

# O'Hara Elementary PTO Meeting Minutes

October 21, 2016

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*The meeting was called to order at 9:18 am. Approximately 40 people were in attendance, including all 2016-2017 PTO Officers.*

## **Updates from Library (Karen Fornari)**

- Mrs. Fornari thanked all PTO members/parents for their support of the library, including the 31+ parents who helped with the Scholastic Book Fair and everyone who made a purchase.
- Mrs. Fornari also thanked the PTO for approving the purchase of new ink/toner for the large format printer. Mrs. Fornari and representatives from each teaching group will be receiving training on how to use the printer.
- The library is considering upgrades to the iPads and carts purchased in 2012. The library has funds in reserve from past book fair fundraisers.
- Mrs. Fornari is also evaluating whether or not to continue the Barnes & Noble Dr. Seuss event in the Spring. If you'd like to provide feedback on the event, you may email her at [Karen\\_Fornari@fcasd.edu](mailto:Karen_Fornari@fcasd.edu).

## **Teacher Representatives**

- The PTO has two new representatives: Mrs. Buckley, Grade 3 and Mrs. Sherwin, Reading Support.
- Mrs. Buckley and Mrs. Sherwin introduced themselves and thanked the PTO for their support throughout the years.

## **SMART Flu Study (Colleen Lazaro, Chuck Vukotich)**

- Chuck Vukovitch shared information on the SMART Flu Study being conducted at O'Hara and the High School.
- There are currently two studies: the in-school study and the family study.
- If you have not opted out, your child is automatically enrolled in the school study. If your child is absent, you will receive a call from Colleen Lazaro, who will ask if your child has certain symptoms related to the flu.
- If flu-like symptoms are present, your child will be asked to provide a nasal swab upon return to school. Most children do not object, but collection is optional.
- A family study will also be starting soon.
  - Emails will be going out to families who were previously enrolled.
  - A sign up and waiver forms were available for those in attendance. These will be shared with others via email. You may also email Colleen at [dc2490@gmail.com](mailto:dc2490@gmail.com).

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- Participants in the family study will be eligible to earn Giant Eagle gift cards and be entered in a weekly drawing.

## O'Hara Administration Update (Dr. McNamara and Mr. Winkler)

- Dr. McNamara reminded homeroom parents that volunteers need to be entered on the master Halloween Class Party Volunteer list (circulated to homeroom parents).
  - No “drop in” or last minute volunteers will be accepted.
    - This change is for the safety of students and allows the school to confirm clearances in advance.
  - All parents are welcome at the parade.
  - Lisa Correnti reminded year book volunteers that if they are not a class party volunteer, they should photograph the parade only.
- Dr. McNamara also shared changes in staff:
  - Mrs. Frick will be going out on maternity leave soon.
  - New principal, Mrs. Batis, will begin 10/31 as previously indicated.
  - New vice principal, Mr. Edwards, will begin in the District on 10/24, but will not be full time at O'Hara immediately. He will be also be assisting at DMS, where there is currently no VP.
- November is another busy month, with early dismissals and no school days.
  - Parent teacher conferences will be held Nov. 7-8.
  - Question raised as to when report cards would be available.
    - Typically, there is a full clerical day at the end of the grading period to provide teachers with time to finalize grades.
    - There is a half day on Nov. 4<sup>th</sup>, which may provide teachers time, but unclear if report cards will be available in advance of the conference.
    - Change in conferences was made at the district level.
- A word about the clowns...
  - If your child has come home upset about the scary clown hoax, Mr. Winkler and Mrs. Squeglia have prepared an information sheet to help parents and teachers quickly squash student concerns. Email Mrs. Squeglia at [Jennifer\\_Squeglia@fcasd.edu](mailto:Jennifer_Squeglia@fcasd.edu) for a copy if needed.
    - This rumor was mostly circulating in 4<sup>th</sup> & 5<sup>th</sup> grade; Dr. McNamara elected not to share details of this rumor via email to all parents because she felt doing so would have made it more of an issue than it was.

