

Hall School PTO Meeting Minutes
December 13th, 2016 - 6:30-7:30pm

Agenda

1. **Welcome and Introductions**
2. **Approval of draft minutes** from November Meeting
 1. Approved
3. **Hall Updates from Dawn**
 1. Building update
 1. Laura Newman helped with playground planning and helped to connect to playground “experts”
 2. Final playground and building layout need to be finalized this week (Friday) so it can go out to bid and work can begin as soon as school starts in June.
 3. The 2nd/4th grade wing will be cut off at the end of the school year. Mrs. Walsh’s room and the music room would be the cut off, K and Pre-K will be moving to Deering High School and school admin has been working with Deering to prep the space for the students. It will be on the Ludlow side of the building because the Longfellow facing side was not at all ready for students to move in. Laura is helping to plan for some outdoor space for K/Pre-K students on the Ludlow/Stevens side
 4. Will be looking for parents to help with packing work in the spring
 2. January 10th PTO meeting will be dedicated toward talking about planning for how the Many Rivers and neighborhood program can work together/move into the new space together. Dawn, Superintendent and Jeanne Crocker to be available to attend that discussion. The two programs (neighborhood and MR) are more similar than they used to be, so what is the best way to integrate those programs moving into the new building?
 3. Swimming – very successful. Bill Lamb has been able to volunteer to supervise the boys’ changing room, which has helped. And PTO funded the lessons.
4. **Recent Events**
 - o **Book Fair** – very successful. PTO was able to provide vouchers for some students who wouldn’t otherwise be able to purchase books, and students seemed to be quite excited about that.
 - o **Science Night** – had a decent turnout, though there were some competing events at LL Bean and First Friday art walk. Those who did attend enjoyed it, would like to consider pushing earlier into November to avoid conflicts next year.
 - o **Direct Appeal** – Underway, Charlie Chandler drafted the letter, and his wife Laura copied and placed them in the mailboxes to go home in the Thursday folders. So far, \$268 raised.
5. **Upcoming Events**
 - o **Cookie Extravaganza** - Tuesday, December 20th - would like each staff member to leave with a dozen cookies that they can put together. About halfway to the level of volunteers needed at this point.

- **Winterfest** - January 28 Exciting changes- this year, changing set up. Trying to avoid having the same handful of people stepping up for all events, over and over. So the idea is to have parents within classrooms come together to manage a particular piece of the event to share the burden. People are very busy and its hard to give up more time, but if we can even get it down to 20 minute time slots, that's not too many volunteers needed, and not too much time from any one family. That many turnovers in shifts within 3 hours may be too much, so maybe one hour blocks would be more manageable. However, if people can't do a full hour, we could make it work. Would like to have some volunteers to help with the kids of volunteers who aren't quite old enough to wander on their own. Sign up will be going out soon.
 - Harmony is willing to help out for 2.5 hours on whatever is needed – ticket sales would be good
 - Julie L. (Linthecomb?) has done the teacher raffle for years because she needs to communicate with teachers, but she would like some help with manning the raffle throughout the day. May need help setting up the night before.
 - For the basket raffles – the ask for items will be the same as in past years, but two specific classrooms will be tasked with putting them together and manning the auctions the day of winterfest
 - One area that has been confusing in the past years was whether people could use both parts of a two-part tear-off ticket or not, so need to be clear on that. Also, need to be clear on instructions for writing names on the tickets.
 - Would like to have all games and bounce houses in the gym, and other activities in classrooms. Last year some games were in the hall which was very congested. This year only bake sale and spirit wear will be in the hall
 - Will be important to be clear with classrooms that are assigned to cake walk that they are responsible for the setup and staffing, but not for baking all the cakes

- **Community Potluck** - Set Date in February 10th – want to foster community and have an event that recognizes diversity of the school and allow for people to try samples of food people bring in. Feb 10th is tentative date. May combine it with making cards to be donated to a nursing home.
 - The last Many Rivers potluck was open to the neighborhood program and had a great turnout

6. **Teacher Grants**

1. Open to all teachers to receive funding for projects. Hoping to drum up more interest in the program this year, just want people to be aware it is an option and not difficult to apply.

7. **Spring Fundraiser**

1. Last year this was at Empire. We need to find a date and band this year. Empire has offered to allow us use of their space again. Audrey headed it up last year and is willing to be involved again.

8. Raffle

1. Solicit donations to be raffled off. The goal is to have one prize for each day. We sell tickets to win items and you have a chance to win a prize a day. Goal is to have this happen in March. Need to have a leader for this project. We do have a list in existence that lists our past donors. And we can reach out to other Hall families for connections they may have.
 1. Caitlyn is willing to spearhead.
 2. Will need to define how long to sell tickets

9. Food Fundraisers

1. Kelly will follow up on some of the businesses she contacted. The ice cream one (Gelato Fiasco) is on, each person will need a flyer, but we will get 100% of the sales of people who have the flyer.
2. Flatbread and Otto have not yet responded.

9. **Thank you** to everyone who volunteers in all ways, great and small, in classrooms and clubs and activities and at events! This is part of what makes Hall School a special place!

Our next PTO meeting is Tuesday, January 9th, 6:30 - 7:30