

Booth Hill School PTO

General Meeting Minutes

April 3, 2018

7:00 pm

Media Center

1. Call to order / Approval of minutes from the last meeting – Diana Guerra
 - a. Call to order made by Diana Guerra at 7:05p.m.
 - b. Motion to approve minutes from last meeting made by Michele Fernandes. Second by Sara Widomski
2. Treasurer’s Report – Given by Diana Guerra in Marie Tillson’s absence
 - a. Bingo made a \$50.00 profit and yearbook looks to be on target (bill had not yet been received).
 - b. The Author Visit will cost \$1,500.
3. Principal Report – Dr. Z.
 - a. Dr. Z. showed a slide show on the Next Generation Accountability Report for 2016-2017 year
 - i. We are a school of Distinction
 - ii. In order to get money from the Federal Government each state needs to submit a plan to track progress and this is CT’s way of submitting a plan
 1. As a result, the schools use it to make improvements
 - iii. There are 12 indicators but some indicators are not judged in Elementary Schools, they test from ELA Performance, Math Performance, Science Performance, Chronic Absenteeism, and Physical Fitness
 - iv. The School’s Priority is to maintain achievement while increasing growth, we were 87.1% last year and 92.5% this year
4. Teacher’s Report – Mrs. Gaynor and Mrs. Grabarz
 - a. Thanked the PTO for the Spirit Sticks, this program is going very well with the students
 - b. They are looking forward to the Author Visit tomorrow and Bingo Night was great
5. Director’s Reports
 - a. Communications –Sara Wilbur
 - i. Nothing to Report
 - b. Community Outreach –Leigh Boulanger and Dana Wirth
 - i. Nothing to Report
 - c. Curriculum Support – Melissa Zaccagnini
 - i. Nothing to Report
 - d. Cultural –Andrea Onofrio and Jenn Recker
 - i. Nothing to Report
 - e. Fundraising – Ed Guerra and Sarah given by Diana Guerra
 - i. Ed is working on Plant Sale and figuring out what to order, we agreed to not have a pre-order
 - ii. Square One Art is due tomorrow
 - f. Parent Involvement – Given by Diana Guerra
 - i. Nothing to report
 - g. Programs – Lauren Dilulio
 - i. Working on TAW, the theme is Travel Back in Time, they will have Lunch on Monday, Tuesday is Dress in another Decade, Wednesday is Alumni Day, Thursday is Flower Child and Friday is Blast from the Past, it will take place the week of May 7th

- h. Social - Given by Michele Fernandes for Emily Kluk and Sandra Ramalhete
 - i. End of year Picnic is June 1st, looking to do a Beach Theme with Bounces and Barbeque and looking to parents to donate Freeze Pops
 - ii. The Executive Board has heard from parents that they pay for a lot of events at the school and other schools have free sponsored events from the PTO, we have extra monies, and we were proposing to make the EOY Picnic a free event for the whole school but it was not received well by PTO Members who were present at the meeting and felt the money should be spent on other items. This will be reviewed more.
- i. Father's Club – Rob Kluk
 - i. Nothing to report
- j. Government Affairs – Tanya Dempster
 - i. Nothing to report
- 6. President's Report – Diana Guerra
 - a. 3rd Annual Rita's Night will be May 23rd
 - b. Pizza Night will be End of April at Bella Rosa's who will deliver, no one in Shelton would do it that delivered
- 7. New Business
 - a. Nominations were approved, please see attached Organizational Chart for Reference
 - b. The new Booth Hill School PTO Funds Protocol was distributed
- 8. Comments, Questions, Concerns
- 9. Adjournment – Motion to Adjourn made by Diana Guerra at 8:11 p.m.

Booth Hill School PTO Funds Protocol

Effective Immediately March 2018

Funds sent in to school for PTO purposes (includes socials, fundraisers, etc):

- Funds (cash and checks) must be counted at school by two people. It could be the chairperson and a school secretary or the chairperson and another PTO member. In either case, the event chair(s) is always one of the two.
- The PTO deposit form must be filled out completely and signed by both people counting.
- The actual amount received must be verified with what is indicated on each order form, rsvp, etc. Occasionally, envelopes come in with overpayment, underpayment or no payment at all. In these cases, you will need to follow up. Please do not include these in the deposit until follow up is complete. Any notes can be made on the back of the deposit form.
- No RSVP's, order forms, etc. are to be brought home with chairpersons without verification of funds and deposit form completed.
- Once deposit is counted, it should be left in the safe at school until the treasurer can come get it.
- Ledger should also be filled out and signed by both parties as well as who in the office is locking up the funds.
- Principal will then email the Treasurer and President that funds are being held in the safe and ready for pickup.

