Claypit Hill PTO Board Meeting

September 16, 2013 2pm

* PTO Board meeting was called to order by President Tracey O’Rourke at 2pm at Claypit Hill School Conference Room.
* Members in attendance: Tracey O’Rourke- President, Lauren Reynolds-Vice President, Jean Prince-GYC, Elisa Scola-Town-Wide PTO representative, Niki Duffy- Treasurer, and Phyllis Schilp- Secretary, and a quorum was reached.
* At 2:05pm a motion was made and seconded to approve the minutes from the June PTO meeting.
* PTO Board Meetings will be held on the first Monday of the month at 2pm. All Parents are welcome to join in.
* Lauren Reynolds will start e-blasts coordination as of September 24th.

Committee Reports

* Apparel –New this year Heather Demasi is Chair of this committee. Orders are starting to come into office. Samples on wall in lobby. Good feedback from parents regarding choices.
* 5th Grade Activity– Tracey O’Rourke reported organization of a meeting for Friday September 20th 9am. Organized binder with all activities will be passed along to those who volunteer to head committee. Discussions on how and when bashes would be held. Decisions will be made by committee members and 5th grade parents. Roller Kingdom will be run by: Kerry Rice and Karen Monroe. Bash will be run by: Emily L’Esperance, Memory book: Paulette Green. Still looking for overall Committee chairs and treasurer.
* Gift your Child- Jean Prince reported there is a good turn out this year as 61 families have already donated. So far this year $7,800 have been collected and Directories sold $1,740. Directory sample will be placed in the e-blast. Up-coming marketing for participation in GYC include backpack mailings, e-blasts and sandwich boards.

PTO Board Reports

* President’s Report –Tracey O’Rourke reported that Room Parent emails are only used for room specific activities. This is specifically outlined by committee head Lana Murphy to decrease repetition from room parents and e-blasts. Welcome coffee will be September 24th. Committee heads will be introduced. Assessment of needs and volunteers for each activity. Public Schools Grant was applied for to use for the new sound system in the gym. If the grant is denied then the wish list line budget item will pay for the new system as it was included already for 2013-2014 PTO Budget year.
* Treasurer’s Report – Niki Duffy- reported that unused funds from last year’s budget can be absorbed as extra funds into this year’s budget if voted on by PTO board. Long discussion and analysis of budget surplus from the 2012-2013 line budget items. At 3pm a vote was moved and seconded to increase funds from each surplus line item in the 2012-2013 budget to the 2013-2014 PTO Budget as follows:

6116- Grade Level Activities- move $1,000 from previous line item surplus

6110-Aurthor/Illustrator-move $630 from previous line item surplus

6240-Staff Appreciation- move $206.84 from previous line item surplus

6800- Wish List- move $388 from previous line item surplus

Up-Coming Events

* September 20th 9am - Fifth Grade Activities meeting
* September 24th 9am - Community Coffee and Room Parent Meeting Claypit Hill School Cafeteria
* September 25th 630pm - Back to School Night- grade 1 and 2

Next PTO meeting is scheduled for October 7th at 2pmClaypit Hill School. Meeting adjourned by Tracey O’Rourke at 305pm.

Respectfully Submitted by:

Phyllis Schilp

PTO Secretary

Claypit Hill School