

## West Elementary PTO Meeting Minutes

Teachers Room

9/15/16 8:15

### Attendees

Liz Roos - Principal, Margo Spinale - Assistant Principal, Sheryl Lomasney & Nancy Buckley - Co-Presidents, Carlie Hornbrook & Sandra McGrath - Co-Vice Presidents, Sarah Walsh - Treasurer, Michelle Beeny - Fundraising, John Ryan - Communications, LeeAnn Ryan - Volunteer Coordinator, Eleanor Storch - Green Café Initiative, Kelly Janian - Secretary

### Items Reviewed

- Green Café Initiative - new town regulations for café waste, goal to merge two sign ups into one for café volunteers
- Open Houses / Book Fair - coverage for Book fair, PTO table & PTO presentations in auditorium, artwork to office for raffle ticket
- Town wide PTO meetings - 2<sup>nd</sup> Friday of month for 2 hours, school construction initiatives
- Budget / Treasury - new Paypal account will be created, deposits made in a timely manner, budget line will be added for Science & Art fair, PTO to reimburse teachers for supplies, addition of outdoor landscaping (not courtyard) budget proposed, budget review at the next PTO meeting
- New committee - outdoor sign & main entrance beautification (does not include the courtyard)
- PTO emails - goal once a week Tuesdays & if second email required only new information
- PTO Newsletter - will be distributed quarterly
- Yearbook - committee forming

### Upcoming Events

- Book Fair / Open Houses
- Wrapping Paper fundraiser
- Batty Bingo – October 27

### Next Meeting

- October 13<sup>th</sup> at 8am Teachers Room – 2<sup>nd</sup> Thursday of month