**oulevard PTO Meeting Minutes October 8, 2014**

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**In Attendance***: Mrs. Longo, Beth Day, Tony Peebles, Traci Carpenter, Suzann Moskowitz, Kate Bennett, Ramona Lowery, Marcia Mennes, Naomi Hollander, Nicol Coxon, Megan Hanger, Barb Horrigan and Rita Riddle*

1. **Call to Order:** Beth Day officially called the meeting to order at 7:09 PM***.***
2. **Approval of Minutes:** September 17, 2014 meeting
3. **Principal’s Report- Colleen Longo**

Mrs. Longo reiterated her apologies for missing the September meeting so that she could be present at Cleveland Clinic to support her sister who received a life time achiever award.

* Almost completed with fall testing: **AIMS WEB**, **MAP** assessment (computerized test, data is used to assist staff with developing class instructions, is not a timed test, students have 60 minutes max to complete, problems progress at the students' appropriate level of difficulty; teachers will receive additional instructions on how to use on professional day), **Kindergarten Ready Assessment** (KRA is mostly conducted by observations and helps drive preschool reform), **Ohio Achievement Test** (OAA test for 3rd graders, this year is a transition year since schools will be moving to the PARCC exam). If students pass OAA in the fall they will take the **PARCC** test for language arts in the spring. If students do not pass the OAA exam in the fall, they will retake the OAA in the spring. The common core exam, PARCC will be in full force next year with one part administered in February and the second in May. Staff will receive training for this exam 10/15. This year, students have the option to take the exam via computer or paper. Some Boulevard students will take the exam via computer and others via paper.
* Parent question: regarding the connection of the PARCC exam and teacher evaluations. Response: To some degree, all testing is utilized for teacher evaluations in addition to various other components. The testing evaluation does not pay a large part for the K-4 building.
* Working on getting prepared for parent conferences
* The school is off to a terrific start, looking forward to a terrific school year

1. **Teacher Reports**

* Thanks for allowing the teachers to shop at the used book sale. The left over inventory allowed teachers to stock their classroom inventory.
* Coupon books received for the teachers was also appreciated!
* Goal of 100% participation for conferences, plans are currently underway.

1. **VP Reports**
   1. **Communication- Barb Horrigan**

-Currently preparing for classroom Halloween parties. Barb Horrigan is having a difficult time trying to determine the best way to reach out to parents due to confidentiality requirements. Wants teachers to send reminders if possible, if room parents have limited ability to do so. Teachers offered to assist as needed including putting a sign-in sheet out during conference time to encourage parent participation. Sheet may be structured where it is general for all PTO functions and not be event driven. Another option may be to send hard copy information home with each student to get the word out.

* 1. **Educational Enrichment- Naomi Hollander, not present but sent in report**
* *Chess Club:* forms went out, volunteers still needed
* 10am – noon 10/11 Leslie DiNovi will lead the fall clean up around the school. Tools needed: shovel, brooms, wheel barrels to assist with the 2 yards of mulch that will be delivered
  1. **Financial Management- Nicol Coxon**

-Suzann Moskowitz: *coupon books* were sent home, currently have tracking method in place for each student. Have raised $1000 so far but would like to raise more. Will send reminders home to parents this week to turn in funds and/or books. If needed, can extend the fundraising deadline.

Nicol’s report -

-*Used* *book sale* 9/18 – 9/20: made $924; largest profit was during the bag sale for $15, goal was to sale 30 bags, sold 55. Book sale was profitable since $0 cost and great volunteers. In the future may change format to increase individual sales to try and get more community folks out, very small participation that Saturday. This year did community outreach by posting signs at local establishments, Craig’s list, Facebook, fliers etc. In the future, may set up during conference time along with pumpkin sale since parents are out. To get more kids and chapter books that are needed, will start donation process by the end of the school year and possibly during the winter. Since many of the books are recycled each year, may encourage students to sign the books so that we can see the recycle chain. Although not much luck, may continue to do a big push at the daycares so that the schools participate.

-*Boutique:* sold over $700 in preorders and ~$150 at the back to school bash. Suggestions made to increase sales: send home preorder request a few times during the year, have shirts available at all events i.e. upcoming ice skating party, design a IB shirt, have students design a shirt to be sold (with no winner being listed), post posters, update the display with shirts that are available

-*Pumpkin/bake sale:* pumpkins have been ordered. Mrs. Longo will ensure that Boulevard staff is available to assist with the sales if extra pumpkins are available after the main sale on Oct. 22.

