



Cottage Street School PTO Membership Meeting Minutes from June 14, 2018

Meeting began at 7:05p.m., adjourned at 7:48p.m.
17 people present

1. **Welcome and Introductions**
2. **Approved May 2018 meeting minutes by voice.**
3. **Treasurer's Report:** Aparna reviewed income and expenses, report distributed.
4. **Committee Updates:**
 - a) **Yearbook Update:** The yearbook was distributed to teachers today, but some teachers have not yet passed them out to students. Some great feedback was shared, particularly how bright and beautiful it is. It was pointed out that there seem to be candid pictures only from certain classes, despite efforts by Aparna and Mr. Madden to reach out to all teachers. It was suggested that a proof be given to Mrs. Frers next year to review before it goes to print to make sure that all staff and students are included, that there are no switched class pictures like Shea/Meisner, etc. There are extras in the office so those who are on the waitlist or still wish to buy one can purchase as available. Mr. Madden and Mrs. Frers are keeping a list of others who think they have already paid and working with Aparna to get it sorted out.
 - b) **Scholarship Recipient:** Grant Fawcett is the scholarship winner this year. The application pool was super impressive. As Grant will be unable to attend 5th grade graduation, he will share a video of him reading his essay to be played that evening.
 - c) **Thanks to those retiring chairs:** Beth Wiley (Popcorn and FF Facepaint & Glitter Tattoos), Nadesan "Wijen" Wijendran (Popcorn and FF Pretzels & Slush), Laura Morrison (Ice Cream Social), Lisa Foulger (Coupon Books and Roller Skating), Linda Cveckova (Room Parent Coordinator), Meg Dussault (School Pictures), and Madhu Madabhushi (FF Café).
5. **Principal's Report:**
 - a) Everyone is in the end of year mode. People are starting to leave for summer vacations and camp.
 - b) Report cards will be going home on the last day of school.
 - c) They are looking at class lists for next year. In terms of enrollment, class size seems to be 21 on average, with 2nd grade and 5th grade looking a little bigger.



Someone asked whether 24 is the cap for 5th grade—Mr. Madden discussed that they look at a lot of factors, but it is ultimately the Superintendent's decision.

6. New Business

- a) Playground Repainting this Saturday, June 16 from 9-2—Come for some of the time or all of the time. Kids are welcome to join you. They may order from Pizza Market for lunch if there are enough people. You can sign up on the SignUp Genius if you know ahead of time that you can make it. Or, just show up if you find yourself with free time.
- b) Artist in Residence—Someone asked when we will see the quilt made out of pencils. Mr. Madden is waiting to hear back about when we will get it.
- c) End of the year gifts—We approved the slate of year end gifts and restricted savings as described below:

The following items may be purchased for the school in the amounts not to exceed those stated in parentheses—vote on these as options, set estimates as high

- Risers for the cafeteria (\$5000)—the current ones are sagging
- Refrigerator for the teachers' room (\$2000)—we would like to buy a bigger refrigerator
- Storage container for the playground for recess equipment (\$1000)—we would like to fill it with jump ropes, balls, hula hoops, etc.
- Materials to spruce up courtyard (\$1000)—umbrellas, plants, etc. to make it a more useable space—The Garden Club is wanting to get involved in schools and give back to the community, so we should check with them before purchasing anything
- Headphones for the library/computer lab (\$700)—there is an ongoing need for these

Additionally, the following monies will be set aside in restricted savings for next year:

- Drama Program (\$2000)—buy rights to play
- Teacher Appreciation Week (\$1000)—so we don't have to ask families for money
- Tax Preparation (\$1000)—to hire a tax professional to file taxes

The remainder of all monies will be set aside in the Playground Reserve Fund—this money will help supplement what the town and school will provide when the time comes to replace the playground structure.

- d) Election of board for 2018-2019 school year—once the motion to nominate Emily Hollenbeck as President was approved, the motion to elect the full slate of officers was approved for 2018-2019 school year
Emily Hollenbeck, President



Colleen Durno, Secretary
Aparna Padmaja, Co-Treasurer
Ann Keitner, Co-Treasurer

- e) Tote bags—Anne Yu showed the tote bags that are available for purchase. There is a link on the PTO website should anyone want to purchase using PayPal.
- f) Ms. Mo read a heartfelt thank you letter to the PTO.

Meeting adjourned at 7:48p.m.