

HSS (Lebanon Elementary) PTO
August 24, 2023
6:30pm
Hanover Street School Library

- Call to Order 6:38pm
 - Quick Introduction
 - No dues
 - Showing up at the meetings gives you voting power
 - Katie Scanlon – co-VP
 - Tanya Watson – co VP
 - Rebecca McKenney – Secretary
 - Leah Wheelan – principal
 - Sarah Swanson - Treasurer
 - Letter of Resignation from President
 - Jen Callahan relocated
 - Next meeting – will be official motion to name president; if interested feel free to nominate yourself
 - Approval of June minutes
 - Minutes on school website
 - Katie made motion to approve, Rebecca D. seconded, minutes approved
 - Principal's Report
 - Welcome Leah Wheelan
 - Staffing:
 - Hiring complete; fully staffed
 - 3 new teachers to building (K – Katilyn Caluori, 3rd, sped)
 - 3rd grade teacher moving from sped to classroom – Denise Matthews
 - Number of new paraeducators
 - New superintendent
 - Construction:
 - Lobby may be “unfinished” for the year” but is getting an upgrade
 - Classrooms being built should be ready Fall 2024
 - Will be used for current staff that don't have adequate space
 - Cafeteria – still on track to be done Fall 2024
 - Tech Issues
 - Most systems back up and should be able to communicate effectively with parents soon
 - Kindergarten Kick-Off
 - Would like to make a school-wide kick off event in the future
 - This year will be just K on 30th
 - Questions?
 - Alma
 - District wide; will replace PowerSchool
 - Forms are in Alma; but no notification was sent
 - PTO to push out on social media
 - Leah to put in newsletter
 - Choosing “login with google” seems to work
 - Slayton Hill Road – which school?
 - Bus schedule had families going to MLS
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- Leah to investigate and will send out notification if bus schedules change
 - School starts at 8am; Leah has requested pick-ups be moved for the 2 buses arriving later
 - Buses are often delayed first few days
- General Questions & Comments
- Current/Upcoming Events
 - Kindergarten Meet & Greet
 - August 30th 5-6
 - Volunteer email sent out
 - Katie S., Faraz, Nicole, Anja, Rebecca D.
 - Volunteer Timeline: 4:30-5:30
 - Front table; checking in students, giving out name tag, give folders to parents
 - Families will then go to cafeteria
 - If interested in volunteering, send PTO email
 - Partner with Megan Flanders for instruction
 - PTO will get name tags
 - Color coordinate name tags by class
 - Sign painted outside will make for nice backdrop with K pictures
 - Annual Fund Drive
 - Overview of process/goal
 - Started a couple years ago to give families the option of how they may support PTO
 - In lieu of traditional “product” fundraiser
 - Charitable contribution for donors
 - We write out thank you cards to each donor
 - Consideration: VENMO
 - Draft letter
 - Goal changed to \$4000 from \$3500 – about half of our operating budget
 - Will drop language about contributions to specific items, but add that if donor wants to contribute to specific item, reach out to PTO
 - Tax ID: Lebanon Elementary PTO (make checks payable to); however we dba HSS PTO
 - Return address labels (have document in the PTO drive)
 - Volunteer to make/print these
 - Katie to send Sarah file, Sarah to print
- Treasurer’s Report (Click to see the budget documents)
 - Report From Treasurer Sarah Swanson
 - Details
 - \$3500 from scholastic, \$2500 wreaths, \$4000 Annual fund
 - Operating budget \$10000
 - Primarily volunteer time and don’t buy much
 - Events we run are free for families
 - Rolled over \$4000 from last year
 - Budget open on internet and can view by line item
 - Taxes and audit complete
 - Balance **PTO: \$**
 - Friday Food Pack Program: \$
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- Students can go home with bag of food on Friday's; hold money for the program, write checks to Food Bank and reimburse, but not PTO money

Activity:-

- Committee Updates
 - Social Media
 - Update from Katie
 - Anyone interested in helping run HSS PTO social media, let Katie know
 - Feel free to share pics/info to post with Katie
 - Bulletin Board Committee
 - Need to Update the 2 bulletin boards in lobby
 - Welcome theme?
 - Have Back for S'mores and SuperHero materials that could be used for opening bulletin board
 - Would love 2 volunteers to manage/update monthly
 - Annie – would someone else like to volunteer?
 - Scholastic Book Fair
 - Scholastic Dollars Balance: \$2,563.86
 - What do we want to do with this money?
 - Keep some \$ to be able to give gift certificates to children based on need
 - When do we want to book our book fair?
 - Week after vacation to coordinate storage to minimize time out of music classroom
 - Coordinator last year was Rebecca D.
 - Need a new coordinator
 - Do we offer scholastic dollars to new teachers again this year? How much?
 - New teachers - \$500 each (\$2000 of budget)
 - Four Winds Nature Institute
 - Update
 - Science based program; train volunteers who teach hands-on activity in classrooms; primarily outdoor/nature-based
 - Email Katharine Rancourt or Rebecca McKenney if interested
 - Next meeting/topic
 - October – spiders
 - November – Skull Sleuthing
 - January – predator/prey
 - February – birds of a feather
 - March – calling all owls
 - April – daunting defenses
 - May – buss on bees
 - Staff Wellness Committee
 - Update
 - Line item \$50 per month; spearheaded by Jodi Wilkinson
 - Mini-Grant
 - No Applications this month
 - Purpose to further enrich school programming and not in current budgets
 - Range traditionally support; this year budget is \$400; don't usually get mini-grants above \$100, but have funded some in the past

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- Discussion started about having a line item for each grade
- Playground Committee
 - Update from Tanya
 - Purpose: build up all of outdoor experiences at HSS
 - One structure old and in disrepair; parts not readily available; so looking at alternative for outdoor spaces
 - Grants – Nature Institute, Forest Institute, going to help create a plan for taking advantage of outdoor space
 - Want to have playground equipment all year as structures close during winter
 - Will start meeting in September typically around 3:20 so HSS staff can participate
 - Information will be forthcoming once school has started
- Any General Questions
 - Flow for drop-off and pick-up will stay the same as it did at the end of last year
 - Drop-off for morning recess at front door
 - PikmyKid will be used for this upcoming year
- Other Important Dates
 - 1st day of school 8/31
 - First day lunch is waffles!
 - Next meeting 9/7
 - No School- 9/4
- Adjournment 7:31pm

On Tap For September Meeting

- Game Night
- 10/23 Workshop Day-Stock the Breakroom
- 3rd Grade Dictionaries

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