-*Shopping Rewards:* Heinens: reminder to sign up annually so that the school receives up to 1%; PDF will soon be provided with instructions. Target: reminder to sign up, 5% reward will come to the school. Ability to also sign up on amazon for reward points; details still being finalized.

*Boulevard Night Outs:* **Sweetie Fry**: 4/14, 4/15, 4/16 UPDATE: Sweetie Fry is closing so this fundraiser will be canceled; **Deweys** November 3rd from 4pm – 10pm: school will receive 10 – 20% of all sales (including phone orders) if Boulevard is mentioned. **Khalari waterpark June 9th**: price will again be $119 for 4 persons/room; $10/room will be donated to the school. 30 rooms have been reserved; a minimum of 10 must be used. Reservations can start now. **Alpine Valley** may be an activity added in October, waiting to hear back

-*Carnival Games*: currently 15 games, must determine: (1) if all are needed for future events (2) quantity that will be rehabed this year (suggestion made to start with 5) and (3) approach to achieve rehab since no volunteers were received at coffee on the lawn. - Many ***suggestions*** were made to achieve the aforementioned goals: have 4th graders design and incorporate with IB curriculum (thought that this would be a challenge due to current aggressive class requirements), request a Saturday event for students to participate in, send general flier out to the community (families) requesting assistance to rehab and/or design new (if this approach is taken, requirements/parameters will be set to ensure that adequate games and no duplicates are received), have high school students complete as a senior project (method was tried but there is not enough time, structure thus not an option), have high school students do in woodshop (no longer a class, thus not an option)

* 1. **Outreach- Marcie Mennes**

-Had a good VPs of Outreach meeting 10/7 with training provided in an effort to standardize packages for new families. Suggestion was made to provide students with a school t-shirt and card when they come to the school, and for orientation reps to reach out to new families via phone calls and emails. In addition to providing contact info for orientation reps, suggested providing each new family with 3 contacts of parents who may have had the same teacher the prior year so that they can answer any questions from the new family. Also suggested having 4th grade students serve as ambassadors to perhaps assist with providing school tours for new families. Student Ambassadors seem to work well at Lomond. There was previously an effort to do at Boulevard but with little success since students were trained and ready to go but had few to no opportunities. Mrs. Longo’s suggestion of an ambassador program for Boulevard would be to have the student’s participate in a second tour if parents are invited back, with their child. Mrs. Longo will follow up in her principal’s meeting 10/9 to get suggestions on how student ambassadors can be best utilized.

-Suggestions made to advertise with local preschools for the tour your schools days

-PTO suggestions: Make sure that flags are placed near the student’s classroom, send a copy of the flag home to each student, add a scavenger hunt for the new students so that they become familiar with their new school (comment made that this effort has been very chaotic at Woodbury).

* 1. **Parent Education & Advocacy – Angela Bailey-Sundahl, not present but sent report**

-District met with all PTO VPs October 2nd to conduct a brainstorming session regarding special education/legal matters, meeting went well

-Job descriptions being developed from the PTO council

-International Partner Potluck was great! Volunteers were very helpful!

1. **Treasurer’s Report- Tony Peebles**

-Refer to report distributed (see below)

-Treasurer request: email Tony or Kate 1 week in advance when the 2 cash boxes are needed for an event. Box will come with $50 petty cash that should not be counted with the event dollars received

-Financial total/summary is needed with each event report i.e. revenues, receipts, check request to be submitted

1. **President’s Report- Beth Day and Kate Bennett**

-First week in November there will be a PTO council meeting, presidents will report back after the meeting

1. **Old Business:** Middle School Rainbow Run was a great success, ~ $25,000 was raised
2. **New Business:** NONE
3. **Adjournment:** 8:35 PM

**Boulevard PTO Treasurer’s Report**

**September 2014**

Balance brought forward

August 30, 2014 $15, 801.68

Receipts

9/10/14 264.20

9/18/14 Parent Dinner 850.00

9/18/14 Target Program 670.40

9/29/14 Used Book Sale 922.75

**Total Receipts- September 2014 2707.35**

Expenses

Chk #1223 - John Turner – DJ for Bash 300.00

Chk #1224 - Kate Bennett – PE equip/reimburse 905.36

Chk#1225 – Kaylee Majka – childcare for mtg 40.00

**Total Expenses –September 2014 $1245.36**

**Ending Balance September 30, 2014 $16,543.67**

\*I need complete financial summaries from event/ project chairs so I can prepare and update the Budget YTD Report.

\*Quickbooks Report will be updated at next meeting.

\* Scott Gearity is completing audit and turning last year’s financial report over to PTO Council

Respectfully Submitted, Tony Peebles , Treasurer