

**Kingston PTO Meeting Minutes**  
**September 5, 2017**

Meeting called to order at 7:04pm

**Executive Board Members present:**

Melissa Burns, President  
Megan Cannon, VP KIS  
Melissa Sacco, VP KES  
Caroline Wilson, Treasurer  
Karen Renner, Secretary

5 Board members, 27 members, 1 teacher rep. and 1 Asst. Principals/Principal

**Melissa Burns: Welcome and Introductions**

- Welcomed all members present.
- Everyone in the room introduced themselves.

**June 2017 and August 2017 Treasurer's Report** – Caroline Wilson

- June 2017 Report
  - Cultural Enrichment – We spent \$1,500 for Academic Entertainment.
  - Field Trips – We spent \$5,643 for spring field trips.
    - The admission for the Grade 1 field trip to Franklin Park Zoo was free, but we had to pay for the buses.
    - The cost of field trips increased compared to last year because of the increase in students.
  - Fifth Girls' Night – We spent \$408.85 for supplies.
  - Go Green – We spent \$176.56 for supplies for the garden at KIS.
  - Sixth Grade Celebration – We spent \$2,017.49.
  - Spiritwear – We spent \$827 to have inventory for Kindergarten Orientation, Back to School Social and other events.
  - Staff Appreciation (Spring) – We spent \$180.42.
  - Tax Preparation Fees – We spent \$850.
- August 2017 Report
  - Back to School Social
    - We received \$3,392 in revenue. \$1,992 was from the food sales and \$1,400 was from ice cream sales.
    - We spent \$1,385.09 for decorations, signs, water, Mike Sweeney (ice cream trucks), chips and tattoos.
    - The net was \$2,006.91.
  - Spiritwear – We received \$173 in revenue for selling Spiritwear and notes to school at the Back to School Social.
  - Corporate Donations – We received \$50 in revenue.
  - Sixth Grade Celebration – There is a \$606.81 carryover from the 5<sup>th</sup> Boys Night this past Spring.
  - Supplies/Office/Misc – We spent \$226.81 for the cost of a sign (\$71.41) and the ipage renewal (\$155.40), which is for the PTO email.
- The Board recently approved to spend \$345.44 for Kindness Rocks at KES. This will go out of the Go Green budget and it will be shown in our September reports.
- We voted and unanimously approved the June 2017 and August 2017 Treasurer's Reports.

- Cara Ford has volunteered to “shadow” Caroline Wilson for the Treasurer role.

### **June 2017 Meeting Minutes** – Karen Renner

- Voted and approved unanimously on June 2017 Meeting Minutes.

### **Principal’s Report and Calendar Administration**

- KIS – Mr. Bambery
  - Upcoming Dates
    - September
      - 7<sup>th</sup> – School Picture Day
      - 12<sup>th</sup> – Music instrument informational session
      - 15<sup>th</sup> – 12pm Dismissal (NO lunch served)
      - 28<sup>th</sup> – KIS Parent Curriculum Night (5:30pm-7:00pm)
    - There will be Student Council elections this month.
- KES – Mrs. Bartosiak (*not present*)
  - We had a smooth opening and are excited for a good school year.
  - Upcoming Dates
    - September
      - 7<sup>th</sup> – School Picture Day
      - 15<sup>th</sup> – 12pm Dismissal (No lunch served)
      - 27<sup>th</sup> – KES Parent Curriculum Night
    - October
      - 4<sup>th</sup> – In the KES Cafeteria, Kate Sargent will be speaking on Social and Emotional Learning

### **Teacher’s Report** – Meghan Gren (KIS) and Kristen McGonagle (KES)

- Thanks for the BBQ at the Back to School Social. The teachers enjoyed seeing their former students.
  - There was a comment that the 1-hour time to meet the teachers in the classrooms at the Back to School Social was not enough time.
- On Friday, December 8<sup>th</sup>, the Kingston Teacher’s Association (KTA) will be having a movie night. More information will be sent home later.
- The KTA is thinking of organizing a candy bar BINGO Family Night. They were wondering if the PTO would like to be a part of it.
  - The PTO responded that we would like to participate in this event.

### **Principal’s Council**

- Both KES and KIS each have a group of volunteers to work with the principals regarding the school and its future goals. There are about 5 meetings per year.
- The Councils each consist of 2 parent representatives, 2 teachers and 1 community representative.
  - The parent representatives must have a child attending the school.
  - The community representative cannot have a child attending the respective school he/she is on the council for. For example, the parent can be the community rep at KES if he/she has a child at KIS but not KES.
- Open Positions
  - KIS - 2 parent reps and 1 community rep
  - KES - 1 parent rep and 1 community rep
  - Elections for these positions will be during the Curriculum Nights at each school.

- Please contact Melissa Burns ([meljay7@icloud.com](mailto:meljay7@icloud.com)) if you are interested in one of these positions.

### **School Committee** – Jeanne Coleman & Sheila Vaughn

- The cost of lunch increased by \$0.25 to \$2.75.
- The meetings are the 2<sup>nd</sup> Monday of each month – the next one is Monday, Sept. 11<sup>th</sup>.
  - Parents are welcome and encouraged to attend.
  - The new Assistant Superintendent will be attending the first meeting.

