

Hosmer PTO Board Meeting Minutes

Held Sunday 9-9-12 7:30pm-10:15pm

All board members in attendance

Treasurer Review

Kristen Fitzpatrick needs to be added as a signer to WSB account. Judy Beecher will be a second signer.

Mail is being delayed/lost in Hosmer main office. Suggestion to get a PO Box. To review.

Suggestion to have online PTO dues thermometer.

PTO volunteer recruiting opportunities

Jen Fandetti reviewed introductory letters drafted to both:

Parents – request for volunteers to help coordinate & run fundraisers. Provide Babysitters at meetings + pizza. TBD. 5th grade parents requested for graduation committee.

Teachers - request teachers attend as many PTO meetings as possible to share ideas. Letter addresses academic supply reimbursement form. \$200

Fundraising

Martina Hughes suggested PTO Fundraisers:

4th & 5th Grade car wash, family dance night, family movie night, bingo night, trivia night, walk-a-thon, carnival, golf tournament, kids clothing sale, auction. Bring back the destination imagination program which was a huge success.

Discussed goal to have smart boards in classroom.

Budget review and planning

Board vote to:

1. Not charge an entrance fee for Art & Music extravaganza.
2. Pasta night no longer supported by the PTO. Historically this event has been a 5th grade fundraiser.
3. Teacher appreciation week will be a luncheon only. Not 5 days in duration. Budgeted \$1300.
4. Restaurant coupon fundraiser was weak in participation and will be eliminated.
5. Red Sox fundraiser tickets will be eliminated.
6. Silver Graphics eliminated

Harvard O'Neill Grant

Jen Fandetti wrote this grant requesting \$7500. No answer received to date.

Hosmer PTO Board Meeting Minutes

Held Tuesday 10-2-12 6:30pm-8:00pm

Principle & Vice Principle in attendance.

All board members in attendance except Sasha Kiani

PTO Introduction

Jennifer Fandetti, President introduced PTO members. Each Board member made a brief statement of introduction to parents and teachers.

PTO request for parent volunteers to make all programs a success. Enrichment of student's experience in the Hosmer is the goal.

Site Council Introduction

Holly Masters brief introduction and discussion of Site Council goals.

Principle Update

Anne Hardiman shared with the parents and teachers;

Cafeteria – Government regulations and changes of school lunches reviewed. Ice cream served until after 3pm. Snacks to have nutritional value. Children have to be served 1 fruit, vegetable and milk with each purchased lunch.

There are close to 700 students in the Hosmer building with the preschool included.

Renovation to the preschool is behind schedule but estimated to be completed by early November. Preschool classrooms are set up in the small gymnasium which is working well.

Anne will be scheduling a Principles morning coffee for parents and teachers.

There is a goal to improve Hosmer communication out of school. With students from over 42 countries communication to all parents can be a challenge. Sign up for Hosmer Newsgram

Nov 2. in AM will be site council meeting.

October 2 – International walk to school day. Watertown police will be involved.

Project: Beth Lyod will be reviewing the school environment and making recommendations based on the redesign recommendations of the Boston school of Architecture.

Destination Imagination

Kim Trenton – destination imagination was a huge success 2 years ago and it will be brought back this year for grades k-5. Space is limited therefore students interested must a serious commitment and parents are encouraged to volunteer as they will be needed.

October 20 – team manager training

October 23 – informational meeting @ 6:30 in Library

Ms Blackwwod requested 5 headsets be provided by the PTO. Anne Hardiman to review budgets to see if this will be provided by the school budget.

Meeting adjourned 8PM.

Hosmer PTO Board Meeting Minutes

Held Tuesday 10-14-12 7:30pm-9:00pm

All board members in attendance except Sasha Kiani

Hosmer Walk

Hosmer Walk – Friday November 16th.

Anne Hardiman supports this walk – great idea.

Need parent volunteers, police presence

Martina to email parents

Name: Hosmer Husky Walk?

