

FRANCIS WYMAN PTO MEETING

Meeting Agenda *with Minutes*

(Respectfully submitted 030809 by Angela Anderson, PTO Secretary)

Wednesday, January 21, 2009 (7:00-8:30 pm)

Welcome and Introductions (7:00-7:05)

1. PTO Board Members present were:
 - Sue Astone (FW Principal)
 - Joan Ford (Co President)
 - Beth Cooper (Co President)
 - Barbara Mozzicato (Vice President)
 - Sue Frost (Treasurer)
 - Angela Anderson (Secretary)
2. There were eleven (11) parents (not including the board) in attendance.
3. Total count: 17.

Secretary and Treasurer Reports (7:05-7:10)

1. Sue, our PTO Treasurer, presented the budget in comparison to actual and futures activities. Money is tight as it is all over at this time in our economy. Presentation ended at 7:05pm.

Open Forum (7:10-7:45)

Parents (7:10-7:25)

Teachers (7:25-7:35)

1. Joan, our PTO Co-President, opened up questions or concerns.
 - i. Coffee Maker at FW? Memorial has a coffee maker which they opted for instead of a luncheon. Paul Virgin was in attendance, our Food Services Director, and was able to inform the teachers they could get a Keurig machine for free although the purchase of the coffee would be an ongoing expense.

Administrators (7:35-7:45)

1. Mrs. Astone, our FW principal, opened up at 7:10pm with a "Thank You" for the gift card from the PTO organization and presented the following and wrapped up at 7:25pm.
 - i. From the "Principal Organization"
 1. Have raffle for Carnival Committee.
 - ii. District Audit
 1. Just completed District Audit, now, in 60 days will document their findings: For example "How we are complying?" and "What we can do better?"
 - iii. Inauguration of Barack Obama
 1. The children in all grades were able to watch: Kindergarteners watched on TV in their rooms as their teachers saw fit, grade 1 watched on TV as well, grades 2-5 watched on TV in the auditorium and saw the music, the Oath, and President Obama's speech. Mrs. Astone was impressed on how well it all went, that the children were really engaged. They clapped and cheered.
 - iv. School District Improvement Plan with School Council
 1. Current plan is highlighted in 3 goals (see below) with 3 under each:
 - a. Curriculum Instruction.
 - b. Support Services.
 - c. Buildings, Grounds, and Climate to meet the needs of diverse learner
 2. Ready to be set on website, <http://www.burlington.mec.edu/>.

3. BCAT Segment for each school.
- v. Homework
 1. Their will be academic support for homework about \$6.00 per hour.
- vi. Math Adventure Club
 1. It will be in March and April on Monday afternoons.
- vii. RTI (Response To Intervention) was presented.
 1. Master Schedule for Elementary School consists mainly of Language Arts, Math, and Intervention Times.
- viii. Grade 5 Celebration
 1. Planning is underway.
- ix. NAEP (National Assessment of Educational Progress) Testing
 1. FW has been selected. 4th, 8th, and 12th grades are tested in the areas of Reading, Math, and Science. Results are by state not by school or student. Retired teachers administer the testing.

Food Services - Paul Virgin (7:45 – 8:00)

- Open for Questions and Answers
1. Food Services presentation started 7:25pm and ended 8:05pm.
 2. First question for Paul, our Food Services Director for Burlington Public Schools, from a parent was "Why can't a child have just water?"
 - i No nutritional value so not "offered" as standard lunch. Paul explained the "serve versus offered" theory which the schools need to offer 3 of the 5 food groups (Protein, Grain, Fruit, Vegetable, and Dairy). Water is always available to purchase for \$.50 in addition to their lunch offering.
 - ii Paul discussed all staff in Burlington are "safe serve" certified. Why? It limits exposure, and staff is educated in the same manner. The certification teaches about cross contamination and how to prepare food.
 - a. Paul also discussed revenues are down 7% from last year. It was suggested to have a "taste test" at the FW Art Show this year so more parents, children, and teachers can become aware of food being offered and its quality. Produce is fresh and comes from same vendor Café Escadrille uses.
 3. Breakfast Program?
 - i Generally funded by government, most work best in lower income districts, and just to qualify 5% of students need to be participating in the "free and reduced" program. We currently have 6% but need to move cautiously because what happens if we dip just below in one year then the funding is taken away so we would have to budget for that. Agree though, it is a need and will look into for going forward.
 4. Menu Change from year to year??
 - i No, not too much and reasoning relates to parents knowing what is being served on a particular day and kids like the it that way as well. A change in the menu was tried last year...whole wheat pasta...resulted in a drop in participation. Biggest seller is pasta on Thursday, 60-75% participation.
 5. For Your Information...
 - i Looking into flow on lunch lines at MSMS due to pushing and grouping, hopefully by April vacation better flow will be implemented.
 - ii Peanut Butter Recall, snacks with peanut butter in vending machines were pulled, but bulk is ok at this time.
 - iii Point of Sales key or card for buying lunches by September 2009. Mrs. Astone says this way of buying lunch is not just theoretical but actually very successful. Other schools have had it!
 - iv LUNCH TIME participation statistics:
 - 60% Elementary
 - 45% Middle School
 - 55% High School
 - v A binder exists of all nutritional content of lunches offered and is available for parents at the high school across from the cafeteria. (This is where Paul's office is located). The binder was

