

Hamilton Central School PTO Meeting
June 7, 2018 at 6:30pm
Middle/High School Library

Minutes

Present: Jen Jones, Jen Chouinard, Kathleen Stahl, Karli Murray, Jackie Cleary, Melissa Cassulis, Amy Sommers, Carey Hay, Jen Murphy

Facilitator: Jennifer Jones

Meeting called to order: 6:32PM

New Business

- a. Role changes
 - i. Jen Chouinard, Treasurer
 - ii. Sheila Catania, Literacy Coordinator
 - iii. Sabrina Craven, Faculty/Staff Luncheon Chair stepping down
 - iv. Kathleen Catania, stepped down as Co-President due to personal scheduling conflicts. Kat plans to stay active and will coordinate Pumpkin walk, PARP, etc.

 - b. Superintendent Meeting Summary
 - i. Punzo invited PTO officer to meet immediately following May Board of Ed meeting (where officers introduced PTO activities and reinvigoration effort.)
 - ii. Very supportive. Highlights of meeting include: Discussion about how to email all constituents in HCS community, PTO presence in upcoming newsletters, acquisition of PTO bulletin board in prominent location, exploration of purchasing flowers for graduating seniors, exploration about why no moving up ceremony for 8th grade, discussion about PTO presence on HCS website and need for more comprehensive calendar for parents to see HCS activities.

 - iii. Suggestion was made to ask for a separate bulletin Board in the foyer by the elementary Library where Elementary Parents actually pass it everyday. Also to place BoxTops collection box there.

 - c. End of Year Survey
 - i. Look for a survey that will help PTO planning for 2018-2019. What events do people attend? What initiatives should PTO continue to fund? Where should we focus our efforts?

 - d. Logo Contest Vote
 - i. Best logo from each school level will be voted on. Tori Kowalski and Ryan Bane will digitally combine the three logos to make one useful fabulous logo. The PTO is very grateful to Tori and Ryan for their leadership in making this logo contest run! We had many fabulous submissions making it challenging to choose finalists! Will post some of the original artwork in our Bulletin Boards over the summer.
2. Administrator's Reports (none)
- a. Mr. Ellis had a conflict with this meeting.

b. Mr. Dowsland sent regrets with a last minute conflict.

3. Treasurer's Report (Jen Chouinard)

New requests approved since May meeting:		
Activity:	Amount Approved:	Notes:
Teacher Appreciation Week (treats in main offices)	150	Faculty/Staff
Farmers Museum Field Trip	287	4th grade
Faculty/Staff Luncheon	350	Faculty/Staff
6th Grade Water Safari Field Trip Scholarships	53	6th grade
Bounce House (Field Days)	350	All Elementary
Pre-K Screening balloons	50	PreK
Kindergarten balloons	64	Kindergarten
5th grade moving up ceremony	100	5th grade
Scholastic Magazines for 3rd graders	260	3rd grade
Kindergarten Field Trip to Movies	156	Kindergarten
Total:	\$1,820	
Miscellaneous Additional:		
Education Scholarships to Seniors	<i>\$700 allocated</i>	<i>No applicants. Review process over summer.</i>
Crisis Care Bags	<i>pending</i>	<i>Working with counselling center</i>
Field Days support	<i>pending</i>	<i>Smoothie station donation by hospital. Other?</i>
Garden clean-up	<i>pending</i>	<i>Mulch donation</i>
PTO Logo stationary	<i>pending</i>	
HS Carnations at Graduation	<i>pending</i>	

Crisis care bags: Amanda Sunderman requested PTO funds to create 10 'bags' to be on hand in counsellors offices in the event that a student is taken during the school day by Child Protective Services. Kathleen Stahl carried forth discussions with Counsellor Jess Barnum as to exactly what the best support would be. Summer project will include following up and likely creating 2 'suitcase' bags for High School and Elementary with appropriate care objects included (i.e., fleece blanket, book, etc.)

4. Coordinator Updates

a. Sheila Catania's Report: (Literacy)

- i. Book fair is scheduled for the week of 9/17-9/21 and hopefully open house will be on 9/20. Lynda O'Keefe could not confirm this date.
- ii. In talks w/ Kat Catania about providing a free book to each student at the end of PARP
- iii. Thoughts on providing literacy bags for students to keep through scholastic dollars from the book fairs (PTO to discuss whether we should take cash or scholastic dollars from future fundraisers)
- iv. Could second Spring Book Fair provide books for summer literacy bags?
- v. In Sept., Sheila will contact each teacher individually to ask for literacy wishes.
- vi. Talk to Amy Jerome and Mrs. Briggs to see what we can do for the libraries.
- vii. Have a book drive before Literacy Night then set up tables for students to take free books home with them.

b. Sarah Sparber (Fundraising)

- i. Goal for 2018-2019 to conduct 1 fundraiser per month. Initial brainstorm summarized in chart. Next fundraising committee meeting, August 1st.

2018-19 FUNDRAISING IDEAS

Fundraiser	Timeline	Comments? Suggestions?
Yankee Candle	Fall/orders include holiday gifts	Thinking maybe every other year?
Scholastic Book Fair	Sept	
Schoolkitz.com?	July ?	Recently suggested by PTO member. High interest from those present. Sarah to look into it quickly and see what's required of teachers/if we can pull it off this year. Also ask for supplies list to influence what is collected July 26 for classrooms by HACC. Discussion about PTO purchasing a certain number of extra kids for kids in need?
Box Tops	On Going	
Fun Run?	October?	
Movie night (Polar Express) with bake sale?	December?	
Consignment toy sale?	June?	
Screenagers movie viewing	Geared toward MS/HS parents	
Raffle off donated items	American Girl Doll, etc.	
Bingo Night?		
Funny letter to solicit funds		
Caz Cans		It was noted this would compete with too many preexisting HCS class efforts.

