

Middlebrook  
**PTA**  
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## September 15, 2011 Minutes of Board Meeting

- I. **Call to order, Room 146 Middlebrook School at 9:15 am.**  
Introductions make by all attendees.
- II. **Minutes** from the June 9, 2011 meeting approved.
- III. **Principal's Report – Julia Harris** Welcome. Largest enrollment to date for Middlebrook School: 1,059 students. Three assemblies will now be necessary. Delightful group of children. Language Arts reports that 1,057 of the 1,059 students read 6,215 books over the summer. Thank you to the Hospitality Committee for the Back to School Luncheon. It was really fun. To set a positive tone for the September 11 anniversary, a moment of silence was observed. It was a powerful way to start the day. September 14 was the anniversary of The Star Spangled Banner and Janet Nobles led the school as they sang it together beautifully. This Friday is National Constitution Day and students will be reading The Preamble. September 21<sup>st</sup> is International Peace Day. Staff and students are creating peace tags to hang in the lobby. Photo Day the volunteers did a wonderful job and the children looked beautiful. Standardized testing begins next Monday. Not intended to be stressful to students. We use these numbers to guide decisions and monitor progress. On September 30<sup>th</sup> there will be a lockdown drill. Sending information to parents to prepare and make children comfortable. Parent/Principal Coffee on October 13<sup>th</sup> - all invited. Parent Portal navigation will be discussed with hands on opportunity.
- IV. **President's Report** (Beth Johnson) Thank you to Rob Foley. At Board of Education Meeting, Mr. Richards **presented a memo to revise the school calendar moving the last day of school to June 20<sup>th</sup>.** ~~said they are planning on moving calendar one week ahead to end the year on June 20<sup>th</sup>.~~ They will vote at next month's meeting. Thank you issued to those who worked over the summer **(if I missed a name, please let me know):**
  - a. Marianne Wallace – August Middlebrook Messenger
  - b. Lisa Benison - Treasurer
  - c. Pamela Hovland - Directory
  - d. Evelyn Gladstein - Directory Sales
  - e. Eileen Nolan - New Parent Coffee & Photo Day

f. **Amy Burke - Photo Day**

Ambler Farm Photo Day for family photos will not be offered this year. There is a link to the PTA Website on Edline as a resource tool under “**School Resources**” link. Fundraising will be different this year, no QSP. National PTA increased their dues by 50 cents. Middlebrook keeps \$4.50 of the \$10.00 fee, \$2.25 goes to National PTA and \$3.25 goes to Connecticut. Discussed raising Middlebrook PTA Membership Dues. **PTA Council will discuss Dues for all schools.** Middlebrook Bylaws need to be reviewed. Volunteers welcome to help Beth Johnson with this task. ~~Discussed raising Middlebrook PTA Membership Dues.~~

- V. **Teacher Representative – Rob Foley** Thank you for having me. Please see attached report.

VI. **Officer Reports**

- a. **Vice President** – (Stacy Crameri) Thank you to all for joining, and Julia please thank Karen for the copies before the walk through. Middlebrook PTA has 213 memberships. Last year there were 346. Any suggestions on how to increase membership please contact Stacy. The three Open Houses may bring more members and reminders will be posted in the Weekly Messenger. **Additional** donations to date are \$465.00.

b. **Treasurer** – (Lisa Benison) Attached budget is preliminary. Please review. Contact Lisa if you have concerns about committee’s budgets. Discussion continuing with 8<sup>th</sup> Grade Dinner Dance Committee as they calculate necessary amount needed. Last year water and food donations brought them under budget. Still working on this year’s budget with forthcoming information. Same situation with ice cream social, a parent donated all the toppings last year. Expenses on Directory went down this year, but need to add \$125.00 for supplement. No volunteer for Sportswear, so ~~taken out of budget~~ line is zero. ~~for now~~. Purpose of today’s meeting is to make sure each committee is satisfied with their allocation. Volunteers are not to feel obligated to donate funds for their committees **and are encouraged to submit all expenses to treasurer to ensure we know the total cost of activities, even if the expenses are donated.**

VII. **Committee Reports:**

- a. **Wilton Youth Council** (Nancy Gany) Please see attached report.
- b. **Nominating** (Michelle Doggett) Two unfilled positions: Reflections and Sportswear. (Patti Sylvia volunteered for Reflections during today’s meeting). Treasurer asked if any ~~6<sup>th</sup> grade~~ parent would like

to train for the treasurer position for next year, perhaps a new 6<sup>th</sup> grade parent.

- c. **Directory** (Pamela Hovland) 800 copies this year. Page 79 printed twice so supplement added. Fall supplement for new families and corrections will be distributed in October. Discussion on how to distribute: hard copy versus online. Online would save \$125.00 printing cost. **Decided to post Fall Supplement online and make available for individual printing. When available, a notice will be posted to Weekly Messenger. A committee made up of 4 schools will discuss methods for streamlining directory production process next year.** ~~Discussed coordinating directory with other schools to streamline the process.~~ Requested a volunteer for next year's directory.
- d. **Hospitality** (Bev Hermann) Thank you to Village Gourmet in Cranberry Market complex for donating the food for the teacher's luncheon. Upcoming events: Veterans Day, Bus Driver's Luncheon and Winter Solstice.
- e. **Photo Day** (Eileen Nolan) Went well, finished early. Everyone looked great.
- f. **Activity Nights** (representatives not present) **7<sup>th</sup> grade night (Oct. 21) update via email from Chris Winrow: DJ is hired, will complete the building use form and get it to Karen Lamantia; donation is \$5 again this year; DJ is charging us the same price as always; same price for snacks as we plan on buying the same quantities; will be in touch with Lisa Benison to get the cash box prior to Fri. Oct. 21<sup>st</sup>.**
- g. **Fundraising** (Bev Hermann) Not participating in QSP this year. Major fundraiser will be a Letter Appeal beginning October 3<sup>rd</sup> and running through November 4<sup>th</sup>. The letter will outline programs covered in the past through QSP fundraising. Looking into an online option for donations and an online reminder to prompt completion of donations. Target is \$30,000, which is \$30 per child.
- h. **Science Fair** (Victoria Madden) Will be held on January 31<sup>st</sup>, snow date is February 2<sup>nd</sup>.
- i. **Weekly Messenger** (Heather Wilcauskus) Please submit any suggestions or requests to Heather. Recommendation: enter children's grade when signing up for Just Between Friends in order to facilitate moving from one school to another as the children progresses.

**j. Volunteers** (Sally Healy) Open positions: Fundraising, Reflections (Patti Syliva volunteered) and Sportswear. Sally collecting completed volunteer forms. No noticeable gaps at this time.

**VIII. New Business** (none)

**IX. Adjournment at 10:50 am.**

Respectfully submitted, Sharmaine Barone, Secretary

9/15/11