JSPTO Executive Board Meeting Minutes
October 4, 2016

In Attendance: Nicole Wiles (Co-President), Stephanie Wheeler (Co-President), Dori Antonetti (Co Vice President), Lisa Lee (Co Vice President), Tracy Hardy (Treasurer), Nell Speerli (Co Vice President), Heather Conder-Johnson (Member at Large), Sarah Valentine (Member at Large), Liz Kench (Secretary) Kathryn Hart (Principal)

1. Welcome by Nicole & Dori
	1. Dori will be timekeeper
	2. Try to keep meeting to an hour and 15 minutes
	3. If there is something that needs to be discussed add to agenda ahead of time, along with name and time required
2. Review/Approve Meeting Minutes
	1. Tracy motioned to approve September 13, 2016 meeting minutes , Dori Second, Approved
3. Reports
	1. Principal – Kathryn

Thank you for Great Parents Night Fundraiser

Picture day went smoothly, Photographer is coming back Nov 2 for retakes, clubs, school wide picture

Mrs. Sardo substitute – working with HR to find the right person

* 1. Treasurer – Tracy

Parents Night is estimated to have made $8200 net profit

Dues has made a little over $4000

Chess and Cool-ology will end up with 5% profit

Sportswear has made a little over $2000 but haven’t been billed yet for inventory

* 1. PRC – Nicole & Stephanie

Tom Scarice – Google classroom is being piloted in some classrooms to replace Finalsite

Facilities studies is nearing decision by Board of Ed this month. Board will decide shortly and go to referendum in May.

Island Ave School has its own PTO website. Is that something we are interested in?

Tonight at 7 p.m at Memorial Town Hall is first Madison Youth and Family Services Meeting – Jeffrey is liaison.

1. Administrative
	1. PTO Insurance – Tracy

We currently have $1 million in general liability insurance and Officers liability coverage.

Nicole motioned to add terrorism addendum, keeping the rest of the coverage the same as last year. Sarah 2nd. 7 in favor, 3 opposed.

* 1. Should we have a legal sub-committee to update By-laws review insurance etc. Sarah V offered to help with that.
1. Past & Current Event Update
	1. Parents’ Night Fundraiser

Thank you letters are being sent along with a personal note from the person who solicited the item.

Teacher feedback – they would like to go and requested the PTO consider a discounted price. It was suggested that an option be considered where parents can buy a ticket for yourself and one ½ price for teacher. Tickets will be raffled off to teachers who are interested in attending.

* + 1. Big Y gift card ($25) arrived after event
			1. Heather motioned to spend the gift card for the PTO meeting on October 6th. Tracy 2nd, approved
		2. Feedback Survey
			1. Event committee decided against survey

Dori suggested setting up a general PTO suggestion box

* 1. Donations Sarah Valentine

Incentives have been delivered to all people who have made donations

Looking into how many have donated and at next meeting decision will be made if reminder should be sent to people who haven’t donated

* 1. Cool-ology fully enrolled and going, Crazy 8s starting soon 36 kids enrolled generates $1800, this year paying 3 teachers to run it, 3 groups of 12, net $600. Chess is up and running, first class last week, about 20 kids.
1. Upcoming Events/Activities
	1. General PTO Meeting – October 6th at 9:00 am on Responsive classroom and Upcoming PTO events

E-notify went out on Friday, room coordinators will send out reminder too. Nicole will bring a sign-up sheet for volunteers, Tracy to speak about donations

* 1. Lyman’s Pies – Tina Phelan coordinating/Kidstuff Coupon Books will go home October 17
	2. Schoola, many donations being boxed up, being mailed in this week
	3. LEGO Author Visit – October 14th for Grades 2-4. Order forms sent home and reminders
	4. RJ’s book sale in the summer, Jeffrey School was top seller won $100 gift card and 10% of sales. Thanks to everyone who purchased items and supported Jeffrey.
	5. Heather to create poster of upcoming PTO events, things going on
	6. OMG mini golf – October 28th
		1. Meeting with representative from OMG mini golf on Friday, Oct. 7 at 10 am to finalize details
		2. E-notify this week to save the date
1. New Business
	1. Yoga- Nicole motioned, Tracy 2nd, all approved yoga as an extracurricular activity, starting in November. Kim Preveza, Jeffrey parent, to run 4 week class. Min of 5 children with a max of 10. Probably Thurs/Fri, 3:30 – 4:30. $45 for program. 5% profit to PTO
	2. Planning is starting for a family fun math event in January. Need a chair to organize.
	3. Need a chair for Music on Mondays and Spring Fling. Heather Conder-Johnson offered to co-chair Spring Fling with another person.
2. Subcommittee Updates/Roundtable Discussion

Dori met with room coordinators. A few people volunteered after coordinators were assigned. Need to look at website – should volunteer sign-up be in a more obvious spot?

1. Nicole Motioned to Adjourn, Stephanie 2nd all in favor