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

- 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

        - 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

<u>On Tap For September Meeting</u>

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