

Dover Elementary PTO

Minutes of an Executive Board Meeting on October 20, 2007

Attendees: Dana White, Wendy Darragh, Jennifer Friesen, Laura Rinaldi, Betsy Ryan, Sue Dangel, Julie Cook, Gina Saltonstall, Annemarie Thompson, Christine Colbert, Shelly Windle, and Dawn Fattore

An Executive Board Meeting of the Dover Elementary PTO was held at Chickering Elementary School, commencing at 9:00 a.m. on Friday, October 20, 2007. Ms. White, the President, chaired the Meeting and Ms. Rinaldi, the Secretary, recorded the minutes.

President's Report

Ms. White started the meeting by reviewing the current collaborative initiatives designed to share ideas and enable better communication across organizations.

1. Pine Hill CSA – the Dover PTO Executive Board is meeting with the Pine Hill CSA Tuesday, November 6th, to review and share each other's best practices.
2. Dads and Donuts – Ms. White has been working with The Dover Dads' Group to establish the first "Dads and Donuts" event on Friday, November 9th. Dads will drop their kids off at school at 8AM and have coffee and donuts while getting a chance to chat with Chickering staff such as Kirk Downing, Deb Reinemann, and Louise Snyder.
3. School Advisory Council – Dover PTO has helped Mr. Downing fill the 2007-08 spaces on the federally-mandated SAC, which is being established to follow Chickering's "School Improvement Plan." SAC will address any issues with existing practices at Chickering -- "bricks and mortar" issues. This is different from the School Committee, which deals with issues at the policy level.

Ms. White also stated that the Energy Task Force has met with an engineer to address the climate control issues in the building when the weather is warm. Together, they will determine if the existing system is doing what it was designed to do and whether it can be adjusted to cool the building more effectively.

Lastly, Ms. White mentioned that Dover Days has been moved from the Spring to September 20, 2008. There is some PTO revenue that is derived from Dover Days, and we will miss that revenue opportunity this year as a result of this change.

Vice President's Report

Ms. Darragh, the Vice President, stated that the classroom/teacher support funding has begun. Each classroom teacher receives \$250 in direct money plus \$100 explicitly for the classroom libraries. Specialists receive \$150 (art) or \$50 (all other specialists). An additional \$5000 in grants will be available for larger classroom items.

The PTO water bottles were a huge success at the Fall Family Fun Fest! An additional 100 bottles will be ordered for students that did not get them that night, and extras will be sold at the next fundraising event.

A new effort has been started to research creative ways to show teacher appreciation. On the last two Thursdays, yoga lessons were given to the teachers, and a lot of positive feedback has been coming in for that. Other ideas were presented, and Ms. Darragh will look into these and more and report back with estimated costs, etc.

Outdoor Classroom

Ms. Fattore, PTO advisor, gave an update on the Outdoor Classroom. The Outdoor Classroom Committee has been working with a representative formerly from Mass Horticulture to design the Classroom. On October 1st, the committee met with Arbor Alliance, a contractor that has worked frequently with our designer. They have supplied us with a proposal for Phase 1 in line with our \$25,960 budget. Ms. Fattore is in the process of securing another proposal from Nature Works to verify pricing, but advises that Arbor Alliance is preferable because of their experience with our contractor/designer. Phase 1 includes all the hardscape items such as steps, containers, and shed and should start in early November, completing before winter. Phase 2 consists of all the planting and is planned for the spring. Arbor Alliance has committed to giving us the plants at cost and working with volunteers where necessary to keep the total cost of Phase 2 aligned with our budget.

On October 10th, the Outdoor Classroom committee met with Dover Parks and Recreation Department about the project. The Parks and Rec Department stated that they would support the plan and will assist where needed. They suggested tapping into one of their water lines to implement the recommended drip irrigation system.

All normal contractor procedures will be followed with any workers onsite, and work above a certain noise level will be restricted to weekends.

Community Outreach

Speaker Series presenter, Anastasia Goldstein, was a success. Attendance was high, and her presentation will be aired on Dover Cable October 19th, 20th, and 21st at 7:30pm and again on October 24th at 10am. It will also be posted on the Chickering website.

A Community Outreach Committee is being formed, and they are planning the Spring Speaker Series as well as streamlining community efforts at the school.

Directory

The school directory proof was reviewed and is scheduled to be delivered the week of October 29th. A total of 546 directories were ordered/given out this year – a number that is up 54 copies from last year.

Fundraising

Ms. Thompson stated that the Tupperware campaign was a success. There was equal representation across grades, and some individual big-sellers. The ability to buy wrapping paper through Innisbruck may be added back, as a result of several parents wanting to give Chickering School credit for their orders.

Several fundraising efforts are scheduled throughout the year, designed to achieve 100% participation from Chickering families. Several different fundraisers at different price points will hopefully give all families an opportunity to give. A “check-writing campaign” is targeted for the fall, and a “Spring Couples Event and Auction” is targeted for the spring. In addition to these events, an ongoing collectibles campaign will be introduced. People can earn money for Chickering School by just collecting box tops, donating used electronics, using a Target “red card”, and other ways. Some discussion was had among the board members on the timing of these efforts as well as the presentation of them. Ms. Thompson and Ms. Windle will discuss these suggestions with their committees and bring the decisions back to the Board for review.

Treasurer

Check-writing authority was given to the new treasurer, Ms. Friesen. Ms. Friesen then stated that she will project a month-by-month budget to enable her to evaluate investment options for the cash account.

Ms. Friesen is also establishing an audit committee. This will consist of three members, one of which should be from the Board.

Communications

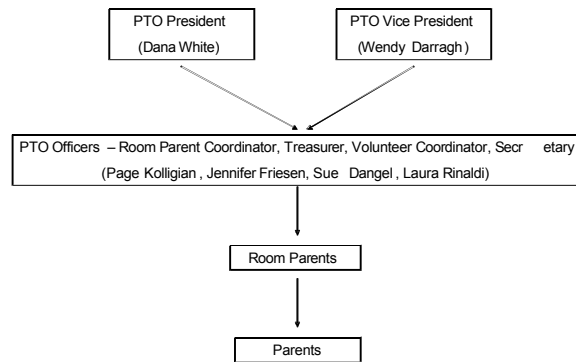
Ms. Ryan is putting together the November newsletter and will devote the first page of it to fundraising in an effort to communicate our initiatives this year.

The Dover PTO website is progressing through the conceptual design phase. The Board reviewed a storyboard and commented on the general “look and feel” of the site.

Volunteers

Ms. Dangel stated that they have started planning the 5th grade graduation ceremony. The first meeting will be held soon, also offered via conference call for those parents not able to make it physically to the meeting. Although the caller pays for a long-distance call, there is no cost to the PTO.

Ms. Dangel also addressed the emergency phone tree. In the event of an emergency at Chickering, Ms. White and Ms. Darragh are called first. The remainder of the phone tree is as follows:



Mr. Downing, in conjunction with Dr. Davis and the Dover School Committee, will be looking into a “reverse 911” phone system currently in use at Pine Hill in Sherborn that would greatly simplify this.

Curriculum Enrichment

Ms. Cook announced that the Curriculum Enrichment programs are booked for the year. The “Bash the Trash” program is scheduled for Monday, October 29th. The CE team is previewing the “Chinese Acrobats” for the June school-wide event.

Wrap-up

Ms. White thanked all those present for attending. As there was no further business to come before the Meeting, upon motion duly made and seconded, the Meeting was adjourned.

Laura Rinaldi