

June 1, 2017

Dear Claypit Hill PTO Families,

As we conclude another PTO year, it gives us time to reflect on the events of the past year so we can look forward to making next year even better. The elementary PTO's raised approximately \$104,000 this year. This money supports programs and materials that benefit our children (author visit, cultural enrichment, garden, field trips, reading room books, classroom books), our community (curriculum night, movie night, talent show, sweet endings) and our teachers (classroom supplies, wish lists, staff appreciation).

This is important work and it could not be done without an amazing group of volunteers who support the organization. It was a privilege to work with many of you and I want to thank you for all you have given our community. As we build and grow together, I want to remind everyone of Claypit's Core Values:

C-Claypit is safe and welcoming.

R-Respect strengthens our community.

E-Effort equals success.

A-All children can achieve.

T-Teaching and learning is our responsibility.

E-Everyone is included.

Being part of the PTO, we should hold these values close for as parents are welcomed so are their children. I encourage the community to embrace the values of the school.

We will conclude our meeting today with three important votes for 2017-18 school year:

- Proposed Budget
- Combined Elementary Fundraising Goals
- Proposed Slate of Claypit Hill PTO Officers

I am very excited to be welcoming amazing leaders for next year and am confident they will grow our community. And a huge thank you to Katherine Bassick, Alissa Duffy and Eli Shine for without your help, I would not be here today. It has been an honor and privilege to serve the Claypit Hill community.

Respectfully,

Holly Landsittel  
Claypit Hill PTO President, 2016-17

## Review of 2016-17

The PTO activities can be divided into four main areas: School Enrichment, Social Events, Community Events, and Fundraising. To make these events happen every year, the PTO calls on many parent volunteers. The PTO would like to take the opportunity to formally recognize some of these individuals.

First, it is important to recognize a few key individuals who work tirelessly in the background. **Alissa Duffy**, our VP, led our ebblast communication efforts this year – a job requiring dedication and being on top of it all! She has great perspective and energy and we are excited that Alissa will remain on the board next year! **Eli Shine**, PTO Treasurer, who gave her vast knowledge and wisdom to the PTO this year. Her incredible organization skills allowed the PTO to function smoothly. Her presence will be missed next year in the community. **Katherine Bassick**, secretary, for taking copious notes and always having a great perspective to share. I am very excited that Katherine will remain in this role for next year. And a special thank you to **Kris Gilchrist-Minasidis** who has continued to help with webpage and Facebook despite graduating from the Claypit Hill community. And for **Meredith Tobe's** efforts to keep Facebook current with posts and important community information! She has brought us to another level of PTO communication!

The most prolific way the PTO contributes to the community is through school enrichment.

Thanks to **Kristen Snyder** and **Ashley Boyer** for another year of great cultural enrichment. The children enjoyed three programs. In November, “Manguito, A Musical Journey to the Caribbean” performed the joyous music of Latin America such as the rumba, bomba, plena, and Dominican merengue. In February, Karim Nagi performed “Arabiqa” which introduced students to the Arab and Muslim cultures. In May, the students watched Lasermania perform, “Prismatic Magic Laser Show”. In addition, the cultural enrichment committee supported a grant for Bret Bataclan, a mural in-residency which can be viewed in the cafeteria.

The “Just Like Me” program promotes the message that, regardless of our differences, everyone shares the need for respect, self-esteem, family, friendship, accomplishment, and independence. A huge thank you to our organizers, **Meredith Tobe and Jennifer Varney** who work so hard to keep this program running smoothly in the classrooms throughout the year. There are 6 units presented every year and the program offers parents an opportunity to make a meaningful contribution to the community and work directly with the children. Thank you to all the parent volunteers who made it into the classroom to share in this amazing program!

Our library depends heavily on the weekly volunteers who help keep it clean, organized, and check-in and out the books. Of course, we all owe a huge thank you to **Amy Caputa**, who took on the role of library volunteer manager this year. This requires consistent engagement and constant communication. It is an essential role in the school experience so please take the time to thank Amy for her efforts.

We held two principal coffees this year. In the fall, the coffee focused on executive functioning in elementary children. In the spring, the 5<sup>th</sup> grade presented the STEAM projects they worked on in their classroom with a one year grant from WPSF. Thank you to **Kristin Chisum** for organizing the coffees! A lot of thought and work goes on in the background for a coffee to happen.

In addition to our two principal coffees, the PTO sponsored 2 joint elementary school events including the school budget presentation and an internet safety night presentation. A 3<sup>rd</sup> joint coffee was sponsored by the math department inviting the community to participate in math games!

