HSS (Lebanon Elementary) PTO
Meeting Minues
March 7, 2023
Hanover Street School Library

Attendees: Katie Scanlon, Jack Finley, Jen Callahan, Kerry Reilly, Rebecca Desilets, Sarash Swanson, Carrie Daniels, Katie Moulton, Rebecca McKenney, Bethany Truell

- Call to Order
  - 6:31 pm
- Approval of February '23 Minutes
  - No questions, approved
- Principal's Report
  - Report submitted by Mr. Finley
    - Students and staff were VERY excited about the shirts.
    - Hindsight: Whole school picture
    - Book Drive: Success!
    - Amy Allen – next superintendent; took an interest and asked a lot of questions about HSS; starts July 1st
      - Will get her lemonade glasses and shirt
    - Mrs. Reilly heading up data meetings with staff every third Thursday
      - NWEA scores (this year and last year)
      - Looking into pulling reports in comparison to other schools/districts
      - Have SAS, but not broken down; above state averages for SAS (last year's data)
      - Will share with staff during 3rd Thursday meetings and will share in newsletter
    - Other Thursday groups: UDL group, cultural and climate group, renovations
    - Math Curriculum Selection Committee met last week
      - Groups were piloting 2 programs
      - Selection made, not sure what it is yet, goes to EC committee next Thursday (3/16) and then goes to the board
      - If interested in more information, Mr. Finley has handout about programs
      - Teachers want to look at language in math program
      - Will have training in the future
    - Renovation Project
      - Meeting on March 21st
      - Anticipate there will be a disruption in pick up and drop off; don't have details yet
      - Equipment may be coming in April
      - PTO can push out on social media that there may be changes
      - Recess area impacted
    - Have 3 snow days left in year; hours have dictated being able to use 7 snow days; certain parameters for those hours
    - City Elections – next Tuesday 3/14
      - 3 - 3 year seats
      - 1 – 2 year seat
    - Conferences
      - Thursday 3/23 – release 11:45
      - No School Fri and Monday 3/24, 3/27
    - Newsletter
      - Sharing with 439 people
      - Doesn't count unique opens, so at about 300, but some may be duplicates
      - PTO share link on social media
      - PTO can let Mr. Finley know if they have any photos to be featured in newsletter
    - Lost and Found
      - Check during parent teacher conferences; will be donated late March

            - Holly has collection of winter gear and will take some for use next year
        - Questions?
- General Questions & Comments
- Current/Upcoming Events
    - School Spirit T-Shirts
        - T-shirts worn today for the author visit.
        - Keep extra in office for new kids
        - Could take one and frame
            - Sarah has poster frames could be used for this purpose
    - Book Drive
        - Thank you to everyone who donated books!!!
        - Incredible turnout; 400-500 books; was well shopped, teachers shopped
        - Found a home for donated books not taken – 5 Colleges Book Sale (in West Leb, CVS Plaza)
    - Book Fair Recap
        - Gross Sales: $6,533.15
        - Rewards: $2,500.58 in Scholastic Dollars (plus $200 bonus I think); $383 in cash
            - Did a mix because Scholastic Dollars can only be spent in their catalog and the prices are marked up
            - Usually take only Scholastic dollars, but mixed up this year
        - Special thank you to Mrs Beasley for sharing her space for the week!
            - Thank you Mrs. Beasley for your generosity and kindness!!!
        - Success of the $10 Gift Certificates
            - Used Scholastic dollars
            - 57 out of 62 were redeemed
            - In future: In addition to printing out certificates, also print out ewallets to be more inclusive
                - Volunteers felt this was not an issue
                - Some students thought it was an advertisement versus a gift certificate
        - Things to improve for next year
            - We did 6 cases; we could do 8 cases next year (more early readers)
            - Rebecca to write up tips/manual for individual leading
            - One more year before we will be able to use HSS cafeteria which is a bigger space
            - Need more bargain books
            - Ewallet – not sure parents realize that they won't get reimbursed; be clear about this next year
            - Use different sign-up; no email addresses to be able to thank later
            - First day reserved as teacher/staff welcome day – was not a lot of participation; revisit this idea next year
            - Before or after school hours; done pre-covid and had a lot of parents shop during these times (2 mornings, 1 day until 4:30)
            - Snacks may bring teachers in to the book fair
            - Snacks for family night
            - Turning book drive into used book sale (low book prices)
            - Working with local book store
                - BAM had donated a bunch of books for kids in reading progam
        - Thank you Rebecca and Nicole!
    - Soup Week
        - March 20-22nd
        - Sign-up Genius - https://www.signupgenius.com/go/4090b4faca72aabf85-hsssoup#/
        - Fliers in mailboxes this week and push on social media over the weekend.
        - Still a lot of spots open; promote and talk it up
        - Asked Rikki if can wash utensils, he is on board