Café Press

Ready to open – to run after the walk November 16th

Accomplishments to date

Dues have reached \$7000

Meadow farms goal of \$4000 attained – ordering end date 10-15-12

Meeting with Teachers tentative date of November 7th

Election Day Bake Sale – Nov 6

Hosmer Husky Gear to begin on 11-19

International Night tentative date Thursday January 24th 6-8pm

12/10/2012

Hi everyone, I just wanted to recap what was discussed at our meeting today with Anne. PTO has some funds that need to be spent this year. The following ideas were discussed. Some items will be researched further and sent to Anne before the Holiday break. Anne

will discuss ideas with staff/teachers and then we will meet again on **Thursday, January 10th at 1:30** to narrow down the list and hopefully make some purchases.- PULL DOWN MAPS for each classroom. - **Martina** can you forward a copy of the map that Katia thought would be appropriate. - **SCREENS** for each class room (**Sasha** to research if there is a screen/map combo available)-**SOUND SYSTEM** for Cafeteria - **Liz** and **Sasha** to research and price out.-**SCANNER** for Library - **Anne** is verifying if item can be purchased with school budget easily/quickly, otherwise purchase by PTO.-**DOCUMENT CAMERAS** - these have been purchased in the past and more are desirable-**STOP LIGHT** for Cafeteria to encourage noise reduction - **Judy** can you please forward an example to Anne and any reviews from customers.- Funds - **Jen** and **Kristin** to finalize amount available to spend. Please let me know if I need to make any changes to the minutes, especially with regards to who is following up on each item.Sasha

PTO Meeting Minute Notes for April 22, 2013
7:30pm - 9:30pm

1. Jenny Boston Event will be held on Thursday May 2nd. MArtina will develop a flyer and send this out to the classroom representatives.
This event will be held freom 7pm-9pm.

2. A check in the amount of \$17,000 will be cut for the purchase of the ipads. The PTO bank balance remains at \$37,000.

3. Teacher Appreciation week will be held the week of May 20th 2013.

Schedule for the week will be :

Monday - apples

Tuesday - u-rock (rocks will be decorated by students for vases)

Wednesday - Luncheon. Food to be determined. Suppliers discussed are Sensational Food & Russos.

Thursday - Flowers

Friday - Breakfast. PTO will ask Borjana for an Iggy's donation.

4. Arts & Music Extravaganza

Kristen will attend the meeting on Monday April 23 @ 2:45pm and report back to the PTO on the details.

5. Fundraising for 2013-2014

Discussions took place on renewing Meadow Farms contract for next year. TBD. PTO to review all the catalogues available and may change the products to be sold at school.

Liz will do additional research on other companies.

6. Board Positions - to be advertised for next year. Jennifer Fandetti has announced she will not be on the board next year.

7. Drop Box will be created and used to manage all PTO files and folders. Work plans will be created. Kristen and Jennifer will work together to develop this file system and each board member will be responsible to file their documents.

4/2013

Good Morning

Anne has reached out to me asking for a list from the PTO of safety items we want addressed.

Can you please each forward to me your safety items. I will summarize these and forward to Anne.

Doors not locked

Water pit with orange fencing (falling)

Showing ID for entry, drop off pick up.

Small park fence lock broken. Cord being used to lock for months.

School excursions. Children need identification. Martina had great idea of colored vests an ID slots physically on them if they get lost.

4/2012

Dear Anne:

As a follow up to my previous e-mail, the Hosmer PTO would like to make a few recommendations to the administration and staff to improve the security in the Hosmer School. Given the tragedy at Sandy Hook Elementary and the recent terrorist lock down in Watertown, we are committed to work with the administration to continue to improve safety for children and staff.

While we understand that this elementary school is a large building and that there are challenges to keep the school secure we are asking you to review the following:

- Main door personnel: should be checking ID's of all visitors. Visitors should be required to sign in and out and wear a badge.
- Visitors required to show a license.
- All doors should be locked. On Monday April 22nd the main entrance and Boylston door were unlocked.
- All visitors should exit through the main door and be required to sign out.

- Chauncey/Boylston Hosmer grounds: orange barrier fencing is down - a danger to children
- Small park on Boylston: fence latch broken. Being held by rope.
- Field trip suggestions:
 - colored vests or t-shirts worn by staff and children for identification
 - children need to carry ID, phone numbers and allergy information
 - cell number exchange among teachers and chaperones and main office and or walkie talkies to improve communication.

We look forward to hearing back from you regarding these items.

Sincerely,
Jennifer Moore
Hosmer PTO

Meeting Notes 5-10-13 9am - 12pm

Board positions
Sending out another blast

Fundraising next year
Average \$8000 per year
Meadow Farms last year \$4760
Book Fairs
TAW
Martina sent flyers yesterday
Monday - apples & water
Bookshelf delivery from Martina
Wednesday - luncheon ordered for 50 from
Friday - breakfast Borjana & Jennifer

Music extravaganza -
Thursday May 30 6:30.
Fundraising will be: bake sale, 50/50, raffle gift cards.

Spring Picnic - June 20 5pm tentative date - check with Jay
Back up date June 21
Knuckle bones - Jen to call
Pizza - Sasha
Cotton candy
Bake Sale

5th grade
PTO determines 5th grade Deficit of \$1300
PTO Approves \$250 for scholarships
PTO Academic line item transfer of \$300 to 5th grade graduation.

