

Dover PTO

Minutes of an Executive Board Meeting

November 16, 2007

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

An Executive Board Meeting of the Dover PTO was held at Chickering Elementary School, commencing at 9:00 a.m. on Friday, November 16, 2007. Ms. White, the President, chaired the Meeting and Ms. Rinaldi, the Secretary, recorded the minutes.

VOTE:

To approve the October 20th, 2007 Dover PTO Executive Board meeting minutes.

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

President's Report

Ms. White started the meeting by updating The Board on current events.

- Dover/Sherborn Superintendent, Dr. Perry Davis, is scheduled to retire at the end of this calendar year, and a reception will be held on December 11th in his honor. It will be held in the Lindquist Commons at 5pm. Banners from Pine Hill and Chickering schools will be created by the students and presented to him there. In lieu of gifts, donations should be made to DSEF in his name.
- The Dover PTO Executive Board met with the Pine Hill CSA Tuesday, November 6th, to review and share each other's best practices. It was a tremendous collaborative effort, and should benefit both organizations immensely by laying a foundation for this type of communication in the future.
- The first "Dads, Donuts, and Drop-off" event took place Friday, November 9th, and was a huge success. Over 100 dads were in attendance, as well as principal, Kirk Downing, and many teachers.

Website Development

Ms. White spoke about the Web Task Force and their efforts thus far in establishing the "DoverPTO.org" website. The storyboard has been presented, and a lot of input was gathered around the design thus far. As the design becomes more concrete, it has become apparent for several reasons that an outside vendor should be identified for Phase I development of the site.

Ms. White presented a proposal (see attached document) to the Board that outlined the website's goals, benefits, and proposed implementation. Also outlined in the attached document are the four vendors that were contacted and their proposals for the development of Phase I. By utilizing an outside vendor, we are ensuring timely development (the amount of hours require to develop Phase I is much more than is fair to ask of anyone on a volunteer basis), creation of a solid development platform from which updates and further development would be easier, and a site with broad usability (multiple browsers and ADA compliance).

Much discussion followed the presentation of the proposal about the scope of the website and the effort involved in maintaining it. It was agreed by the Board that the site should be designed to minimize maintenance efforts moving forward. The maintenance this year will be performed by the President of the Board, Ms. White, so that she has an idea of the scope of this job for the following year. It may become a full-time volunteer position on the Board in the 2008-2009 school year, and Ms. White will continue in an advisory role for this position.

VOTE:

To approve \$1,500.00 to fund the development of Phase I of DoverPTO.org by Atomic Studios, Boothbay Harbor, ME.

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

Vice President's Report

Ms. Darragh, the Vice President, reviewed with the Board the 2007-2008 Teacher Grants that were requested (see attached document). One request for a flat panel screen and small PC in the lobby (for multiple purposes) will be recommended for DSEF. All other requests are recommended for approval, contingent on two follow-ups by Ms. Darragh:

1. Could the "Toolkits for Comprehension" (requested by Mrs. Louise Snyder) already be covered in the Balanced Literacy budget?
2. Could the books requested for the second grade "Tomie de Paola Author Study" be rotated between the classes instead of a new set for each class?

VOTE:

To approve \$4,567.50 to fund all PTO Teacher Grant Requests presented except "21st Century Greeting", contingent on the resolution of the above outstanding questions.

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

Outdoor Classroom

Ms. Fattore, PTO advisor, gave an update on the Outdoor Classroom. The hardscape (stonework and containers) is going in, and the shed should be placed today! Dover Parks and Recreation has started working with the irrigation company to tap into their water lines for the necessary irrigation.

Community Outreach

Ms. Colbert updated the Board on upcoming Community Outreach programs. The current program for the Food Pantry collected a large amount of food, and Ms. Colbert is delivering it today. In the spring, Community Outreach is looking at partnering with Dr. Lester Hartman of Westwood Pediatrics to conduct a shoe drive for kids in Haiti. A notice will be placed in the newsletter soon to give people plenty of time to save their summer shoes for the drive. As we move forward with these efforts, Ms. Colbert stresses the need for the community to streamline their own class and individual outreach programs through the Community Outreach committee. This will minimize redundancy and maximize the collaboration among classrooms and grades.

The Community Outreach committee is continuing to work on identifying a spring speaker.

Directory

The school directory was distributed last week, and the PTO made approximately \$5,000 from this effort. Individual committee members were thanked for their tremendous efforts on this publication.

Communications

Ms. Ryan is putting together the December newsletter and requested blurbs for the December newsletter from several people.

Treasury

Ms. Friesen presented the attached financial report.

Volunteers

Ms. Dangel reviewed the emergency phone tree procedures and said that all room parents were asked to forward their class's emergency numbers to the appropriate PTO representative, in the event that that room parent cannot be reached.

Ms. Dangel also stated that the playground taskforce has been on the playground throughout November trying to understand how to best use the volunteers that have signed up to help on the playground this year. On November 28th, Kirk Downing will meet with the task force and playground aides to flush out their needs, procedures and boundaries.

School Photography

Ms. White told the Board that Hughes Photography (who left as Chickering's school photographer in 2005 because of a family emergency) is asking to be reconsidered as a school photographer for the 2008 school year. A lengthy discussion followed this update as pros and cons for both Hughes Photography and the current photographer, Coffee Pond Photography, were identified. A decision was made to reserve Coffee Pond Photography for 2008 and email the Chickering parents for feedback on their photos from both companies. A contract will be signed after the feedback is gathered and summarized.

Curriculum Enrichment

Ms. Cook stated that they are starting to plan for next year. As they do this, they are looking for some feedback from the teachers to determine how the teachers perceive the current Curriculum Enrichment programs. Ms. Cook and members of her committee will meet with Deb Reinemann regarding each grade level to determine what is most important and where we can best add value – which programs should stay and which should be reevaluated.

Ms. Cook also stated that Curriculum Enrichment has booked "Ball in the House", which is a male occupela group, for the school wide event in early June.

Fundraising

Ms. Thompson stated that Tupperware pickup will be this Monday and Tuesday. The PTO made approximately \$2,000 in this fundraising effort. The check-writing campaign kicked off today, and a letter went home in all backpacks. The "Easy Money" campaign was kicked off with a flyer sent home last week and has had a tremendous response thus far.

On November 30th there will be a kickoff meeting for the "Casual Couples Spring Event" planning. It will be held at the Dedham Club at 9:30, and coffee and bagels will be available.

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