

HSS (Lebanon Elementary) PTO
Meeting Minutes
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

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- 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 program
 - Thank you Rebecca and Nicole!
 - Soup Week
 - March 20-22nd
 - Sign-up Genius - <https://www.signupgenius.com/go/4090b4faca72aabf85-hssoup#/>
 - 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

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- 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

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- 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
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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

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