

Devon Elementary School PTO Meeting Minutes

November 19, 2008

In attendance: Kelly Lee, Evelyn Shreve, Susan Drennan, Stephanie Thibault, Dr. Tobin, Elaine Whiteman Klinger, Trish Connell, Barb Bogle, Susan Stuber, Francie Rosato, Nanette Chappellear, Wenxia Li, Tricia Jennings, Sheila Czepeil, Karen Friedman, Chrissy Bennett

Welcome

- Evelyn brought meeting to order, completed introductions and last month's meeting minutes were reviewed and approved.

Principal's Report: Dr. Tom Tobin

- Emergency Closings – District tested All call system. It worked but some bugs in the system were identified. The system will be in place shortly but some determinations must be made to see if it will completely meet our needs. For example, we must ensure at an elementary level that all parents are reached when there is an early dismissal.
- Dressing for school at recess- Dr. Tobin reminded parents that kids come to school dressed appropriately for outside recess. Devon teachers work with the philosophy that children should go outside for recess regardless of whether they have brought the appropriate cold weather clothing. Consequently, if they are not dressed right, they will be cold outside. This will hopefully ensure that children make the right choices when they dress for school as they will most likely be outside during recess.
- There is a facilities meeting this Friday morning, There was a discussion at inter school council that we may need two additional classrooms based upon increased enrollment,. They are deciding how to address this increase. Dr. Tobin will be attending that meeting and will report back on any findings/decisions. He has been working with central office for several months now on this issue. Kelly Lee asked whether this means portable classrooms, redistricting, etc. Friday they will only speak about how to accommodate the increase in population within the existing building and how we might shift things around. Long term may mean modular classrooms or redistricting. Five years ago there were several extra classrooms Francie Rosato asked if other elementary schools within the district are seeing this growth. Devon is rising faster than others. Two of the five schools are comfortable within their building size, three are tight and of those three, we are the tightest.
- There was an 08-09 calendar approved for next year. It is on the district calendar. The plan is to start Thursday – Friday before Labor day due to the fact that Labor day is so late. The district has decided on this resolutions so that the school year doesn't end extraordinarily late in June. The days before Labor Day will be full

days. Staff will begin on Wednesday. Kindergarten starts Thursday after Labor Day. Other issue with the calendar: Washington's Weekend is not a vacation.

Faculty's Report: Barb Bogle

Although it was not a formal faculty report, Barb Bogle mentioned that the Unicef drive was very strong and Devon raised over \$3000. On a funny note, some children used Devon Dollars when trying to participate in the "guess how much candy corn is in the jar" contest. Barb accepted the Devon Dollars even though the goal was to raise money for Unicef.

President's Report: Evelyn Shreve

- Summer Camp – It is time for Nicole Sammler to begin work on the camp again. Evelyn stated that as a board we need to approve our sponsorship. We act as the collection and payment bank for this camp and as with last year, insurance must be paid. Nicole pays the staff from the collections as well. A motion was made and seconded to approve the camp. The camp was approved. The school does benefit from the camp as \$500 is set aside for additional equipment at the school. Last year the notification was late and Susan Stuber mentioned kids were already enrolled in other camps. We also had a new insurance process last year so the camp experienced start-up difficulty getting insurance. This caused a delay. Also Dr. Tobin needed to confirm that there aren't any facility conflicts. Last year Ms Sammler stated that she was going to donate a couple weeks to be raffled at arts express friendraiser. We hope to secure those weeks this year. We also learned a lot about running a camp and will make better decisions about whether we will allow late enrollments or subs. Questions: Only kids enrolled at Devon? A: Only students of Devon because there is limited enrollment of 60 students per week. What is the typical schedule? A: 9-12 half day camp M-TH. 4 one week sessions were offered. Lots of field day games and outside activities were offered last year. For new families, can they decide to start with a week and add more? A: If enrollment is full then they cannot add on but we may be able to take more if we hammer out those details. Staffing is an issue and the PTO is not available to take checks last minute. We are guessing it will fill up this year. Will it be limited if the weeks fill up to state that kids can only enroll in one week or two to give all students a chance? A: That is a decision for Nicole and the question will be presented to here.
- Barb Bogle stated last year that the PTO sponsored an evening parenting class. She asked whether that class needs a motion for the PTO to pay for that class. It is a 6 week course and the PTO paid Barb. Kelly stated in the past that there was tuition for it and any extra tuition went into our scholarship fund for kids to go to summer camp. A motion was made and seconded by Kelly Lee and Karen Friedman. Other issue is whether we can provide babysitting. Is that a possibility? She has a couple people that might be able to babysit. Retired teacher, counseling intern. Parents could make separate arrangements to pay for the babysitting if it

were provided. We would need a room and kids toys and activities if it could be offered. The decision on babysitting was unresolved.

