

Ocean Avenue PTO

Engaging People. Building Community.

OAPTO Board Meeting Minutes

Date: November 13, 2014

Time: 6pm-8:30pm

Called by: Nanette Dyer Blake, OAPTO President

Directors in Attendance: Allison Ayan, Nanette Dyer Blake, Chip Gavin, John Gordon, Lisa Hicks, Julie Lannon, Katharine O'Neill, Erica Sabatino, Tobin Scipione, Jeannette Wycoff

Guests: Dr. Coursey

Location: Home of Nanette Dyer Blake

I. Welcome/Updates (Nanette Dyer Blake)

- PTO meeting has been switched to Thursday Nov. 20th – Music Director Dr. McGovern will be the featured speaker
- OAES parent Joseph Keierleber put Nanette in touch with David Silvernail, Director of the Center for Education Policy, Applied Research and Evaluation at USM
- He is interested in addressing one of three topics:
 - Relationship between achievement and poverty
 - Presenting a set of data related to OAES
 - Factors found in ME schools that are “defying the odds” and having high student achievement despite disadvantages
- Next board meeting is Dec. 11th
- Next PTO meeting is Dec. 18th at 7:30am – we are looking to celebrate the teachers and will have a raffle; no speaker at this meeting

II. Acceptance of Minutes (Erica Sabatino)

- Board voted to accept the Oct. 2014 board meeting minutes

III. Monthly Meeting Topic Choices Discussion (Dr. Beverly Coursey)

- The board expressed an interest in having Dr. Coursey give a report at our monthly PTO meetings
- Dr. Coursey asked for feedback on the kinds of topics parents would like to hear about
- Below is a list of ideas generated by Dr. Coursey and the board
 - Hearing from teachers about what’s happening in the classroom
 - Big highlights/successes
 - Monthly assemblies
 - Student Council
 - New OAES website which will go live in Feb.
 - PAC meetings – next meeting is Nov. 18th at 7:30am
 - New teacher evaluation system
 - School Success Plan

- Parent Engagement Plan
- New staff support for ELL students
- iWalkthrough, a classroom-observation and reporting tool – February PTO meeting
- NWEA, CPAA data (K-2)
- Ask members what topics are important to them – have index cards or post-it notes available for them to provide ideas or ask questions

IV. Working Session (All Directors)

1. Upcoming Events and Activities (Nanette Dyer Blake and Board)

- Board reviewed and discussed events calendar with a focus on roles, responsibilities and needs
- Walk and Roll:
 - Promote more with backpack flyers and invite students from REC in advance
- Staff of the Month:
 - Dr. Coursey provided feedback that teachers are not comfortable nominating one another
 - Have a nominating box at PTO meetings and have cards available on the tables for community members to nominate staff
 - Recognize ELL teachers in February
 - Highlight that we are seeking staff nominations in the weekly blast
- Original Artwork:
 - Three volunteers are needed to help with distribution
 - Items will be available for pick-up during the Designing Women Craft Fair
- Designing Women Craft Fair:
 - Event is on Sat. Dec. 13th from 9am-4pm
 - Set up is at 7am, breakfast is from 8am-9am, lunch starts at 11am and clean-up is from 4pm-5pm
- Annual Appeal:
 - Dr. Coursey is not able to provide any staff support this year
 - The letter will need to go out as a backpack mailer
 - Move to January or keep in December?
- I'm Your Neighbor event:
 - May need to have 2 events due to the number of people
 - May involve music and dance
 - Possibly in Feb. or March
- MLK Celebration:
 - Look at scaling back the event and possibly having it at OAES vs. MECA and opening it up to the community
- Teacher/Parent Conferences:
 - Lisa will talk to her chef at PATHS to see if he can provide food
 - Board agreed to provide 6 dozen bagels for 60 staff members on Fri. Dec. 5th

2. The Nominating Process and the Board (Julie Lannon and Board)

- Looking to have the Nominating Committee in place by January
- Looking for new parents and K-2 parents to serve on the Committee
- Look at creating a template for board member job descriptions
 - How is what I do relevant to the PTO?

- Would I do this again?
- People should *want* to serve on the board

V. Director's Updates

1. Budget (Chip Gavin)

- Auction - net revenue is \$16,747; gross revenue will be close to \$19,747; \$3,000 in event expenses
- John will schedule a debrief meeting with the auction team
- Chip to prepare between now and the next board meeting a plan for how to meet the rest of our fundraising goals and possibly reduce a few budget line items
- Operating account had \$7,400 in Sept. and \$5,000 in Oct.
- There was a holdover expense of \$1700 for a garden bench that was ordered last spring but not paid for – could take the funds out of the savings account

2. Fundraising (John Gordon)

- MAMM applied for a grant on behalf of the PTO
- Brenda Zollitsch applied for a \$2000 Whole Kids Foundation grant for the garden
- Lisa, Tobin, John, Gibson and Brenda will meet to discuss grants

3. Volunteers (Tobin Scipione)

- Tobin is focusing her efforts on coordinating volunteers for the Designing Women Craft Fair

4. Community Building (Jeannette Wycoff)

- Jeannette will handle providing bagels for staff on Dec. 5th for parent/teacher conferences

5. Enrichment (Lisa Hicks)

- Lisa introduced a new registration process and form for signing up for enrichment classes which she based off of Reiche's process
- 44 students signed-up for three fall enrichment classes: hip hop, art and yoga
- 15 students requested scholarships
- Lisa is paying instructors \$50 per class taught – right now we are breaking even
- Lisa is present at each enrichment session to help with any student issues
- She is looking at introducing a variety of performing arts offerings

6. Nominating (Julie Lannon)

- Nov. Staff of the Month Award will go to first grade teacher Mary Beth Hodgkins

7. Communication (Katharine O'Neill)

- Katharine needs information for the weekly blast by 12pm every Tuesday

V. Adjourn