

Dover PTO

Minutes of an Executive Board Meeting

February 8, 2008

Attendees: Dana White, Laura Rinaldi, Sue Dangel, Annemarie Thompson, Betsy Ryan, Christine Colbert, Jennifer Friesen, and Dawn Fattore.

An Executive Board Meeting of the Dover PTO was held at Chickering Elementary School, commencing at 9:30 a.m. on Friday, February 8, 2008. Ms. White, the President, chaired the Meeting and Ms. Rinaldi, the Secretary, recorded the minutes.

VOTE:

To approve the January 18th, 2008 Dover PTO Executive Board meeting minutes.

Upon motion duly made and seconded, this request was unanimously approved.

Student Newspaper Proposal

Two fourth grade students, Allie Patenaude and Ellie Berger, began the meeting by proposing a student newspaper. The girls presented a very thorough idea, complete with layout of the paper, estimated printing schedule (once this year and quarterly next year), estimated work loads per grade (one student representative per grade), etc. The “Chickering Chat”, as it was named, would need a volunteer to act as Editor in Chief to oversee the production and printing of the paper, which is why the girls approached the PTO. Ms. White suggested that the girls create a 2-3 line description of the job so that it could be published in the next PTO newsletter and we could begin identifying someone for the job.

President’s Report

Website

Ms. White excused Ms. Patenaude and Ms. Berger back to their classes and then welcomed Meena Menon and Sara Muckstadt. Ms. Menon is a parent volunteer that has been instrumental in the design of the Dover PTO website to date. Both Ms. Menon and Ms. Muckstadt (also a parent volunteer) were in attendance to give input on the first draft of the website, and they will continue to give assistance as we move forward towards the updating/maintenance phase of the website.

Ms. White guided everyone through a page-by-page tour of this first draft. Several comments were given, and Ms. White will take this input back to the website developer to fine tune the website's flow and page content. A test site has been set up on the web so that Board members can go through the content that is relevant to their position and offer further input. Phase I of the website is targeted to be available beginning of March, so Ms. White asked the Board members to complete their individual reviews ASAP.

Nominating

Ms. White is beginning the task of updating the Board job descriptions in preparation for soliciting volunteers for next year's Board. It is important that these job descriptions are accurate in terms of responsibilities and time requirements so that people know what they are signing up for. Vice-chairs should have a subset of the Chair's responsibilities, giving them the experience they will need when they move up the following year to the Chair position. As Ms. White reviews these positions, she will try to even out responsibilities so that a few positions do not get the bulk of work. A full review of all positions and their job descriptions is scheduled for the March 6th meeting.

One position that has assumed additional responsibilities over the last couple of years is Volunteer Services. Ms. White feels that the amount of work that this position is now responsible for warrants a Vice Chair position to help out and smooth transitions between Chair changes from year to year.

VOTE:

To approve the addition of a Volunteer Services Vice Chair to the PTO Executive Board.

Upon motion duly made and seconded, this request was unanimously approved.

Volunteer Services

Playground Volunteers

Ms. Dangel distributed the new recess guidelines in the Playground Volunteer Handbook. (see attached) This should add consistency across the board at recess. Variations may still exist, but "rock-paper-scissors" is being introduced as a standardized way to resolve conflicts on the playground.

In Phase I of the Playground Improvement Process, Ms. Dangel and the Playground Task Force have identified several areas of improvement and listed them in the matrix that is attached. Included in the equipment identified for purchase is a storage cart, easily identifiable bright orange balls, and jump ropes. The cart will be locked in the music room at night and wheeled out to the playground in the morning by the custodian. On the cart, there will be laminated cards with ideas for 10-minute games to go with the toys, so that volunteers can have game suggestions for the kids. The cost of all these items is \$750, which is only \$250 above the current \$500 allotted in the budget for Playground this year.

VOTE:

To approve the \$750 expenditure for the cart and toys to be used at the playground.

Upon motion duly made and seconded, this request was unanimously approved.

Mr. Downing and Ms. Keniry are holding “chats with the principal” today to tell the kids about these new items. In the conference room where we are sitting, you can hear the screams of excitement! The new items should be on the playground by March 3rd.

Phase II of the Playground Improvement Process (targeted for next year) will include replenishment of these toys, and a potential relocation of some of the playground area. Currently, a lot of the playground is located directly outside of the windows of Grade 1 and Grade 2.

Vice President’s Report

Ms. White updated the Board on the Vice President’s report as Ms. Darragh could not attend.

Family Fun Night is scheduled on March 6th, from 6:00-8:00pm.