### **Committees/Events**

- Back to School Social – Megan Cannon & Caroline Wilson
  - A HUGE THANK YOU to Mark from the Charlie Horse for cooking and donating the burgers/hot dogs, condiments, tents, etc. for this event.
  - The event went well for its first year. The PTO had a net \$2,006.91 for this event (more details are in the August Treasurer's Report section of the Meeting Minutes).
  - There were some comments regarding that there was not enough time for the families to visit the classrooms in one hour. Maybe we should only have the teachers attend the BBQ for the last half hour, to allow 1.5 hours for families to see the classrooms.
  - If we do this next year, it would be helpful to have more people volunteer to organize.
- Fall Staff Appreciation – Nicole Savitski & Karalyn Bromage
  - This will be on September 29<sup>th</sup>.
  - Communications looking for volunteers and donations will be sent home soon.
- Cultural Enrichment – Kate O'Leary
  - We will be meeting with the principals to look for ideas for upcoming assemblies.
  - We need more volunteers to help Kate. If you are interested, please contact the PTO.
- Box Tops – Kate Joyce & Sharon Collins
  - We send in our Box Tops 2 times each year (Nov. 1<sup>st</sup> and April 1<sup>st</sup>)
  - We will have a collection at the end of September, one in December and one in January/February (Snowball Contest).
  - Families can submit the Box Tops in a plastic bag and bring to the school.
  - We will do classroom totals and distribute accordingly.
  - Families are encouraged to look at the Box Top app for daily deals/competitions. Last year, one family won \$500 to go to our schools from this app.
  - KES/KIS was 2<sup>nd</sup> in the state...let's try to get #1 this year!
- Fundraising - Jessica Garrett & Jen Gouvermont
  - Our main fundraiser is a check writing campaign, called Fund the Fun!
  - Our goal is \$20,000 so we can fund all of our events, including field trips.
  - Fliers will go home in backpacks on September 11<sup>th</sup>, and depending on the turnout, end on September 22<sup>nd</sup>.
  - All of the fliers for this will be on neon green paper.
  - Families can donate online, but we still need the form sent into the school for our records.
  - There will be a participation award by class.
  - Communications will be in the form of fliers, emails and Facebook.
- Spiritwear - Laura Marino & Melissa Burns
  - We did a sale last spring, but it was online only. Our sales were very low.
  - We will probably have a sale in mid-October.

- We will try the online sale again, but also send home fliers as well with pictures of the items. If this online sale does not do well, we might have to do only the paper forms like we did previously.
  - There was an idea to put posters around the schools of the merchandise we are selling.
  - There was an idea that the incoming student council at KIS sell some of the items at a school store.
  - We are looking for ideas of merchandise (shirts, sweatshirts, socks, pajama pants, hats, jackets, etc.)
- Field Trips - Nora Finn & Laurie Graziano (*not present*)
  - The 2<sup>nd</sup> grade team is looking for different ideas for a field trip. They usually go to the NE Aquarium, but because of the cost and distance they are open to new ideas.
- Breakfast with Santa – Maria Barlow, Jeanne Coleman, Melissa Sacco and Liz McKenna
  - This will be on Saturday, December 9<sup>th</sup> from 8:30am-11:30am in the KES cafeteria.
  - The event is free to attend for all families, and it consists of Santa, crafts, food, Scholastic book fair and raffles.
  - Fliers will go home in the upcoming months to RSVP, and for donations, such as raffle items and food items.
  - We need someone to help coordinate the raffles.
- Scholastic Book Fair – Jeanne Coleman, Megan Cannon & Karen Renner
  - The Breakfast with Santa book fair is scheduled for December 9<sup>th</sup>.
  - We have not scheduled our spring book fair, but will work with the principals for appropriate timing.
- PTO Trivia Night – Megan Cannon, Heather Romano, Jeanne Coleman, Caroline Wilson, Karen Renner & Jess Kramer
  - This is scheduled for Friday, March 9<sup>th</sup> at the Hilltop on Pottle Street.
  - The DJ has been booked.
  - We need a vendor for food, and raffle/silent auction ideas.
- 5<sup>th</sup> Grade Boys Night Out – Karen Renner, Megan Cannon, Kate Joyce & Amy Woods
  - This event will be held in the spring.
  - All 5<sup>th</sup> grade boy students will be invited.
  - More information will come in the upcoming months.
- 5<sup>th</sup> Grade Girls Tea – Megan Barnett, Laura Girard, Cheryl Gillis, Missy Moquin & Nicole Savitski
  - No information at this time.
- 6<sup>th</sup> Grade Celebration – Pam Quinn & Casey Casey (*not present*)
  - No information at this time.

### **Other Business**

- Library Volunteers
  - The librarians at both KES (Mrs. Raynard) and KIS (Mrs. Meade) need volunteers. You can either contact them directly ([cmeade@slrsd.org](mailto:cmeade@slrsd.org) or [draynard@slrsd.org](mailto:draynard@slrsd.org)) or send in a note to the school.
  - You must have an updated CORI to volunteer.
- KFE Octoberfest
  - This is on October 14<sup>th</sup> at the Hilltop at 4pm.
  - Tickets are \$30 until September 15<sup>th</sup>. After, September 15<sup>th</sup>, the tickets are \$35.
  - They are looking for sponsors.
    - Contact the KFE if interested.

- A+ Rewards
  - Stop & Shop has a rewards program in which if you register your card to KIS/KES, the schools will receive a check from them at the end of the school year.
  - The program runs from early October to mid-March.
  - It does not affect your gas points or discounts.
  - The PTO will have a table set up outside of Stop & Shop on Sunday, September 10<sup>th</sup> to inform customers of this program and ask for their card numbers so we can register them.
  - *Please note, that since our meeting, we have found out that Stop & Shop has changed the process for this program. We can no longer register other people's cards. Customers need to create an account online themselves. The PTO will NOT be outside of Stop & Shop on Sunday, September 10<sup>th</sup> because of this change.*

***Meeting Adjourned at 8:31pm.***

**\*\*Next Meeting is on Tuesday, October 3, 2017 at 7pm in the KIS Library\*\***