#  Attendees

Courtney Cratty, Kristen DeLuco, Kara Herbertz, Jennifer Morhous, Jess Manger, Sarah Dailey, Terri Kostas, April Sears, Jenn Lemaire, Kim Laster, Sara Salamone, Laurie Hays, Tracy Henry, Sarah McBride, Susan Garcia, Faith Piotte, George King – Hale Principal

# Agenda

## Introduction and Roll Call

* Kristen Deluco called the meeting to order and had all attendees introduce themselves.

## Principal’s Update

* Mr. King welcomed group and highlighted positive aspects of the two schools combining PTOs.
* Mr. King talked about some new team building programs that the Hale students participated in at the beginning of the school year.
* Mr. King reported that Hale needs a lot of parent volunteers for field day in the spring.
* Hale has a new administrative assistant that they are transitioning in.
* Kara Herbertz requested the teacher contacts for arts and culture and field trips.
* Kara Herbertz and Kristen DeLuco encouraged Mr. King to explore some options for all school programs this year and advised him that there are funds that the PTO have allocated for these programs.
* May explore funding to help defray the cost of the 8th grade DC field trip, on top of scholarships for students in need.
* Reminded Mr. King that the PTO will be doing the Race for Education at both Hale and Center as the main fundraiser. Discussed possibility of the 8th graders appealing to family and friends to donate funds to help with their DC trip – customize letters for each grade.
* Kristen DeLuco signed up for teacherswishlist.org for holiday wishes this school year.
* Also requested that our new website centerhalepto.org be added to Hale’s website.

## Committee Updates

Directory

* New teachers and names changes for staff were confirmed and updated
* Sarah Dailey has sent out pages to volunteers to be edited
* Directory will be sent to printer once revisions have been made and Sarah will meet with printer to approve proof and select cover color

Arts & Cultural

* George King will confirm the teacher liaisons for grade level programs
* Parent liaisons are confirmed for K-8th grade
* Kara Herbertz is waiting for 4th grade teacher liaison
* Jackie Rogers took on researching all school programs and provided a spreadsheet to Kara with various ideas

Treasurer

* Taxes are in the process of being prepared
* Debbie Estey is managing the Hale account and at the end of this school year the Hale bank account will be closed and money transferred to the current Center account that Kara Herbertz manages so that the two PTOs are fully integrated

Fundraising

* Spiritwear may be ordered through Northeast Promotion and Apparel in Leominster, but they have not been responsive recently
* Members recommended two alternate companies (Atlantic Sportswear and Atlantic Uniforms)
* Jen Morhous said that there will be no Spirit Wear offered to Hale this year since it is a transition year, will wait and see how the new company works out

Website/Facebook

* Faith Piotte will ask Paul to put a redirect on the PTO’s old website to our new site centerhalepto.org
* Kara Herbertz will copy as much content as possible from the old website to reuse wording and gather old blog posts and calendar postings
* Jen Morhous reminded group to update Volunteerspot because the main account goes to Paul
* Discussed the need for generic PTO emails so that information can easily be passed along to new officers from year to year
* Discussed putting in generic teacher listing for Hale because if parents don’t select their child’s homeroom teacher, the students aren’t

Wishing Snowflakes

* Courtney Cratty said that she has a list of parents who are interested in helping
* Group of volunteers will meet to discuss on a separate date
* Sarah McBride will be helping to organize

Spirit/Social

* Jenn Lemaire said that there were 250 kids in attendance at the Halloween Dance
* There was an issue with older students leaving the building and going outside
* It was difficult to get parents to volunteer to be hall monitors
* Jenn Lemaire suggested having a door monitor for next year
* Next year more concessions will be needed
* Kara Herbertz reported that the dance raised $1,486

Staff Appreciation

* Jess Manger and Jen Morhous reported that PTO will provide nonperishable snacks for teachers for parent teacher conferences on Monday 11/7/16 at Center
* Last year there was a lot of food left over when PTO provided dinner for the Center teachers during their break last year
* Faith Piotte reported that Kristen Straub is set to organize Staff Appreciation in May for Hale
* Jen Morhous and Jess Manger offered to get some coffee and snacks for Hale’s parent teacher conferences when shopping is done for Center

Box tops

* April Sears reported that there is 8,472 regular box tops and 346 bonus box tops ($883.60)
* Faith Piotte has Hale’s submissions
* Bridget Riggin helped April with cutting and bagging of box tops from Randall Library
* Laurie Hays helped with Center bagging as well
* April Sears will stop by the Counsel of Aging to collect whatever box tops are there
* Faith Piotte is looking for a drop box for Hale that is similar to the one that Kathy O’Keefe got for Center; Kara Herbertz will order one

Project Prep

* Kim Laster reported that the volunteer pool is a bit smaller this year, but the volunteers are helping more often
* Kim reminded people that if there is no Project Prep copying to do, Mrs. Cullinane and Mrs. Earle always need helpers
* Discussed the possibility of adding the Volunteerspot link to the PTO website; Jen Morhous will look into placing the link where people can see it only after they log in for security purposes

Volunteer Services

* Courtney Cratty reported that there have been a lot of volunteers to help cover Mary, at least two out of three days/week
* Not many parent volunteers for lunch and recess at Center
* Vision and hearing screenings went well at both Center and Hale, every child was screened at both schools

Arts Buffet

* March 4, 2017

Lip Sync

* March 25, 2017

Picnic

* Jen Morhous reported that she emailed the list of volunteers from the first PTO meeting and got a volunteer to take over organizing drinks

# Next Meeting - November 14,2016 at 7pm – Center Science Room