



Cottage Street School PTO Membership Meeting Minutes from September 8, 2016

Meeting began at 7:05p.m., adjourned at 8:37p.m.
30 people present

1. **Welcome and Introductions**—Everyone participated in an ice breaker activity.
2. **Approved June 2016 meeting minutes by voice.**
3. **Treasurer's Report and approval of 16/17 Budget:** Elizabeth reviewed income and expenses, report distributed. Approved 16/17 Budget by voice.
4. **Committee Updates:**
 - a) **Membership/Directory:** Packets will be coming home in backpacks if they have not already arrived. Membership costs \$25. We are encouraging people to join and complete information for the directory online. Paper copies are available in the office for those who prefer the paper forms. The Directory comes with membership, but you can be in the Directory without being a member.
 - b) **Room Parents:** We are still in need of Room Parents for Fowler and Liberfarb's classrooms. If someone wants to shadow Amy Wiebe this year as Room Parent Coordinator to take over next year, that would be great. Amy explained that the bulk of the work is done in August and then there are periodic e-mails throughout the school year.
 - c) **Programming:** We are looking for at least one replacement and someone to shadow this year to take over moving forward. There are all school programs, grade wide programs, and an artist-in-residence program. Each grade level has a teacher liaison and most programs are curriculum related. When booking a program, the chairs check space with Laura Frers. Most of the planning is done by e-mailing back and forth. It is busy now through October to book the programs and to get the contracts signed.
 - d) **Back to School teacher luncheon:** It was delicious and the teachers are made to feel so special. Thank you—it was greatly appreciated!
 - e) **Box Tops:** You can use the contest sheets or drop the Box Tops in the collection bin across from the office. The first contest sheet will be going in backpacks on Monday. Each Box Top is worth \$.10 and last year raised almost \$1400.
 - f) **Book Fair September 21 & 22 - volunteers:** Leandra is chairing the Book Fairs once again. They will take place during both Back to School nights and



during the school days. There are great books and it is a big fundraiser. Scholastic generously donates quite a bit as well.

- g) **Back to School cookout September 25, 2016:** The food is kosher. It is a fun event on the playground. Some teachers usually attend. Volunteers are needed and can sign up on the SignUp Genius.
- h) **Celebration Books:** The books are for the library. It is a great way for the students to learn about giving back.

5. Principal's Report:

- a) Welcome—It has been a smooth start to the school year. Everyone is getting back to the routine. There are many new staff members and they are outstanding. The young students are getting more comfortable at school.
- b) Social Media re: class size, total enrollment, and school psychologist—There is a lot of misinformation that has been shared. Please call or e-mail the school if you ever have any questions. An Enrollment Committee is being formed to make a plan for the district and address concerns. The new school psychologist is coming from Hingham.

6. New Business

- a) Board Positions: It is time for some new folks who can shadow current Board Members this year. The work is doable, as the Board works together as a team. New Board Members do not have to do things the same way and do not have to make a long-term commitment for years and years.
- b) Committee vacancies—Cougar Gear, FAME, Fun Fair, Hospitality, Mainspring, Playground, Programs, Yearbook: Read about the positions on the attached sheet. Elizabeth is leaving after this year, so there will be no yearbook if nobody steps up to shadow and take over.
- c) Coupon Books: The yellow bags with coupon books will be coming home in a few weeks. For every book that is sold, CSS PTO gets half. If you don't want to purchase a book, you just need to send the coupon book back to school
- d) Picture Day September 30: These are your typical school pictures, run by a company called Coffee Pond. You order the pictures in advance and get the packet later. If you don't like the pictures, your child can have them taken again on retake day. Sibling pictures will be available for siblings who also attend Cottage. An extra form needs to be submitted for sibling pictures. There is a discount for ordering online. Pictures will take place in the library. Teachers asked if it is possible to get more of a heads up for sibling pictures.



- e) Popcorn Fridays: The first Popcorn Friday will be October 14 and the first one is free.
- f) Website: Tom Roux is the webmaster. There is a lot of information on the website and many links to important information can be found there.

Meeting adjourned at 8:37p.m.