8 students require scholarships
Revenue gained from Ads in yearbook

iPad updated

Judy spoke to Tony Carlson. Delivery will be July. Teachers will pick up in July and will have a 2 day training day.

Spirit Day June 18

5th grad graduation June 27

Operating budget after 27000

Calendar of activities

Final PTO meeting minutes for 2012-2013

June 4th 6:30pm - 9:00pm

In attendance:

15 parents

6 PTO members + 1 past member Chris Darmody

Anne Hardiman

2 teachers

Guest speaker Beth Llyod

Treasurers report - Chris Darmody update

501C3 status has been revoked because tax returns have NOT been filed in 3 years

IRS file 3 yrs tax return. Resubmit tax exemption status.

Jennifer Fandetti has signed all 3 year returns.

If tax returns are filed this week - with current IRS backlog the returns will not be reviewed for 9 months.

PTO decision to move forward and file tax returns and reapply 501C3 status

Parent recommendation: create a master document of the PTO duties and obligations for positions, events etc...

Budget

Kristen overview

Year will end with overspending by 8k

iPads were largest expense.

Parents ideas to raise money:

Buy tickets for events; petting zoo,

Parents concern with low parent volunteers in the school.

Create a video explaining PTO mission and need volunteers
Give instruction at beginning of year expectations of class reps and grade level reps.
A lot of parents do not give out contact information at beginning of year.
Anne Hardiman recommendation is that get a list at beginning of the year. Could be updated quarterly. Data is not always accurate. Not making errors releasing information on families.

Town council hearing schools budget process.
School committee approves budget recommendation
Circuit breaker money from state coming in at a higher rate.
Anne meeting tomorrow for status and staffing next year. As of now will know by end of next week

Projected number of classrooms for 2013-2014:

6 -kindergarten
5 - grade 1
5 -grade 2
3 - grade 3
4 - grade 4
4 - grade 5 27 students approximately

Anne is reviewing multi age classrooms. Possibly a grade 2/3. Will not know for awhile. Parents raised concerns about this classroom concept for next year. Parents would not have any way to advise their choice.

Buildings and feasibility - on the agenda of school committee.

Capital improvement budget approved. Water hole will be repaired, stamakakis playground will have rubberized playground.

Anne would like to look at cafeteria. Boston architectural society wrote a grant. Ie ceiling and soundproofing. New door locks.

Cafeteria recommendations: Beth Lloyd

Not sensory friendly. Noise glare and circulation problems

Design students from Boston architectural school. Gateway practice

Overflow of trash, storage problems and recycling

Recommendation by design students:

Children need quieter space - in hallway?

Change entrance into cafeteria and the parking lot.

Change lighting

Lower ceiling - acoustical tiles

Bamboo flooring

Teacher lounge with family style dining. Like starbucks.

Anne: phasing

1. lighting acoustic circulation

Anne Hardiman speaking: - future leadership of the Hosmer elementary
Superintendent has reopened the search - 40 more applicants have applied.
Anne committed to transition and will give more time.
Art and music extravaganza - a huge success
Last day of school k ends 25, school last day 28th. Will be 1/2 day.

Watertown community foundation
Grade 3 going to Gore estate

Destination imagination

Want to continue this model.

3 planned activities to spark activities. Present at school committee meeting on June 24th

Grades 3&4 run instant challenges at kindergarten level

will try to do DI fundraising so accessible to all children

Team building, recruiting high school coordinating team appraisers. This will tie in with community service. Need 3rd & 4th former DI volunteers to help out with kindergarten.

Nominees for new board positions

Judy Beecher - co- president

Sasha Kiani - co- president

Diana Marticchia - co- Vice President enrichment

Jai Puttenvettuu - Vice President fundraising

Gina Brennan co treasurer

Regina Raz- recording secretary

Jill Baker corresponding secretary

Jennifer Quinlan Ellen Cross grant writers and team

Martina Hughes - co-Vice President enrichment

VOTE: All in favor -YES unanimous

5th grade send off - Lorena Moynihan speaking:

Fund raisers

Pasta night

\$30 parent contribution

5th grade social \$5 entry fee

Year book adds

Discounted DJ \$75

- Will break even

New Business

Julia

Grade 4&5 book club Led by BJ Feeney this year very successful.

Elements of style, voice of author

Would like to ask PTO to fund. \$800 dollars (teachers time, books and prep time)

Anne

Spirit day June 18th

Will need parent volunteers

Anne Hardimans confirms this will be her last PTO meeting. Thanking everyone.