Our room parents are an essential part of our community bridging the gap between parents and classrooms. **Marcia Irwin** has done a fabulous job of organizing the room parents and keeping the communication flowing when needed throughout the year. Thank you to Marcia and all the parent volunteers who took the time to help with the “extras” that make the classroom experience so special each year! The room parents for 2016-17 were: **Mary Farley, Peace Nguyen, Tara Whitcher, Lainie Loveless, Marni Canterbury, Julie Norton, Cathy Basrak, Rebecca Chasen, Risa Burgess, Jeannine DeFrancesco & Azelene Edouarzin, Amanda Fiori, Annabella Jucius, Melissa Spilman, Renee Sophocles, Miti Koopersmith, Mary LeBlanc, Sumita Cook, Marcia Irwin, Meg Gargano, Lani Camacho, Anne Brensley, Cherish Grant-Dixon, Jennifer Medeiros, Amanda Melander, and Robin Jones.**

For several years, **Luciana Prunier** has diligently put up all our sandwich boards. It requires a quick email and the next day, magically, the sign has appeared and disappears when the event is over. This is such an important communication tool for our PTO and requires a parent volunteer willing to lug signs and letters back and forth. Please take a moment and thank Luciana when you see her – she has been such an important part of the PTO.

A new addition to our growing community has been the staff photo board similar to the one present in the other elementary schools. It takes time and coordination to update the photo board each year. **Michelle Shields** and **Kat Newton** took on the job of updating the board this year, including taking pictures of new staff before school started! **Shirra Baston** has been our expert in house printer for photos and labels! Thank them for their efforts!

Our Welcome Committee has been a new effort last year as Wayland integrates many more new families to our school system. Thank you to our amazing Welcome Committee hosted by **Maura Feldman** and **Catherine Kiernan** who put in time over the summer! In June, we took our new families on a tour of the school and provided an overview of the school day. On August 28<sup>th</sup>, we introduced our new families to Claypit at our kindergarten and new family Popsicle Playground Play Date. The welcome continued with a new family coffee on September 6<sup>th</sup> and a fall play date on November 6<sup>th</sup>.

Finally, the Building and Grounds committee consisting of **Katrin Schliewen, Emily Weintraub,** and **Mary Farley** have worked so hard to update the garden beds, rebuild rock walls, and work with the town to get our landscaping back in shape after the window project. The efforts could be witnessed by the amazing bulbs that came up in early spring. Thank you for keeping our landscaping moving forward!

A special thank you to **Rebecca Lloyd** who has jumped in and taken on management of the vegetable garden and composting efforts for the school.

The PTO continues to add to the community by providing some social events throughout the year. Movie nights are one such gathering of the Claypit community. It is a lot of work selecting the movies, keeping the kids in check, and making sure the technology works! Thank you to **Amy Ferrer, Liz Malgari,** and **Cindy Reardon** for leading the charge!

Another community event that brings all three elementary schools together is Bingo Night. It takes organization and communication to help make this night amazing. Thank you to **Vivian Huang** (technology guru), **Mei-Lyn Kingsley,** and **Maureen White** for making this another successful year!

Near the end of the year, the kids provide the entertainment at the Talent Show. Thank you to the group of parents (**Ashley Boyer, Melissa Bell-Davis, Liz Garcia, and Melissa Umina**) who work hard to make the kids show move smoothly and provide fun for all.

The end of the year provides one last opportunity to bring the community together with the Sweet Endings party. Thank you for all the hard work by **Liz Garcia** to make this a fun last hoorah!

For the fifth grade, the whole year provides opportunities for social events with each other and fifth graders from Happy Hollow and Loker. Thank you to all the parents who volunteered to make the events special and the organizers this year **Jean Prince** and **Lauren Reynolds**.

Every other year, the elementary schools host the World's Fair where families are able to share their cultures with the community. **Rebecca Lloyd** deserves a huge thank you for organizing this event and making it look effortless. And a thank you to all the families who shared their cultures!

The Claypit Hill community also participates in important community events. Every month the school provides donations for the Parmenter food pantry. Thank you to **Destiny Bartletta** for gathering and transporting all these donations!

The Holiday Gift drive allows the community to provide holiday gifts for foster children in need in our area. This year our amazing leaders, **Shirra Baston** and **Dana Cooper**, delivered gifts for 83 kids and 8 extra bags of items!

Last, but certainly not least, is our PTO fundraising efforts. These efforts allow the PTO to pay for various school needs.

The first campaign is Gift Your Child in the fall where the PTO asks for a \$100 donation per child. **Mauren White**, who has run this effort for the past 2 years, has put a lot of effort into stuffing envelopes and teacher mail boxes to make sure parents don't forget! Thank you for all your time!

The second major campaign is the Backpack Auction. **Kate Andersson** and **Allison Kates** led Claypit's team for the auction. This team works in conjunction with other schools to gather items, organize the print copy, and resolve all the bids to raise money for the schools. This is a lot of work and we appreciate their help in making the auction successful.

The scholastic book fairs also provide another source of revenue for the PTO. The kids are always very excited to see the books arrive and have a chance to buy their own reading material. Thank you to **Amanda Ciaccio** and **Trystan O'Leary** for all the background efforts that make these two fairs run smoothly!

Finally, school pictures also provide funds for the PTO every year. A big thank you to **Mei-Lyn Kingsley** and **Lani Camacho** for organizing the indoor pictures this year! Despite the weather, the curve ball did not deter the school picture team from creating great lasting memories! Thank you for your efforts!

