

**PTO MEETING MINUTES**  
**10/18/16 6:30pm**  
**Hall School Gym**

- Approve minutes of last meeting - available on the website for review, approved
- Budget - overview from Katie Lamb, Treasurer
  - Budget based on last year, but refined
  - Projecting a bit more expenses this year than last, and that's a trend over the past few years because our bank account had funds that had to be spent down due to requirements of our 501c3 designation; i.e. the carts and projectors the PTO purchased for the school - we now have 16 purchased by PTO, 4 purchased by school, and they run about \$1K/ piece for the outfitted carts
    - We've also built in line item for "tech cart maintenance" in case of a need for more bulbs for projectors, etc. We already did purchase 10 when we bought carts, so are well stocked
  - 2nd grade swimming- we were asked to build in a line item last year, so we did, but we do not know status as of yet - it would be a 4 week session. Is currently in budget but we can re-allocate if needed.
    - Initial discussion centered on a grant that would provide funding for two grades, but PTO offered to fund one year without grant funding
  - Kiln - new school will have a brand new kiln with a room to itself, so funds are not needed for new kiln
  - PTO and MR websites are \$350 this year but they turnover every two years - so next year will be \$150
  - Art Club - in negotiations, revolves around the instructional time requirements that have not yet been decided on
  - Greening brings in \$1500 grant each year, so pays for itself
  - Spirit Wear - will be by order this year, so we will not put money out, we will just receive a cut of the profits when people order directly (20%)
  - Bullying Prevention was taken out this year because we have not spent any of it. School has been able to get things through the organization that had a large grant.
  - Science Night will be early in December
  - Parents Night Out event - not sure what that will look like yet, in the works
  - Back to School BBQ was changed to a popsicle/ice cream party - very successful and good savings
  - Made over \$4K from Hall 5K this year, spent \$1800, very successful, huge increase in walkers and runners
  - Calendar Raffle - new this year, less energy/work than the huge auction, would need someone to take the lead on this
  - Yard sale is new too, will be led by Laura Chandler - she has worked on it in NJ and it was a huge event so she's looking to recreate here

- Open Discussion of budget
  - Many Rivers would like to have funding for babysitting for their meetings
  - \$40 per meeting, 2 sitters, 4 meetings per year
  - Approved to be added to budget
- Other fundraisers (Kelly McCormick, a MR parent has ideas and will connect with PTO Pres on this)
  - Otto's - Hall would get percentage of the sales of the nights, including takeout
  - Flatbread is also an option, get a proportion of the night's sales
  - B. Good is very eager - one by mall, one on Exchange St.
  - Margarita's and Panera require people to bring flyers
  - Gelato Fiasco donates 100%
- **Budget approved**
- Update from Administration
  - Building update - architects came in last week with a worksheet for each classroom to get information on wants and needs for classrooms and spaces. Teachers are getting excited. The fish tank will be in a central location.
  - Tomorrow is "Wear Orange Day" - response to a challenge/plea from Longfellow because they are doing the same thing. Well written letter, so the 5th graders decided to do it, and the whole school is participating. The kids decided to make orange mustaches on sticks for the kids who are unable to wear orange due to religious reasons - PTO will do a post on Facebook about it. Fifth graders were told by Mr. Dickinson to be good role models and he's reminded them about the buddy bench. At the time it was launched, Deering students came and worked with grade 4 and 5 students, but the current 5th graders were in 3rd then, so they need to renew focus
  - K-2 went to Brown Bear, Brown Bear at Merrill last week. The show was really great, they had a great time. Last year Mrs. Healey said the MR weren't going to go, they were going to do something else. But the Admin has now said grade level experiences apply to all kids in grade levels as it doesn't make sense to split them up. Good to have the kids share grade level experiences.
  - Lego collection update - Mr. Dickinson has Legos but is waiting for weather to get colder so he doesn't have to worry about transportation and do it during recess. They have a project in mind - 3D rendering of the new school building, to scale. There will be a call for it participants in November. Participation will depend on what interest is shown, could be that different groups work on different parts of the building.
  - 5th graders starting enrichment, on early release Weds. there is a 40 minute block, runs 4 weeks, then they switch. Small groups, STEM type of stuff, right before early release at the end of the day.
  - TAG will begin again in November - everyone in building stops what they are doing and meets with small groups for literacy intervention to reduce ratios. Research shows that extra time on top of regular instructional time is the only way to catch up students who are behind. This year trying to focus more on at or above level kids,

what do they need, to make sure they are pushing them to the next level. 9:20-9:50 each day. Every other Weds they come into the gym for a community event with Dawn and John. Gives teachers that day to plan.

- Update on recent events
  - Catalog Sales - exceeded target as of now
    - Will be setting up a Hall School store that will benefit the school through December 3rd and we will still get 40%
    - Any student links will still be active, but kids will no longer earn prizes
    - Catalog sales have dwindled each year over the past several years, eventually we can revisit if that makes sense in the future
  - Hall School 5K
    - Lots of interest this year - very successful
  
- Upcoming Events
  - BINGO night - new community event this year. Need to collect some prizes to give out, doesn't need to be anything big - Dollar Spot, Five Below, unopened kid gifts, etc. Prizes for adults would be good too and all can be dropped off in Mr. Dickerson's office.
    - Have asked 5th grade Farewell Committee to do a bake sale
    - PTO will offer some pizza at cost
      - Pinewood Derby sells pizza for \$1 a slice - sells out every year, easy to get more if needed
    - 50/50 Raffle
    - Could also do H for Hall on the bingo card and other games vs. just BINGO
  
  - Book Fair - Nov 21st and 22nd, headed up by Kristin Coldwell and Carolyn Lancia
    - Tentative hours: 8-8 on Monday, 8-3 on Tuesday
    - Building open until 8:30 on Monday, students out at noon each day
    - Will do Signup Genius around first of November to get people to sign up for shifts
    - Will also need volunteers for: week before, send out fliers that need to be stapled; need someone to jump on board and learn the ropes so that people will know about the set up, clean up, cashing out, etc.
    - Set up will probably be Thursday, teacher preview on Friday, and they can come in and make out wish lists, we offer breakfast to teachers at that time
    - Students/classrooms will also get to preview Friday
    - Cleanup happens at close out on Tuesday
    - 5th grade farewell bake sale will happen during the conferences as well

- Would like to think about how to pool some money for kids who can't afford books - maybe use scholastic dollars. Amy Leonard could probably help figure out who would need that assistance.
- Have options to get Scholastic bucks or cash - get more in Scholastic dollars. In the past, we have consulted with the library on this. Katie will be meeting with library staff this week and will confirm cash is the way to go still.
- Science Night - Carolyn Lancia and UNE, upcoming, free
- Direct Appeal - timing
  - Has always been at end of year for tax write off purposes, but make it clear that they can donate at any point throughout the year
  - Can also do around tax refund time and make an appeal for the next year
  - Laura and Charlie Chandler are willing to work on this
- Fundraisers - is it too much to ask of people? No, people seem to think Otto's is easy enough, particularly since you can do takeout. Flatbread is only available for fundraisers on Tuesdays.
- Hannaford cards - families can purchase cards at the start of the year, and then reload monthly. Checks go to PTO for refills by a specific date, and the PTO refills all of the cards.
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