

Devon Elementary School PTO Meeting Minutes

May 20, 2009

In attendance: Evelyn Shreve, Susan Drennan, Elaine Whiteman Klinger, Coleen Hillman, Stephanie Thibault, Dr. Tobin, Francie Rosato, Kelly Lee, Nanette Chappellear, Sheila Czepeil, Karen Friedman, Lauren Baran, Susan Stuber, Brenda Hess, Cathy Rains; Lori Piccone, Audrey Kese, Susan Emerson, Nicole Sammler, Cindi Overton

Welcome

- Evelyn brought meeting to order and April's meeting minutes were reviewed and approved. We have many items to discuss today including proposed slate of officers, proposed gifts and treasurer's report.
- We need to ratify the proposed slate of officers for 2009-2010 school year. They were presented at last meeting and listed in the Dispatch. A motion was made and seconded to approve the new slate of officers.

Principal's Report: Dr. Tom Tobin

- We are all preparing for construction to begin on June 25th. The office will be accessible but there will be construction vehicles on campus. Two new classrooms will be built and reconfiguration of other rooms will also be completed.
- Staff update: Ms Sammler is getting married this summer. Two other teachers are getting married, Ms Stern and Ms Dudrick. We will also be celebrating Barb Bogle's retirement after 19 years at Devon. Anyone looking to pay special tribute to Barb can send a note.
- Events
 - Kindergarten orientations will occur next week at 9:30 and 1:00. Approximately 101 are registered for next year. There will be 5 classes of Kindergartners at present.
 - Thursday June 4th is field day.
 - Many trips and presentations are planned for end of year. 3rd grade and 1st grade have celebrations. 2nd and 4th grades have field trips on the same day. 2nd grade to Academy of Natural Sciences and 4th grade to Hayden Planetarium
 - June 12th will be the 4th grade party.
 - There is a promotion assembly on Monday the 22nd for 4th graders at 9:30
 - June 22 the 4th graders will complete the traditional walk through Devon at 12:10

Faculty Report: Nicole Sammler

- Next week for 4th graders is Conestoga relays. It is open to any 4th grade student that wants to run (after school next Wednesday)
- Evelyn discussed the swings.
- Still getting volunteers for Field Day
- Pretzels from Wawa have been supplied by Carol Jensen
- Any leftover drinks from Spring Fair will also be used.
- Summer Camp: 199 spots are filled out of 240. We will probably have a couple more students still enroll.
- Have to communicate with the insurance company for a quote that can be submitted for payment. It is estimated to be about the same as last year.
- Last meeting at school this year is at Evelyn's house on June 10th and will be a coffee

Vice President's Report: Kelly Lee

- Kelly is pulling together the slate for the next years PTO. The proposed slates is as follows:
 - President: Kelly Lee
 - Audrey Kese – Vice President
 - Cathy Rains – Treasurer
 - Gina DeFlavia – Assistant Treasurer
 - Lori Piccone – Secretary
 - Elaine Klinger – Fundraising
 - Brenda Hess and Coleen Hillman Co- VP – Social Functions
 - Linda Murray – Cultural Arts
 - Stephanie Thibault – IAP
 - Francie Rosato – School Services

Treasurer's Report: Stephanie Thibault

Please see attached Treasurer's Report. The treasurer's report is also available on our PTO web site. Stephanie made cake today to make us all happy with the budget.

Arts Express week was fabulous

Friend raiser we should be up over \$19,000 in fund raising

Handel's spirit day was best attended spirit day ever

Paid for swing and mulch

Budget is prepared for next school year running August 1-July 31st. Many thanks to everyone on getting budget numbers together. All VPs are requested to submit their budget needs then Audrey Kelly and Cathy and Stephanie reviewed it.

Income is listed at the top with an estimated income of \$34,265. Some other social events might bring in an income such as Fall Festival and Pizza Bingo.

We ended up with a balanced budget. Friend raiser brought in significantly more than anticipated. We do not have a line item budget per events. Instead we estimate per event and base it on past costs.

Camp Fair now has a \$1000 advertising budget. PSSA snacks now has budget of \$45 per class. Each grade has a coordinator teacher for each grade. Their budget has been increased to \$400 for the year. The teacher gift is being increased to \$75 from \$50.

