

Birchwood PTO Meeting  
Wednesday, January 5, 2016 6:30PM  
Birchwood Cafeteria

**MINUTES OF MEETING**

**Members Present:** Anne Burger (Recording secretary and parent); Jan Brown (Co president and parent); JoMarie Ethier (Co President and parent); Debra Berndt (Principal); Kathleen Vermilyea (teacher and liaison), Millie Gnatek (Parent); Mike Cooper (Parent)

1. **Call to Order:**

Jan Brown called the meeting to order at 6:40PM

2. **Co-President's Report (JoMarie Ethier, Jan Brown):**

Jan: At the council meeting in December, there was discussion about Edirectory either going away or costing us. Edirectory and buzzables are used differently. Council wants the same method used at both elementary and middle schools. Other schools use Buzzables. Discussed about having a PayPal account. Niska Day is 5/21/16 "Let's have a Fiesta". PTO got a letter from a student, Emma. Staff got a basket for the holiday. Open house/International night was a huge success. There was an issue with people visiting the classrooms and things getting disturbed. May have classrooms locked next year and have projects out in the hallways. Look into doing something else in conjunction with the book fair in the Fall. Perhaps do in January or don't call it an "open house". Need to look into garbage cans that need to get purchased.

Motion to approve minutes from November meeting with correction of \$677 for refrigerator. Mike Cooper made the motion, Millie Gnatek seconded the motion.

3. **Officer Reports**

a. **VP Programs and Services (Suzanne Brooksby):** Could not come.

b. **VP Fundraisers (Jill Appert):** Jill could not come. Spirit wear made a profit of \$516. Flip flops were held up in customs. Perhaps will have later in year. Gift card fundraiser earned about \$713. Fall fundraiser about \$1500. Cap Com \$90 with new members. Craft night at International night was not a big success but still have the items. Popcorn Fridays continue to do well. Ask Shilpa to send email out on Thursday to remind parents.

c. **Treasurer (Brenda Leto):** Brenda could not come. Millie motioned and Mike seconded. Motion passed.

d. **Secretary (Anne Burger):**

4. **Principal's Report (Deb Berndt):** Remind parents to have children prepared for outdoor recess. The play structure will close when the fall protection freezes. 1/21 at 6PM is Bingo night. Coins can be donated to the firehouse. Round 2 of Teachers curriculum is starting. We are building our own curriculum. Mrs. Berndt and 5 other teachers went to Portsmouth, NH to a school similar to ours to look how they do PLC and brought it to life. They work on commitments for the students. It is a 3 piece pie chart tied to the Mission Statement and Vision statement. Found the missing piece—need a teacher meeting time every week. And all the kids are our responsibility. Looking into an "intervention block" (WIN block "What I need") every day. Mrs. Berndt met with Cos and Lauren to discuss it. Possibly district committee to look at it, perhaps AM recess for meeting for planning meeting 745-815AM. AIS would be outside of the block. A team may pilot it this year

5. **Teachers' Liaison Report (Kathleen Vermilyea):** Thank you for the book wish list and December goodies. Kindergarten worked on the December holidays. First grade on letter writing unit and Read letters to tooth fairy, snowmen and Santa. 2<sup>nd</sup> grade: Gingerbread village. 3<sup>rd</sup> grade: Non fiction unit and frogs. 4<sup>th</sup> grade: Non fiction writing and Native American piece. 5<sup>th</sup> Grade: Latin American celebration. Mandelas with art teacher. Thank PTO from Mrs. DiRienzo for the mini grant to get photo paper. Jo Marie pointed out the best way for teachers to get mini grants is to fill out application and get approval before spending money.

6. Committee Reports (See Attachment):
7. Board of Education Report (See Attachment) (Kevin Laurilliard)
8. PTO to Board of Ed Liaison's Report (Anne Burger)
9. Old Business
  - a. Eregistration for ASEP registrating. Mike Cooper will talk to Erin (ASEP) about using google service. Nature club is using same process as ASEP for registration. Perhaps try a test run for sign ups. Use Paypal to pay as an option. Other schools use paypal. There is a fee for it of 2.2 % and \$.30 per transaction that would be absorbed by whoever is paying.
  - b. Communication Delivery: Perhaps Buzzables? Do email blasts at different times. Look at the bulletin for design. Perhaps Highlights weekly. Texts for last minute things. Look into either a PTO facebook page or Twitter account.
10. New Business
  - a. Nominating committee for next year. Look at key positions posted in Bulletin.
5. Adjoumment: Millie motioned to adjourn. Mike seconded. Meeting adjourned at 8PM. Submitted by Anne Burger

Next Meeting February 3, 2016 at 9AM

Attachment

1. Committee Reports
  - a. Preschool Program (Soyoung Mok):  
Preschool program begins this Thursday (12:30-1:30) and will continue through the end of March. We had a committee meeting this morning to finalize details involved in the program. Lori will take care of details involved in bus ride and party. Erin and Soyoung will be contact people for speakers and parents.
  - b. Junior Achievement-(Laura Mirkovic) :  
All parent volunteers slots filled! Laura has coordinated with parents and Junior Achievement. Any parent who needs training has received 2 emails listing the training times. Parents not needing training have been mailed their orange bags.
  - c. Media: Nothing new to report.
  - d. Visiting author-no action needed immediately. Laura and Soyoung are working with Kate on the details.