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## Discussion on Recess (Dana Rofey, Missy Troutman)

- The PTO thanked Dr. McNamara and Mr. Winkler for all they have done to improve recess, including lining football fields and purchasing new balls, chalk and jump ropes.
- A question was raised as to the number of monitors at O'Hara vs. other district schools.
  - Dr. McNamara said that the ratio of students to monitors is actually greater at O'Hara than other schools. There are currently 9 monitors for 700 students (compared to 6 for 400).
  - Faith Moser suggested using parent volunteers to provide additional supervision.
    - Dr. McNamara indicated that there may be confidentiality concerns that limit the ability to do so.
    - The PTO will re-visit this issue with the new principals.
  - Mr. Winkler also mentioned that there are security concerns with allowing students full access to the fields when additional staff are not available. He has prepared a list of recommendations for the new principals, including the possibility of a fence that would prevent students from walking off of school grounds into neighboring yards.

## 2016-2017 Budget Review (Tonja Condron)

- A copy of the 2015-2016 budget were shared with members (attached here).
  - The yearbook shows a loss, which is inaccurate. The company overbilled and there is a credit in the amount of \$2,142.
  - Some events, like Open House, also showed a loss. Discussion on how to better solicit donations. Recommend improving form.
- We had a net income of \$24,166 and the PTO currently has \$136,000 in the bank.
  - Some of the \$136K is earmarked for specific departments (e.g. Book Fair revenue is for the library; Square 1 Art for the Art Department).
  - Once funds are reconciled, will need to consider how to spend the funds.
    - Discussion on potential playground upgrades:
      - Gaga Ball pit (either PTO funded or 5<sup>th</sup> Grade Class Gift)
      - Shade sales or other means of coverage
      - Need to identify how any future renovations would impact whatever is planned, if at all.
    - There will be an open comment period and plenty of opportunity for all PTO members to vote on any significant purchases.

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- Discussion on spending money in year earned, on current students.

## Expense Approvals

- Proposed Assembly - "Super Fun Food Challenge" Nov. 22 (Rosana Weldon)
- PTO approved \$350 for assembly to be provided by American Health Group.
- Per teacher requests, only 1 assembly will be held per year (fall).

## Teacher Requests (Faith Moser)

- PTO approved purchase of test dividers (\$50).
- Discussion on Spelling City (request from Mrs. Ferrari). Tentatively approved with discussion on soliciting input from 2<sup>nd</sup> grade team as to whether others would like the program (\$52/classroom for 1 year).
- Proposal to do a specific fundraiser dedicated to teacher requests.
- Question posed to Mrs. Sherwin as to how teachers could best take advantage of PTO funds – stipend? Individual requests?
- Mrs. Sherwin indicated a stipend would be nice (knowing that the funds are available and how to take advantage), but there may also be other times when larger purchases are needed (opportunity to pool funds).
- Mrs. Sherwin also mentioned that the courtyard is in need of upgrades. Teachers use the outdoor space whenever possible and tables are in disrepair. PTO to take into consideration.

## Project and Committee Updates

- Website / Sign Up Genius (Sarah Shaffer)
  - Looking into alternatives to Sign Up Genius that might be more user friendly. Email [sshaffer@rhodes-group.com](mailto:sshaffer@rhodes-group.com) if you know of any!
  - Also seeking writers interested in contributing blog posts on various topics.
- Square 1 Art (Elizabeth Carter – reported by Sarah Shaffer)
  - Square 1 orders due 10/24.
  - Percentage of profit earned increases based on participation (33% profit guaranteed; If 45% participate, adds 5%)
- PTO Student Directory (Carrie Work)