last year's project. This year's project is to put the information in the binder onto the website as a link to reach out to more parents.

New Business (8:00-8:20)

- Tax Exempt Status – Getting close to being complete (Mary Sweeney was in attendance)
 - ✓ All paperwork has been filed. It is government hands.
 - One application versus many.
 - Hopefully we hear back by summer.
 - Good forever
 - Will be retro back to this year.
- Playground Update – Bricks (Mary Sweeney)
 - ✓ One third of the money raised through private donors
 - ✓ State money cut in October 2008, so committee regrouped in the Fall and the big push is for the Buy A Brick Campaign!: Shawsheen students installing so pretty much money donated all goes to the playground, have 60 bricks now, wanted 100. Break ground is planned for April 2009.
- Magazine Drive – New Company (Joanne Horgan)
 - ✓ Magazine Drive is more of a break-even than a fundraiser. Vendor being used is postcard driven. The student gives the names and addresses of potential interested family and friends, brings them into school, vendor mails the postcard with catalog to names and addresses to order online. It is only online. You can renew. The vendor does NOT sell names to third party! FW gets 40% for every postcard book (11 postcards in a book). This year each classroom will get 1 magazine instead of 2 due to the economy and anticipated projections on participation. PTO voted on change in vendor and drive itself and unanimously agrees to move forward. Also, PTO is looking for volunteer for next year.
- Spring Spirit Wear Sale – Perfect Promotions
 - ✓ Time Check is 8:25pm...Sale to occur in February and some items being sold will be embroidered tote bags with personalization for an add'l fee, basketball shorts, Capri sweat pants, and fleece vests. Some of the items were on display at PTO, and they will also be displayed at school near the office. Parents can also stop by Perfect Promotions located in the brick building across from Shaw's Market.
- Re-evaluate budget items
 - Artist in Residence
 - ✓ Time Check is 8:30pm...Art teacher has planned an India theme, discussed concern over PTO funding since Lavender did not go as great as expected.
 - MCAS Snacks
 - ✓ Time Check is 8:35pm...cheddar Goldfish and pretzels.
 - BEF donation
 - BHS Grad Party
 - Shawsheen Tech Grad Party

Committee Reports (8:20-8:30)

- **Family Carnival Planning** (Co-Chairs: Faydeen Sateriale & Beth Cooper)
 - ✓ Time Check is 8:40pm...Family Carnival is "singing along". Donations expected are low but canvassing newer businesses. Revamping games to change it up!
- **Student Enrichment Programs** (Chair: Val Giogas)
- **Fundraising**
 - Magazines (Coord: Joanne Horgan)
 - ✓ See above discussion notes.
 - Box Tops (Coord: Kristine Brown)
 - ✓ Received \$914 check would like to split the funds between playground (\$400) and kid needs now (\$514). PTO voted unanimously to spend the money described.
 - Lowell Devil's Family Day (Coord: Julie Conley)
 - ✓ Last day to purchase will be February 9th for 02/15/09 game

- **Fifth Grade Yearbook** (Chair: Kristine Brown & Joannie Tremblay)
 - ✓ Yearbook is on schedule.
- **DARE Graduation** (Chair: Bonnie LeRoux)
 - ✓ Time Check is 8:45pm...It will be February 24th at night, 4th and 5th grade participate.
- **Teacher/Staff Appreciation Luncheon** (Chair: Becky Icken)

Next Meeting...Wednesday, March 18, 2009...7:00-8:30 pm...Art Room