Bulb Sales?		Raised a lot of funds in past, but difficult to sort/hand out. Could enlist students in need of volunteer hours.
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- c. Jen Murphy & Tara Langel (Health & Wellness)
 - i. Wellness Fair happens simultaneous to Field Day activities. Students split their time between the two.
 - ii. Smoothie Station: Generous donation from Community Memorial Hospital. Stephanie Fadale will be at smoothie station all day and additional volunteers are not needed. PTO would like to also provide pretzels for snack/break station. Hospital/Health Hamilton Coalition provided Smoothies Station during recent High School lunch as part of “Finish Strong” campaign.
 - iii. Water Safety Station: Arranged for former HCS Grad Peter Upton to come talk to kids about pool safety. Lifeguard Maddie Gibbon (sp?) will also attend.
 - iv. Fun Run planning
 - 1. Jen Murphy will talk with Rick Hanson about Fun Run success. Different runs were discussed. Kids dash in Village Green. Insurance/liability questions were raised. Bringing back Lake Moraine Run was discussed. Kathleen Stahl volunteered to talk with Craig Crouch. Concerns re: logistical safety of that run were raised. Suggestion to use the new “Monday mile” route/signs that are up for all thanks to the Rural Health Department. Plan: Arrange run July 26th when Hamilton Area Community Coalition will be doing a school supplies fundraiser on the Village Green concurrent with summer music series. A Fall Run might also include some Colgate Athletes to help ‘run’ it with kids/families. Fun runs were discussed both as fundraising opportunities and as community building activities for HCS.
 - v. Nobody present is interested in a PTO float for the July 4 parade for 2018. If we could coordinate with the HCS Marching Band for 2019, there’s interest!
- d. Amy Sommers: (Gardens & Playground)
 - i. Plans for Saturday Work Day: June 9, 9-11. Met with Susan Marafino to learn the history of Garden maintenance and she pointed out additional former garden behind the school (near wind turbine) which is currently being mowed. If large numbers of volunteers turn out, we could potentially address salvaging that garden. May be a longer term project.
 - ii. Plan to clean up front garden and area around pond, widen paths for kids. Ask HCS for mulch once pathways are cleared. Kids love the pathways!
 - iii. Wondering if there’d be interest in creating signs for the flowers like HCS created signs for the trees. Mrs. Bossard is a reference to talk with here.
 - iv. Garden Club used to do a maintenance day in August. Will identify a date to spruce up before first day of school.
- e. Sabrina: (Faculty/Staff Luncheon)
 - i. Thanks to Sabrina for planning this luncheon for last few years!
- f. Jackie Cleary & Jen Briggs (Box Tops)

- i. Have made request to Kevin & Lynda to include summer worksheets in Summer Reading bags so families can clip and paste box tops all summer.
 - ii. Thinking about adding collection bin locations: Price Chopper, Madison Lane. Also having nice bins available.
 - iii. Brainstorming motivators for kids: Pizza parties? Rotating trophy?
 - iv. Monthly sheets in elementary stapled to reading sheets (PreK returns sheets for pizza token.)
- g. Kat Catania (PARP & Pumpkin Walk)
 - i. PARP planning meetings will be held over the summer to plan the October reading month. It's a great time to get involved! Watch PTO Facebook page for meeting times.
 - ii. October Pumpkin Walk planning will continue over the summer. Watch the PTO FB page for volunteer opportunities! PTO would like the committee to consider funnelling funds back to HCS (possibly library.)

PTO Seeks Hospitality Coordinator!

Hospitality Coordinator will oversee the opportunities to celebrate and appreciate the hard work and milestones of the HCS community! Examples include: overseeing the faculty/staff luncheon, teacher appreciation week activities, 5th grade & other moving up ceremonies, PreK, K screening/New family supplies, etc.

Melissa Cassulis expressed interest in this position. Julie Hengst was also suggested as a partner. Karli Murray also interested in this work.

5. Brief Group Discussion: "End of Year Summary" -
https://docs.google.com/document/d/1L8zc0n0amCDvXcry77BPCyK1KcoT3x4jcaU2_W-HPRC/e/dit?usp=sharing.

Christmas Project: In addition to fundraising notes inserted above, it was noted that kids enjoy holiday wrapping project, but that it is expensive and perhaps we could cut costs if we bought wrapping supplies a year ahead (on sale after holidays). It was also suggested Parry's or other local businesses might be willing/able to bulk order supplies like White Boxes and sell them to HCS at cost.

Education Scholarships: Money used to be evenly divided between applicants. Fewer applicant, led to two larger scholarships. No applicants this year. Kathleen has general application. Will look to revise process over summer.

6. Announcements
- a. **Logo Winners - Thanks to Ryan Bane & Tori Kowalski for running the contest!!**
 - b. **June 8: Faculty/Staff Luncheon** - thanks to those that signed up to contribute!
 - c. **June 9:** HCS Gardens Work Date: time 9-11. Bring tools if you have them!
 - d. **June 19th:** 5th Grade Moving Up Ceremony
7. Adjourn: 7:35 PM