Mr. Ken Wadness wants to update the MLK slide show into an electronic version for next year. He need Photoshop Elements (\$99 software) to do it. He wants to do the work this summer. Although he has technically missed the grant deadline for this year, it does not make sense to wait until next year’s grant cycle. Because we are still under our \$5,000 grant amount, Ms. White is proposing that we approve that expenditure.

VOTE:

To approve the \$99 expenditure for Photoshop Elements so that Mr. Wadness can update the MLK presentation for next year.

Upon motion duly made and seconded, this request was unanimously approved.

As a continuing effort to reward our teachers for all for all of their hard work, the PTO has set up a yoga massage afternoon this Valentines Day. This was the choice of most teachers when asked.

The next Family Fun Night is scheduled for Thursday, March 6th at 6:00pm. A “save-the-date” email will be sent out to parents soon. This night will not have a General Board meeting, as one was just held January 18th. However, lots of fun things will be planned for that night, including a “yard sale” of Chickering paraphernalia left over from previous events. This should be a good opportunity to restock on some old favorites.

Fundraising

Casual Couple's Spring Event

The Casual Couple's Spring Event planning is well underway, and the event slogan is "Come PARtee for Chickering" – created by Madeline Shue. A "save-the-date" is going out in today's backpacks, and paper invites will go out in the mail after the February break. Although there was some discussion around email invites versus paper invites, it was determined that the email invites were too much to take on this late in the event planning. The committee will move forward with the paper invites and email invites will be considered earlier in the planning process next year. Reminders will be sent out in the email newsletters on February 26th, March 4th and 11th. These reminders will also advertise the fact that tickets can be bought by returning the envelope provided with the invitation or purchase at Family Fun Night on March 6th. If people cannot make the event, they will be provided with an opportunity to buy raffle tickets on March 26th in the lobby of the school.

The schedule for the night is as follows

- 6:30 cocktails and hors d'ouvres
raffle for 18 holes open
- 7:00 official welcome
- 8:30 raffle draw in back room, announce winners
- 9:00 live auction and dessert
music and dancing
- 11:30 favor going out the door and \$25 bag of chance opportunity
(or end)

It was determined that solicitations for Outdoor Classroom donations will not be made at this event. If people decide to contribute to the Outdoor Classroom, those donations will be made separately – potentially at the ribbon-cutting event.

Ms. Thompson, Fundraising Chair, stated that they are hoping to sell 200 tickets at \$75/each (that is 100 couples). In the live auction, they have 12 items that they are hoping to get at least \$1000 for each. The costs for the night are approximately \$6,000 (includes location, food, postage, and miscellaneous decorations). That would mean that we are hoping to see approximately \$30,000 from this event, which will go towards next year's efforts of providing all our current services to the students, families and teachers at Chickering.

An email will be sent out next week to potential volunteers (those who have stated they would like to help with this event). Mike Dowling (sportscaster for channel 5) will emcee the event, with George Doherty (parent volunteer) assisting. Ms. Thomson stated that there are some really fantastic items in all parts of the auction, and the committee has been working tirelessly to put everything together.

Community Outreach

Ms. Colbert, Community Outreach Chair, confirmed that the spring speaker, Dr. Nicolas Oreskovic, is scheduled for April 12th at 6:30, and his presentation will be adjusted slightly so that children may come and listen as well. Dr. Oreskovic is a practicing internist and pediatrician, and a fellow in the

Harvard Pediatric Health Services Research Fellowship Program. Dr. Oreskovic's research focuses on how the environment can affect people's health, particularly how it can affect chronic diseases in children.

The BSO event did not bring any additional money to the PTO this year because the popularity of the event dictated that we needed two buses to get everyone there and back this year. The event was a big success!

Communications

Ms. Ryan, Communications Chair, stated that Chickering was on the front page of the Dover Hometown Weekly newspaper this week, with stories of the MLK assembly and the Wingmasters program.

Ms. Ryan also solicited input for the March issue of the PTO Newsletter. This issue will include things like the "Come PARtee for Chickering" save-the-date, Books from the Heart update, Energy Task Force update, Website update, and the teachers' Valentines Day message.

Treasury

Ms. Friesen, PTO Treasurer, gave an update on the 2007-2008 Budget. Please see attached.

Ms. Friesen also stated that the tax returns are complete, and she will thank parent volunteer Karen O'Brien for this in the March newsletter.

Wrap-up

Ms. White thanked all those present for attending. As there was no further business to come before the Meeting, upon motion duly made and seconded, the Meeting was adjourned.

Laura Rinaldi