



Cottage Street School PTO Membership Meeting Minutes from June 2, 2016

Meeting began at 7:05p.m., adjourned at 8:10p.m.
19 people present

1. **Welcome and Introductions**
2. **Approved May 2016 meeting minutes by voice.**
3. **Treasurer's Report:** Elizabeth reviewed income and expenses, report distributed. Elizabeth asked that everyone submit receipts as soon as possible so that she can close the books. Elizabeth also thanked Marie Spoto for all of the assistance that she has provided and will continue to provide next year.
4. **Committee Updates:**
 - a) **Yearbook:** Delivery is expected the week of June 13. We always purchase some extra yearbooks for students who did not order. There is a waitlist.
 - b) **Ice Cream Social:** The Ice Cream Social will be on June 7. We are still in need of volunteers, so please ask friends to sign up.
 - c) **Scholarship Recipient:** We give \$750 to a graduating senior who had gone to Cottage. There were 12 applicants this year. The winner is Brigid Loftus and she will be invited to speak at 5th grade graduation. We also discussed how lovely the Senior Walk was and that all of the PTO's contributed to help get drawstring duffel bags for the seniors. Next year, we should take a picture of the Cottage group. The 5th graders will do a 5th grade version of the walk around the school.
 - d) **Field Day:** Field Day will be on June 7th. 5th graders can be in the dunk tank this year. There will be an assembly when the students are not outside at Field Day. We need volunteers to help with Field Day and to hand out popsicles at the end of the morning and afternoon sessions.
 - e) **Talent Show:** The Talent Show will be on June 14th. There is a morning show for K-2 and an evening performance for grades 3-5.
 - f) **End of the year donations:** Amy Wiebe will send out something to Room Parents re: year-end gifts. The limit is \$49.99 from an individual to a teacher for the entire year and \$150 from a class to a teacher for each gift. There will also be an opportunity for folks to make donations on behalf of teachers to various funds, such as library and programs.
5. **Principal's Report:**



- a) End of the year—It is very busy. There is something special every day. There is a change in the air and some kids deal with the end of the year by acting out, sulking, or being hyper. Be mindful of how this affects different kids differently.
- b) PARCC—We are almost done with PARCC. It is going much more smoothly this year than last year.
- c) Staff—We are in the process of hiring staff for next year. There will be new staff in both 4th and 5th grade. This led to a discussion about #'s in the building and looking for ways to make changes. There is going to be an Enrollment Committee for the district. There were also some questions about the two multiage classes.
- d) Districtwide Step Up Day—This will take place on June 20. The 5th graders will spend a ½ day at the Middle School, including eating lunch in the cafeteria.

6. New Business

- a) End of the year gifts—These gifts are purchased with excess money after covering PTO operating costs. It was approved to purchase the following gifts, not to exceed \$13,000.
 - **Recycling Station for the Cafeteria**—Purchase a recycling unit that contains trash and recycling in one unit, rather than multiple units. These would be the same as the ones at the Middle School and High School.
 - **Principal Fund**—Specifically for items known but cost unknown at time of meetings, i.e. bike racks, music equipment
 - **Restricted Savings for Drama Program**
 - **Restricted Savings for Playground Reserve**
 - **Teacher Appreciation**—to support the efforts for Teacher Appreciation Week
- b) Chair Vacancies and thank you's: Beth McLaughlin is stepping down as Program Chair. Amy Wiebe is stepping down as Room Parent Coordinator. Mark Nelson's departure leaves a vacancy for Playground Chair. We thank them all for their efforts over the years!
- c) Executive Board Re-election: Since this is uncontested, the same slate was officially re-elected.

Meeting adjourned at 8:10p.m.