        - Need 10-12 a day to be successful
        - Asked teachers to bring own bowls
        - Katy get tote of utensils set up
        - Are there cash donations?
            - No, in past we have because there was catering on the 4th day
        - Future flyers: QR code to sign-up
        - PTO staff will be able to take crockpots at the door; include label of what soup is, optional – bring recipe
        - $75 budget for Soup Week – Katy will need to buy some more utensils
        - Random drawing of soup volunteers for extra shirt?
        - Mr. Finley – send out March 17th and include sign-up link in original email
        - Katy – keep an eye on sign-up, can always bump slots up
        - If someone wants to make signs to hang on the front of the table
    - K Screening Bags
        - April Screening Dates?
        - Have 25 left from last year
            - Should make 35 more
        - Hoping for May 17th-18th
        - $225 in budget
        - Stuff bags at May meeting
        - Katy – bring extra bag on Monday 3/13 for new K student starting May
- Treasurer's Report (Click to see the budget documents)

    We have surpassed the revenue goal for this year. We are not anticipating any more revenue.
    Soup week budget= $75
    Mini Grants Budget remaining- $150 for Tech, $450 for all other.
    - Balance **PTO: $5345.58 (+$2863 in scholastic dollars currently in our account)**

        Friday Food Pack Program: $ 5340.36

        Activity: amazon smile deposit = $37.11

        I love to read week prizes purchased

        Book fair cash deposits made.
        - Need to roll over $2000

- Committee Updates
    - Social Media
        - Focus: Push out information about soup week and no school/PT conference dates
    - Bulletin Board Committee
        - March: Spring Inspired words/flowers
    - Scholastic Book Fair
        - Scholastic Dollars Balance: $603.82 (Before new fair funds are added)
        - Scholastic Dollars Balance after fair should be $2,728.19
        - If don't need to use scholastic dollars on new teachers, special ed teachers could use money
        - Inflatable screen – outdoor movie night? $300 in catalog
            - Mr. Finley – there is 24 footer for $270
    - Four Winds Nature Institute
        - No Update
    - Staff Wellness Committee
        - Outdoor/Poem challenge (Katie purchased prize-3 $10 cards to BAM)
    - Mini-Grant
        - Grant request submitted by Cathy Beasley, Music Teacher
            - Requesting $300 for spring concert music (see attached)
            - Mr. Finley purchased with school budget; but she may be submitting another mini grant
        - Grant request submitted by Susan Desrosiers, 3rd Grade

            - Requesting $625 for Montshire Star Lab (see attached)
            - Mr. Finley will purchase with school budget
        - Staff Room Request
            - Countertop Ice Maker
            - No plugs in staff room, so not sure where it would go
    - Playground Committee
        - Last meeting recap
        - Pennies for Change Application being submitted
        - Next meeting will be Thursday 3/16 at 3:15pm in the HSS Library
        - Should know this month if we received first grant we applied for
            - 1st year is planning year, 2nd year implementation so works with timing of construction
        - Four Winds grant that will apply for before the end of the month

- Other Important Dates
    - Next meeting 4/6 at 6:30pm in the HSS Library
    - Potential conflict with May meeting (International Potluck)
    - Conflict with June meeting (Elementary chorus concert)
        - Change June meeting

- Adjournment
    - 7:46 pm

Jen Callahan is inviting you to a scheduled Zoom meeting.

Topic: HSS PTO Meeting March
Time: Mar 9, 2023 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://dartmouth.zoom.us/j/96564214204?pwd=WDUwREpzTkM5dmtjSW9VendkUTB5dz09

Meeting ID: 965 6421 4204
Passcode: 588395