Thank you to all the parents who have come together to help the school on their journey to "180 days of Awesome"!

## Annual Meeting Votes

We will be voting on the following items this morning in order to present to the Town-Wide PTO Meeting on Friday, June 9<sup>th</sup>:

- 1) **2017-2018 Budget:** After each year of fundraising, we plan for the next year's spending. All elementary PTO fundraising is pooled town-wide and the proceeds are divided among the three schools based on a formula that takes into account fixed costs and the number of students in each of the elementary schools. The proposed budget for the 2017-2018 school year and the proposed combined Elementary fundraising goals for 2017-2018 are listed in the back of this packet.
- 2) **Proposed Slate of Claypit Hill PTO Officers 2017-2018 and Townwide Rep:** The PTO Board oversees the appointment of committee heads, the work of the committees, and the expenditure of funds based on the approved budget. This year's nominating committee proposes the following candidates for the Executive Board for the 2017-2018 school year:

<b>Co-Presidents:</b>	<b>Dana Cooper and Lainie Loveless</b>
<b>Vice President:</b>	<b>Peace Nguyen</b>
<b>Secretary:</b>	<b>Katherine Bassick</b>
<b>Treasurer:</b>	<b>Stephanie Capello</b>
<b>Ways &amp; Means:</b>	<b>Maureen White</b>
<b>Past Vice-President:</b>	<b>Alissa Duffy</b>

The Wayland Public Schools PTO is governed by a town-wide Board, which will consist of the President of each PTO plus one other elected representative from each school. This year's nominating committee proposes the following candidate for the Wayland Public Schools PTO Board for the 2017-2018 school year:

**Peace Nguyen**

## COMBINED ELEMENTARY FUNDRAISING GOALS 2017-2018

	<b>Proposed 2017-2018</b>
4120- Book Fair	\$ 12,000.00
4130- Directories	\$ 0.00
4160- School Photos	\$ 9,000.00
4182- Spring Choice	\$ 0.00
4220- Gift Your Child	\$ 48,000.00
4240- Donations*	\$ 1,000.00
4400- Backpack Auction	\$ 25,000.00
4600- Joint Social Events**	<u>\$ 1,500.00</u>
<b>Total</b>	<b>\$96,500.00</b>

\* = Donations other than Gift Your Child

\*\*= Bingo, social events that may produce a small profit

The proposed budget for 2017-18 remains in line with the adjusted budget from 2016-17. As we had some favorable offsets to the budget this year, we are able to keep the budget intact for next year as reserves continue to be spent down per Town Wide guidance.

<b>Proposed Budget 2017-2018</b>			<b>2016 2017</b>	<b>2017 2018</b>
<b>Claypit Hill School PTO</b>			<b>Revised Budget*</b>	<b>Proposed Budget</b>
<b>Expense</b>				
6100 Educational Programs				
	6110	Author Visit	\$ 2,100	\$ 1,750
	6112	Building & Grounds	\$ 500	\$ 650
	6114	Cultural Enrichment	\$ 4,100	\$ 4,100
	6116	Grade Level Activities	\$ 1,000	\$ 1,250
	6117	5th Grade Expenses	\$ 3,840	\$ 4,200
	6118	Grade Level Enrichment (6 Grades x \$1500)	\$ 7,800	\$ 7,800
	6124	Performing Arts - Recorder Concert	\$ 550	\$ 550
	6125	Student Activities	\$ 200	\$ 200
	6190	Curriculum Materials	\$ 1,000	\$ 1,000
<b>Total 6100 Educational Programs</b>			<b>\$ 21,090</b>	<b>\$ 21,500</b>
6200 Staff Support Programs				
	6210	Teacher's Supplies	\$ 15,000	\$ 15,000
	6220	Staff/House Grants (teacher training)	\$ -	\$ -
	6240	Staff Appreciation	\$ 825	\$ 2,225
	6244	Team Building	\$ 1,000	\$ 1,000
	6280	Principal's Discretionary Fund	\$ 2,000	\$ 1,500
	6282	Student Support Fund	\$ -	\$ -
<b>Total 6200 Staff Support Programs</b>			<b>\$ 18,825</b>	<b>\$ 19,725</b>
6400 Community Programs				
	6420	METCO Program	\$ 1,450	\$ 500
	6440	Green Team	\$ 500	\$ 500
	6468	Family Events	\$ 600	\$ 800
	6460	PTO Speakers	\$ -	\$ -
<b>Total 6400 Community Programs</b>			<b>\$ 2,550</b>	<b>\$ 1,800</b>
6500 Operating Expenses				
	6508	Hospitality	\$ 1,020	\$ 1,150
	6580	Operating Expenses	\$ 500	\$ 300
<b>Total 6500 Operating Expenses</b>			<b>\$ 1,520</b>	<b>\$ 1,450</b>
<b>Total 6800 Wish List/Capital Items</b>			<b>\$ 5,300</b>	<b>\$ 7,000</b>
<b>Total Expenses</b>			<b>\$ 49,285</b>	<b>\$ 51,475</b>
*Original 2016-17 budget was \$56,675.				