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- Over \$5,000 net in ad sales.
- Scholastic Book Fair (Maggie Mulhern)
  - Approximately \$17,000 in gross sales (fun fact: \$500 alone in gummy bear erasers).
  - The school earns books as well as cash profit (approx. \$3,000).
  - New chair needed for next year (this is Maggie's last year at O'Hara). Email Maggie at [threemulkids@gmail.com](mailto:threemulkids@gmail.com) if interested; Co-Chairing may also be an option (Allison Bonidy possibly interested).
- Thanksgiving Baskets (Maggie Mulhern)
  - Mrs. Grove has indicated family need for Thanksgiving baskets has changed. Particularly with the change in conferences, it will be harder to discreetly provided donations to families in need.
  - Discussion on changing to benefit Backpacks for Hunger or local Food Bank. Still provide students opportunity to decorate baskets and discuss need.

## Help Needed

- Parent/Student Lunches (Lisa Fenton)
  - Volunteers are needed to check parents in as they arrive for lunch.
  - Sign up to be available shortly.
- Library Volunteers (Stacy London)
  - Volunteers needed throughout the year. To see all months, go to [www.signupgenius.com](http://www.signupgenius.com) and search by “[therehakfamily@gmail.com](mailto:therehakfamily@gmail.com)” to see signup sheets by month.

## Upcoming Events

October 26, PALS meeting, 6:30pm, Lauri Ann West Library - Sharpsburg

October 28, Halloween Parade, 2pm

November 1 – 11, Thanksgiving Basket Collection Period

November 4, Early Dismissal

November 7, Early Dismissal

November 8, No School [ELECTION DAY]

November 7 – 8, Parent Teacher Conferences

November 11 – 18, Parent / Student Lunches

November 15, District Forum Meeting, 9am

November 18, PTO Meeting, Auditorium 9:15am

November 23, Early Dismissal

November 24 – 29, Thanksgiving Break

*The meeting adjourned at 10:30 a.m.*

OEPTO BUDGET FOR SCHOOL YEAR 2015-2016			
	INCOME	EXPENSES	NET
<b>FUNDRAISERS</b>			
Square 1 Art	5071	0	5071
Thanksgiving Baskets	194	0	194
Spring Gift Baskets	7500	65	7435
All of Us Care	1425	2850	-1425
O'Hara Cares \$ Days	819	819	0
Book Fair	11340	8175	3165
<b>TOTAL FUNDRAISERS</b>	<b>\$26,349</b>	<b>\$11,909</b>	<b>\$14,440</b>
<b>REVENUES</b>			
Lifetouch	543	0	543
Boxtops	2227	0	2227
GE Apples4Students	3660	0	3660
Yearbook	4165	6307	-2142
Student Directories	4555	2042	2513
Target	3023	0	3023
<b>TOTAL REVENUES</b>	<b>\$18,173</b>	<b>\$8,349</b>	<b>\$9,824</b>
<b>EVENTS</b>			
Fifth Grade Day	5997	5551	446
B2S Ice Cream Social	2294	0	2294
Math Pentathlon	2280	2108	172
Teacher Luncheon	1350	1682	-332
Open House	1400	1596	-196
Multi-Cultural Night	600	0	600
Family Donations	1150	0	1150
Gifts for Secretaries and Janitors	745	0	745
<b>TOTAL EVENTS</b>	<b>\$15,816</b>	<b>\$10,937</b>	<b>\$4,879</b>
<b>MISCELLANEOUS EXPENSES</b>			
Art Show Supplies		120	-120
Teacher Supplies/Requests		1861	-1861
Mobile Fingerprinting		180	-180
Gift for Mr. Rea		135	-135
Assemblies		0	0
Sales Tax		504	-504
Bus Patrol		679	-679
Library		1200	-1200
Miscellaneous PTO Expenses		10	-10
PTO Refreshments		288	-288
<b>TOTAL MISC EXPENSES</b>		<b>\$4,977</b>	<b>-\$4,977</b>
<b>TOTAL INCOME</b>	<b>\$60,338</b>		
<b>TOTAL EXPENSES</b>		<b>\$36,172</b>	
<b>NET INCOME</b>			<b>\$24,166</b>