

HSS (Lebanon Elementary) PTO
Agenda
May 2, 2024
6:30pm
Hanover Street School Library

- Call to Order 6:32pm
- Approval of April minutes Tanya made a motion to approve, second by Katie M., approved
- Principal's Report
 - SAS Testing finished for 3rd grade this week
 - Tues/Wed of next week 4th grade will take SAS
 - Hiring Time of Year
 - 3 retiring teachers (2 spots filling; 1 cut in budget)
 - 18 applicants for last open teacher position; picked top 2; working through end of that process
 - Still hiring for assistant principal – interviews will start next week
 - Student Support Center Teacher position open; Amy Marcoux will be school psychologist at the middle school
 - Construction
 - they are doing punch list items; will be ribbon cutting in Fall; received temporary occupancy certificate;
 - should be moving into new spaces soon;
 - cafeteria tables are backlogged;
 - crew wants to start in the next two weeks on the extra projects – will need to move some rooms to new spaces in order for this to happen;
 - Nurse's space will be renovated and bump into blue/staff room;
 - Room 105, 106, 107 in 3rd grade hallway will be redone
 - first floor bathrooms will be updated
 - Internal Staffing:
 - 1st grade teacher/2nd grade teacher that will loop; contacted first grade parents of looping teacher to give them the option of looping or not
 - Gardens – email from Leb Feed & Supply who offered mulch and labor; also using grant
 - Moving red swing; hoping to get sandbox with border
 - Questions
 - Suggestion – better signage for school entrances to parking lot
 - Unsure about high school line for parking lot
 - School announcements were cancelled due to staff distracted by announcements; kids of families have stated they miss the announcements; could it be moved to earlier (8:10 vs. 8:30) or at the end of the day – could it be only on Mondays?
- General Questions & Comments
 - Recap Contra Dance – Thank you Erin Smith and the band; time of year (April) worked out great
- Current/Upcoming Events
 - Teacher Appreciation Week
 - THANK YOU to all the volunteers
 - Flyers in mailboxes on Tuesday
 - Recess coverage email will go out soon with details (Thursday)
 - Tanya/Nicole will manage Friday Pizza – 25 pizzas; will bring fruit and snacks
 - Stars will go in the hallway; 9-10am on Sunday 5/5 come help decorate the schools
 - Breakfast on Monday – please consider bringing a breakfast item to share
 - Swag Bags – Wednesday
 - Fan Mail – Tuesday; sending home 3; next year to include list of names; Leah will send out a communication with list of staff names and reminder about daily activities

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- Kindergarten Screening Bags
 - Assemble 55 (also have certificates, backdrop & prop pencil)
 - Giant pencil for “signing day” and Welcome sign
 - Thank you PTO for assembling bags!
 - Have added FAQs to the K screening bags
- CCBA 4th Grade Activities Night
 - 6 volunteers-emailed Wednesday with details
 - 5:30-7:30 (volunteers arrive at 5ish) [Swimming, craft area, gymnasium, Tom Harkins \(principal at LMS will stop by, Leah Wheelan and Katie Roach to stop by\)](#)
 - Sunglasses (we have 24 left over from last year) & End of year parade set up
 - [Geskus will take 4th grade picture this year](#)
 - [Sunglasses – 4th grade gift](#)
 - [Last year – walked out recess door then walked out on sidewalk and started at corner near construction; Last day of school 12th \(night of 11th will set up\)](#)
 - [Katie to put information on social media and was also in newsletter; they don't need a permission slip to attend](#)
- Elections for Next Year at June Meeting
 - Questions
 - [President, VP, Secretary, Treasurer, Volunteer Coordinator – All positions except president can be co-run](#)
 - [Discussion of use of committees – could have head chairs](#)
- Field Day, Friday May 31st
 - Volunteers needed
 - Set Up at 7:30
 - 1 block this year-9:15-12pm
 - [Have to commit for the whole block and get paperwork submitted to office earlier in order to have updated volunteer paperwork on file](#)
- Treasurer's Report ([Click to see the budget documents](#))

- Report From Treasurer

YTD (Year-to-Date) Income: \$10,947.22

We have brought in \$841.22 more than we budgeted for income- we do not anticipate any more income this year.

YTD Expenses: \$7,937.46 (not counting two more K-Screening purchases)

Across the board we have spent less than we budgeted for most categories and are in a strong financial position.

As of now, we are in a position to roll over a balance of \$7,248.92- our bylaws require a rollover of at least \$2000/year so we will meet that expectation without issue.

The Friday Food Pack program has a current balance of \$10,836.39 being held in our bank account.

The Drama Club has a current balance of \$1,643.50 being held in our bank account.

UPCOMING: I will be drafting the Operating Budget for 2024-25 school year and will schedule a meeting with president and vice president before the June meeting to finalize the proposal to be voted on at the June meeting. If there are any discussions about adding of removing any budget lines/categories, please let me know and I will include that in my initial draft.

Discussion about PO Box?

[Pay for PO Box – can we receive at the school? Leah Wheelan to check if PTO mail can be delivered to HSS](#)

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- Potential Fundraiser for next year – Color Run
- Committee Updates
 - Scholastic
 - Scholastic Dollars
 - Promotion – consider book fair in September – get 75 free books if have one by the end of September; discuss next month
 - Playground Committee
 - Survey
 - 10 respondents
 - Have staff feedback from HSS survey 20 respondents – top priorities below:
 - Open ended play
 - Getting more trees and shrubs
 - One of city groups were interested in donating trees; high school was not interested; Devon Wilkey may be good contact; Tanya to reach out and follow up with Leah if needed
 - Shade
 - Basketball hoops
 - Prefer outdoor classroom be group seating, picnic table style
 - Update
 - Does anyone want to make a budget for the meadow? (check with Rebecca D.)
 - Angie will talk to local landscaper this week
 - Workday on Saturday May 11th from 10am-2pm to re-do raised garden beds
 - Plant Sale after school (3-4:15) – Thursday May 16th and Friday May 17th; selling plants that were dug up
 - Activities will need to be put off until construction is done and black top has been repaved
 - Painting – hopscotch, four corners, basketball lines
 - Movement of soccer fields – would need to talk to high school; they would have to cross the road; Leah Wheelan to investigate
 - Want to set up outdoor – fort building – play area; if you know anyone who has woods that would contribute sticks, shelter building natural supplies
 - Pollinator garden and 3 trees were factored in to the mulch delivery
- Other Important Dates
 - Next meeting scheduled for TUESDAY JUNE 4TH Encourage others to come
 - No School May 27th
 - School Board Meeting May 8th 6:30 at LHS
- Adjournment 7:30pm

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