Treasurer's Report: Stephanie Thibault

- Highlights: Fall Festival brought in a profit of \$23, Paid sales and use tax, Book Fair up and running, Camp Fair receipts, we are up to \$4600 in registrations, filed our Form 990 taxes, please see Treasurer's Report for a complete accounting
- We expect to break even on social events so the fact that we almost broke even on Fall Festival is fine.
- Francie Rosato asked about Mileage Club, She never saw a budget for this event and spent \$50. Stephanie stated that she spent an appropriate amount. Her budget was actually \$250, which includes Devon Dollars, which can be spent at the School Store.

Vice Presidents Report: Kelly Lee

- Sign in front of the school on South Fairfield is out there, so please take a look at it! It changes rather frequently and please let Kelly know if you want anything posted.
- We are doing fine on the web site. Not many comments back on it. Last posting was on Camp Fair
- 4th grade yearbook not in full gear yet

Cultural Arts: Lauren Baran

- Lauren Baran was unable to attend but the update from cultural arts :No news is good news. All the assemblies are on track and going well. Nothing to report on Arts Express. Many checks are going out to the upcoming performers

Fundraising: Elaine Whiteman Klinger in absentia

- Elaine could not be here but wanted to remind everyone of no cost fund raisers. Acme receipts and box tops are being collected in the lobby. In this week's dispatch, she has written a nice article about the no cost fund raisers. Go to box tops sites to register or just collect your box tops. The dispatch article will refer us to all the various web sites.
- Susan Stuber,\ stated she is glad the fund raisers are being explained as it is likely that new families may not be aware of the way the fund raisers work. Stephanie stated that this is a good point in that not everyone knows how these events work such as the book fair. If you knew the money was going to the school you may change your buying habits. The dispatch is a good place to inform parents how that works.

Social Functions: Karen Friedman

- Holiday crafts has snuck up on us. Dates were decided at the last meeting. Cafeteria time has been reserved for Dec 4-5. Karen missed the dispatch so will announce this instead in the Friday folder. It will need to go out this week. Also a HR mom email will be sent around. Karen has picked this up from Pacita and there will be fewer small crafts for younger kids and more difficult crafts for older kids. Should we have snack? – it is an hour after school and they may need a snack. Kids work at different paces and could use a snack to hold them in their chairs. Tablecloths? There are some in the shed that are rolls. Have orders been placed for crafts? Karen has actually bought everything without going on-line. There are glues and markers in the shed but Karen will be using glue dots and inverted glue bottles.
- Skating party is Friday January 30th which is an in-service day.

Issues, Affairs & Programs:

- Susan Stuber – Francie organized a great mileage club. The next event is MLK.- Sheila has picked the project. The project this year has been decided to be letters to the troops where students will write letters. If they write a letter, we will hang a parachute man in the lobby with the name on a card to look like a letter coming in. Box will be placed for a drive. Keystone soldiers will receive the letters. They are in Reading and they will ship out the letters. They primarily ship to soldiers from this area but will send them other places as well. This idea was well received as the kids will need to do the writing and drawing themselves.

School Services: Francie Rosato

- Reported Book Fair is going well and will conclude tomorrow at 4pm
- Trish reported from Dental clinic. They have seen 5 students. So far no one is receiving orthodonture this year. She has 6 drivers to help out. We will be doing Yankee Candle fund raiser to pay for Dental Clinic. When items are received they are placed on stage. How can we better monitor the pickup of items. How can we distribute this? Some people order many boxes and they are large and heavy so they can't go home. How do we keep things from getting stolen? Have it delivered to school and have a date and time for pick up. After that, move the stuff to a secure location. Also have a signup sheet for any items taken. Last year we brought in \$3000 for Dental clinic, This year they are very low on funds. This is a service that has been in existence for many years. It is for children that are in financial need that can benefit from Dental Care. The dentist donates time and staff is unpaid.

Upcoming PTO Events:

December

2	9:15 and /10:30 AM	Cultural Arts – A perfect Balance
5	11:00 and 1:00	Cultural Arts – Mother Goose (K)

Holiday Crafts

January

21 9:30 am

PTO Meeting

Minutes Submitted by Sue Drennan, November 24, 2008