Events/Fundraisers held at school (Day, Evening or Weekends):

- All PTO events at school, including but not limited to, fundraisers and socials must have money counted at school once the event is done. Chairperson(s) are not allowed to leave the school with the funds. This can include items such as walk-in money, raffles, plants sales, concessions, book fairs, etc...
- Same as above, money must be counted and signed off by two people. One of the counters should be the person handling the station. For example, concession stand, whoever is handling the money at the stand should be one of the ones counting it plus another person.
- In the event that the PTO Treasurer is not there, funds will need to be locked up in the safe. If for some reason the school principal or the office secretaries are not there, only the treasurer or someone listed on the bank account can leave with the funds once they have been counted by two people. It will be the responsibility of the event chair(s) to confirm that the PTO Treasurer, President, VP or School Principal will be there to handle the funds at the end of the event/fundraiser.
- If funds are being locked up in the safe at school, ledger should also be filled out and signed by both parties as well as who in the office is locking up the funds.
- If deposit is going home and not being locked up, the deposit form must be noted with whom is taking the funds.
- If being locked up at school, Principal will then email the Treasurer and President that funds are being held in the safe and ready for pickup.

Important Notices:

- The two PTO members counting may not be: related individuals, reside at the same residence, or be a student volunteer.
- If using the school secretary as your second person, please coordinate with the school office on a time that works for both of you.

Be sure to always review the most recent policy inside the PTO Binder at school.

This policy may be amended by the Booth Hill School PTO Executive Board at any time without prior notification.

Any questions or concerns should be directed to the PTO Treasurer, President or Vice President.

BOOTH HILL SCHOOL PTO ORGANIZATIONAL CHART 2018-2019

Executive Board

Secretary
Sara Widomski
Principal
Dr. Z

President
Sara Wilbur
Vice President
Lisa Twarog

Treasurer

Committee Chairs

Parent Involvement	Communications	Cultural Events	Curriculum Support	Programs	Social	Community Outreach	Fundraising	Gov't Affairs
Membership Chair Magda Thompson	Eblast/FB Coordinator Kim Saginario	Cultural Assemblies Coordinators Jennifer Recker Andrea Onofrio	Afterschool Programs Megan Sanches Ewa Szepietowski	TAW Lauren Dilulio	Back to School Social Erin Bukoski	Community Outreach Chair Dana Wirth Lynn Hicks	Fall Fundraiser Brynne Nichols	Gov't Affairs Rep Tanya Dempster-Bazile
Room Parent Coordinator Lauren Dilulio	Flyer Coordinator Sanna Jacobs	Author Visit Sanna Jacobs	JA in a Day Jennifer Recker	Bus Safety Day Coordinator Lauren Dilulio	Fall Social Marcie Ames Jess Greekwood		Opt-Out Magda Thompson	
Signup Genius Coordinator Joanna Brooks	Yearbook Mindy Jose		Birthday Books Distributors Dana Wirth Nicole Brzoska	K - Playdates Coordinator	EOY Family Picnic Michele Fernandes		Sweetheart Dance Michele Fernandes	
			Book Fair Coordinators Andrea Tatalias	JRH / Field Day Lauren Dilulio	Father's Club		Plant Sale Joann Vasser Marie Tillson	
				Hospitality Chair Marie Tillson			Flocking Coordinator Debbie Alain	
							Box Tops Coordinator Stacy Andrejczyk	
							Apparel Sale Melissa Ferriera	
							Restaurant Night Coordinator Katie Bria	
							Birthday Buddy Gram Melanie Kovac	
							BJ's Debra Badas	
							Vendor Fair Sanna Jacobs	
							BWS Raffle Michele Fernandes	
							Open Chrissie Wilson	

Teacher Reps
Mrs. Grabarz Mrs. Gaynor

School Store * (not PTO role - work with office)
Katie Bria and Sanna Jacobs

the new Hospitality Chair would do the teachers back to school luncheon and coordinate the refreshments for back to school night and bulk ordering