We will vote on the budget in the June meeting

Karen Friedman raised a budget issue regarding the fact that next year the 4th grade will go from 65 students to 110. With the increased number of students will we still be able to have the fun events and a gift. The yearbook was increased based upon the increase in comparative class size. The party budget may need to be increased as the class size is larger. Kelly Lee addressed this concern by saying that we traditionally have had parties at a venue and given them a gift. Instead, this coming year we would like to rethink the party and have it at school with a laser light show and DJ (as an example). And this would enable us to keep the costs low. Lots of discussion ensued on this issue. Is \$18.50 the right amount per student? This is not an insignificant portion of the budget. Procedurally the budget will be voted on in June but a general consensus now would be helpful. After much discussion there was a recommendation made to keep the per child cost the same versus keeping the budget item line the same. If we keep the per child cost the same it will raise the budget to \$2000. A preliminary vote was made and a general consensus was reached to keep the per child cost the same.

Stephanie also can provide the backup detail on each line item.

We did make some social changes. For example, the holiday craft party in December has been eliminated. Logistically we have trouble getting volunteers and the parent pick up is not easy. We have talked about eliminating the holiday craft party and have come to a general agreement that we will. All the remaining craft items will be distributed to the holiday parties held in each classroom.

Cindi Overton asked a question: Other schools during turn off the TV week have other activities. Would we consider this?

We do not have a day for the traditional skating party. Instead we will not have that winter social event. Other suggested replacements include a movie night or pancake breakfast.

Summary of proposed school gifts was discussed (see attached)– Long term play ground planning. There is a consideration to set up a long term play ground annuity which would be managed by a special committee to plan the playground upgrades. There were questions about what the district will provide versus what the PTO can provide. Some equipment is 14 years old. It will need to be replaced and the fund will allow for renewal and replacement. The committee would then make considerations about when and what will be purchased.

The list of School gifts is not listed in any particular order. In addition, we do have the funds to do all of them.

There will be a parking diagram in the directory to help alleviate the confusion over the auxiliary parking.

Cultural Arts: Lauren Baran

- There is a committee signed up for next year. The calendar is being set up for next year. Great big thanks to everyone who supported Arts Express Week.

- The budget for future years may need more. There will be a committee meeting next week to brainstorm ideas for next year. There are some preliminary emails out to some suggested artists. There are some challenges ahead regarding the increased class sizes. Devon has such a strong history of cultural arts and we plan on supporting it into the future.

Fundraising: Elaine Whiteman Klinger

- Friendraiser was a huge success. The neighborhood baskets went over really well. The attendance was as good as the years prior and may have gone up. More people won items this year than in past years. Close to \$19,000 was raised.
- Spring Fair is coming up soon and it is a fund raiser although we also look at it as a very fun event. Corporate donations are down but we should still be fine. They are still looking for volunteers. Especially for games and parking

Social Functions: Karen Friedman

- Teacher appreciation is set for tomorrow morning. 4th grade party is under control and 4th grade year book is almost there.

Issues, Affairs & Programs: Susan Stuber

- No updates. Our last program was turn off the TV week and went off without a hitch

School Services: Francie Rosato

- No updates.

Upcoming PTO Events:

May	21	7:45	Teacher Appreciation Breakfast
	27	9:30 & 1:00	Kindergarten Orientation
	29	4:30-7:30	Spring Fair
June	4	All Day	Field Day
	10	9:30	PTO Meeting
	12	3:45-5:15	Fourth Grade Party

Minutes Submitted by Sue Drennan, May 20, 2009

Summary of Proposed School Gifts

1 Long term playground planning	5,000	Annual
Special committee to be formed to address current and future needs such as blacktop, borders for mulch underneath swings, etc.		
2 Entry Banners	1,000	
Banners for three poles as you enter Devon; adds to welcoming atmosphere. Possibly could be added to parking lot poles.		
3 SmartBoard speakers	4,800	
Permit sound to be amplified on SmartBoards; some rooms do not need as speakers are installed in ceiling. 11 rooms have need.		
4 LCD TV for Lobby plus laptop	4,800	
This TV could display info and photos/videos of school events, Arts Express Week, assemblies, concerts, etc. Could display slides of students, advertise new library books, list birthdays, similar to one at Easttown Library and Hillside School.		
5 Indoor Recess Games		
For cafeteria on indoor recess days	300	
6 Digital Piano	1,875	
For large group room - use for rehearsals and performances. Current piano is old and beyond tuning. There is an existing digital piano, but cannot be moved down to LGR floor.		
7 Ceiling mounted projector for cafeteria	7,300	
An installed projector (instead of cart mounted) will add ease of use and safety for presentations, assemblies, lunchtimes, performances, etc.		

8 "Auxillary Parking" Sign	200
9 School Information Magnets (600 pc)	<u>150</u>
TOTAL	<u><u>25,425</u></u>