was interested in organizing the bulk purchases. The PTO, potentially thru room parents, could collect the money for each student from their parents. The PTO could then go thru a vendor to buy the supplies requested for each

classroom. There was considerable discussion about the pros and cons of getting involved. Anne Nolen volunteered to coordinate the review of any proposals.

Next Meeting

The next PTO executive meeting will be held on Friday, January 15th, 2010 in the Chickering Art Room at 9:00. This meeting was later changed to Wednesday, January 20th, 2010, directly following the quarterly meeting.