

Ocean Avenue PTO

Engaging People. Building Community.

OAPTO Board Meeting Minutes

Date: October 10, 2017

Time: 6:00 pm

Called by: Ben Grant

Directors in Attendance: all

Location: OAES library

I. Introductions/Welcome

II. Recent events recap/Principal recap

- Curriculum nights are one-third complete, with pretty good attendance. (Teachers have been trying out new formats and welcome feedback.)
- Teacher evaluations are right on track
- Title 1 letters are going out soon
- Teachers have been training/participating in professional development with Kelly Smith
- OAES has already had four fire drills this year (out of the 10 required)
- Teachers are now including 75 minutes of math each day (up from 60 minutes)

III. Nominating: Treasurer

- Still searching for Treasurer, with one new lead

IV. Vote in new members (if quorum)

V. Fundraising

- a. Phone-banking
 - Event is scheduled for October 17 from 5:30 to 8:30 and is a friends and family call bank
 - Pizza and refreshments will be served (no childcare)
 - Tim created FB event and will send an email out 1 to 2 days ahead of event; this will include a donation link so people can opt to donate that way

b. Hannaford Gift Card

- TBD

c. Red Claws

- Event scheduled for February
- Invoice needs to be paid

d. Designing Women

- Event scheduled for 12/9
- Need volunteers for food prep, set up/take down, and to work the front table

e. Grants

- Molly and Tim to have meeting with Brenda

f. Etc.

- Amazon Smile: TBD
- Stickers: TBD
- Close Buy ends 10/20; Rosie to include note about it in email and Tim to send out reminder on FB

VI. Budget

a. 2017-2018 budget presented & vote

- Enrichment: Numbers were readjusted to reflect those from two or three years ago; will need to make cuts to compensate. However, we do currently have \$400 available for scholarships contributed by people who have signed up for enrichment classes.
- Eliminated scholarships for GOTR. Plan to look at how we might take advantage of the scholarships they offer.
- Suggestion was made to allot each grade a budget for field trips/enrichment
- Garden project: \$750 grant (spent \$100 last year); must be used for gardens

- Goal to make entire budget more transparent and be much more methodical going forward about tracking where the money goes and exactly what it is spent on
- Reserve: Started the year with 12k in reserve and \$2500 in checking account
- Plan to wait until after fall fundraising, the auction, and expenses through January occur to get a better sense of how much money we brought in and how much we need to save to have in reserve for the fall
- Voted to adopt budget as printed

b. funding requests:

i. piano dolly - \$408.35 (Heather Sumner)

- This request was turned down, but we think it could easily be fulfilled by Donors Choose

ii. Portland Ovations(?) - \$432

- There is already funding for this through another source

VII. Calendar

a. Upcoming events

- Plan to move Crafternoon because November 11 is a long weekend. Possibly January 6? Also consider doing it in the morning rather than the afternoon.

b. Auction Update

- Auction scheduled for January 27 at Woodfords Club; will be a potluck
- Space rental increased from \$650 to \$750; insurance to serve alcohol will be \$100
- Need to secure larger local sponsors (in the \$500 to \$7500 range)
- PTO Board to formulate list of businesses that might be willing to donate goods or services
- Suggestion made to have a preview for some of the bigger ticket items

c. Community Potluck Update

- No date set, but targeting November 15 with a 5:00 start time
- Choir is available end of October or later
- Molly has contacted Rwandan drummers and dancers, for a celebration focusing on Rwandan culture

d. Master calendar

- TBD

VIII. Enrichment update

a. in-school

i. Mad Science offers

b. after school

- All instructors, including subs, need background checks (these have been completed for all regular instructors)
- Need to secure a classroom for hand lettering
- Plan to have a makeup date for classes that fall on early release days

X. PTO Classroom parent update

- We have one parent for each grade for kindergarten, first, second, and third grades; none for fourth or fifth. Goal is to have two parents per grade.

XI. Announcements/Schedule