

Winthrop School P.T.O.

Executive Board Meeting Minutes of September 17, 2008

In Attendance: Amy Carney, Shawn Murphy, Bryna Lakin Davis, Jim Yeaton, Gerry Mroz, Mary-Beth Santarelli, Susan Collins, Maribeth Darwin, Meredith Pecci, Melissa Cunningham, Bob Ross, Marie Nyland, and Erin Gibson.

I. Call to Order (Marie Nyland)

- The meeting was called to order at 7:05 p.m.

II. New Positions in the PTO (Marie Nyland reporting)

- Bob Ross has volunteered to be the new president of the PTO. He will be voted in at the next PTO meeting on October 1st. Mr. Ross has children in grades 2 and 4.
- Kristin Bolton has volunteered to be the new Webmaster.

III. Updates to the By-laws (Marie Nyland)

- The new by-laws updates were passed out to the group for review. Changes that were made were underlined. Nyland asked committee chairs to write up a description of duties and email them to Winthrop Express@yahoo.com. These descriptions will be added to the by-laws.
- Ms. Santarelli made a motion that we approve the new by-laws updates. Ms. Darwin seconded that motion. Thirteen PTO members voted to approve the motion. 0 PTO members denied.

IV. Treasurer's Report (Shawn Murphy)

- Mr. Murphy presented the budget that was proposed in April 2008. He highlighted the changes that were made:
 - \$2,000 was put aside for Melrose PTO, Inc. administration fees. This two-year projection will cover the filing costs for being a tax-exempt organization.
 - We will use the heading "annual member contribution" instead of "PTO dues".
 - The classroom resource fund will be \$300 for teachers and \$150 for specialists.
 - Field trip transportation will be \$500 for each grade.

- Publicity will receive \$500 to cover the cost of paper, pictures and processing.
 - The library account will be part of the PTO account.
 - The Halloween/Fall Event will be taken out of funds provided and put under the events committee.
- Ms. Collins motioned to approve the 2008-2009 Budget. Ms. Darwin seconded that motion. 13 PTO members voted to approve the budget and 0 opposed.
 - Mr. Murphy explained that forms are in the treasurer's folder in the office if you need to be reimbursed or have a check or cash request.
 - Mr. Murphy will be the representative for the City Wide PTO, Inc. MAEV is having a walk on Oct 19th. Mr. Murphy suggested we might want to get a group together from Winthrop to walk. MAEV has an anti bullying program in the Middle School and High School that is very popular. They would be willing to come to the Winthrop school and the enrichment committee should consider this option.

V. Innisbrook Wraps Fall Fundraiser

- Ms Nyland read an email from a parent that disagreed with the fundraiser.
- Ms. Darwin also expressed her disagreement with the fall fundraiser. Her child came home thinking that he had to sell wrapping paper door to door. She felt that if we decided to use the dues system we should not be having this type of fundraiser.
- Ms. Nyland explained that the dues do not cover all of our PTO expenses. We have not had 100% of the Winthrop families pay dues in recent years. Ms. Nyland clarified that participation in the Innisbrook fundraiser is voluntary. In addition, all purchases are made on line. We do not want children selling things door to door.
- Bob Ross thought we should encourage people to pay dues by making the budget visible as well as the things that we buy with the money.
- The PTO members discussed the issue and decided a clarifying letter would be sent out to the Winthrop parents about the Innisbrook Fundraiser.

VI. Money Raised by the Golf Tournaments

- Ms. Nyland suggested that the money raised from the golf tournaments should be spent. She felt it was necessary to spend some of the \$21,000 in the account so people can see the results of their hard work. She would love to see a list of the top ten things that the school needs and work to get as many of them as possible.
- Ms. Collins agreed that the 5th grade parents want to see something tangible before their students leave the building.
- Mr. Mroz said the Grant Committee was formed to formalize the money distribution process so that money would not trickle away without much to show for it. The money given out for grants will be divided among curriculum, professional development, infrastructure and unassigned funds. Let's spend the

money wisely and see what all our options are before we agree to one grant request. Mr. Mroz said that the committee has not received many requests.

- Ms. Darwin felt some teachers only began to fully understand the grant process in the spring. She hopes the grants will continue to be submitted.
- The group discussed that dues goes into the general operating budget while the golf tournament funds are kept separate for grant requests. Bob Ross felt we need to let people know there are two pots of money. He felt we should not stop having the golf tournament, because once it stops it may be difficult to resume. Ross felt we should look at both our long and short-term PTO goals for spending money.
- Ms. Davis said that she is currently compiling a list of needs and prioritizing them with the faculty.

VII. **Grant Requests**

- Ms. Collins presented four Capital Improvement grant proposals.
 - Capital improvement request for \$5,000 to improve the all purpose room. A designated pathway would be created with a 5' half wall attached to the left had columns in the all purpose room. In addition, a bank tape would lead to the entrance door. New tiered chair racks would also be bought and put into safety bins in the corner. (The chair racks were a grant request last year.) The fire department said that this would be to code. Ms. Davis is strongly behind this grant proposal. This solution would allow for uninterrupted gym instruction. The school site council did not have the money for this necessary improvement. The city would provide labor and an electrician. Ms. Darwin inquired if this is the cities responsibility?
 - The second grant request was to replace the stage curtain. She explained it would cost almost the same to repair it as replace it.
 - The third grant request was for wall fans costing \$1,002 for the all purpose room.
 - The fourth request was for a sanitary food prep and distribution system. It would include renovating the supply closet to the left of the stage. Moving the milk coolers into the room. The janitorial supplies could be moved to the left closet. Estimated cost for the project is \$5,000.
- Mr. Yeaton presented two grant proposals.
 - United Streaming (\$1,500) – This membership would allow the school to continue to download educational videos for K-5. Mr. Yeaton hopes to continue to build a resource library of these videos for science and other subjects.
 - Listening Centers for the second grade classroom (\$472) – Ms. McGilligot would like to get three centers with CD capabilities. This would allow the second grades to utilize the stories on CD from the new Harcourt series.

VIII. Grant Request Discussion

- Bob Ross made a motion to not discuss any other additional grant possibilities. Ms. Davis seconded the motion. The 12 PTO member voted to approve the motion and 0 opposed the motion.
- Bob Ross motioned to present the half wall grant for the all purpose room at the next PTO meeting as a unified front. Ms. Darwin seconded that motion. The 12 PTO members present voted unanimously to approve the motion.
- Ms. Darwin suggested that we pass out an allocated percentage of money left in the grant fund for curriculum, professional development, infrastructure and unassigned funds. This will allow people to get a complete picture of what will be left if big-ticket items are purchased.
- Ms. Davis made a motion to split the \$6,000 from the profits of this year's golf tournament between curriculum and capital improvement. She explained that there are still unused funds in the professional development category. Ms. Carney seconded that motion. Twelve PTO members voted unanimously to approve the motion.

IX. Other Business

- The Winthrop Express deadline for the October issue is September 24, 2008.

The meeting was adjourned at 9:10 p.m. The next PTO meeting will be October 1, 2008.