

**Andover Elementary School PTA Meeting
October 5, 2021**

MEETING MINUTES

ATTENDANCE

Officers:

Lucie Wilson
Celeste Willard
Marianella Chalfant *
Meghan Lally
Brianna Lanzieri

Members:

Kirstina Frazier*
Katie Marino*
Paula King* (arrived 7:10)
Hannah Jodoin
Jen Thompson

Jill Gold
Jamie Tilden-Bailey
Nicole Newman
**via Google Meets*

1. CALL TO ORDER

Co-President Wilson (LW) called the meeting to order at 7:03 p.m.

2. APPROVAL OF MINUTES

Lucie motioned to approve the minutes. It was noted that past minutes can be found under the PTA section of the AES website.

3. PRINCIPAL'S REPORT

Principal Briody was unable to attend the meeting. Co-President Willard read his Board of Education meeting report in his absence:

- a. **Back to School Night** was held 9/22 and was a huge success! More than 80% of AES students and their families were in attendance, which was a substantially higher turnout than in previous years.
- b. **Fall Vacation** – A reminder that there will be no school on Monday 10/11 due to the holiday and on Tuesday 10/12 due to teacher in-service training.
- c. **Benchmark Assessments** Fall reading and math assessments have been completed and will be reviewed with staff during the 10/12 in-service training. Results will be discussed with parents during parent-teacher conferences.
 - During discussion Hannah Jodoin noted that she currently works for the assessment company; if anyone has questions, contact Hannah and she will try to put you in touch with an appropriate contact for follow-up.
- d. **Parent-Teacher Conferences** - will be held on November 3rd and 4th; early dismissal will occur at 1p on those days to allow time for conferencing.
 - Mrs. Frasier reported that conferences may be held either in-person or via Zoom; check with your child's teacher to set up a conference time and determine how/where to meet.

- It was noted that the PTA has organized a potluck-style ‘soup night’ in past years to feed teachers during the conferences. In 2020, teachers were provided with a gift card due to COVID restrictions. Co-Presidents Wilson and Willard with follow-up with Principal Briody to determine whether an in-person event can occur this year. If so, a sign-up sheet will be distributed.
- e. **Veteran’s Day** – On November 10th at 10a the school will hold an outdoor assembly, weather permitting in relation to the holiday. Students are also invited to participate in the town event which will be held on November 11th. During discussion it was noted that the PTA typically provides a breakfast for the event; a virtual sign-up will be distributed.

4. CO-PRESIDENTS’ REPORT

- a. **Hartford Foundation Grant** – The PTA has received a \$6,000 grant to support converting the upper playground into an outdoor learning space. The vision for the project includes providing a space with tables, a covered/shaded area, and updated fitness equipment.
- b. **Veteran’s Day** – See discussion notes above.
- c. **“Soup Night” Event** - See discussion notes above.
- d. **Holiday Breakfast** – The breakfast is typically held the 1st or 2nd Saturday in December. Parents volunteer to cook breakfast which consists of pancakes and other food. In past years, the event included music, a visit from Santa/Mrs. Claus, and a \$1 table for students to purchase small items. This year if an in-person event is held, there has been discussion of also hosting an outdoor holiday market/craft fair during that time. Co-Presidents Willard and Wilson will follow-up with Principal Briody to see if the event can be held this year. If so, we will need a volunteer to chair the event.
- e. **Book Fair** – Bree Lanzieri indicated she would follow-up with Melissa Loteczka to organize a virtual event this fall/winter. More information will be provided at the next meeting.
- f. **Spirit Wear Sale** – AES gear including shirts and sweatshirts were sold at Back to School Night as a pilot to gauge interest. Over 100 pieces were sold that evening so interest appears strong! Celeste noted that Vio’s Sports Plus is focused on producing and delivering the current orders, but once those have been completed an online ordering system will be set up for additional purchases.
- g. **Babysitting Course** – Sunday, November 7th from 9a-3p at the Andover Fire House. Snacks will be provided by the PTA. (Celeste estimated approximately \$50 would be needed to cover the cost.) The course is geared towards preparing students in the 6th-8th grades to care for younger siblings. The class is limited to 12 registrants and is open to non-Andover residents. If enrollment capacity isn’t reached, students in the 5th grade or older than 8th grade would likely be welcome to register.
- h. **New Fundraiser Announced: Candle Sale** – Lucie explained that Yankee Candle has traditionally been a significant fundraiser for the PTA but they no longer offer this. With help from Wendy at Over AndOver she has arranged a replacement candle fundraiser

with Welles House Marketplace, an OAO regular vendor based out of Wethersfield, CT. A flyer and order form will go in this week's Friday Folders so keep an eye out! Candles are \$14 (12 oz) and a variety of scents are available. 50% of all sales will go directly to the PTA. Deadline to order is November 5th. Orders will be available for pick up at OAO November 19-21.

- i. **Monthly Newsletter** – Celeste encouraged members to check out the monthly newsletter being produced by PTA secretary Meghan Lally. If you have suggestions for topics to include, please contact Meghan. A monthly kid-approved recipe column was discussed; if you have recipes to submit, please let the officers know!

5. FUNDRAISING COMMITTEE UPDATES

- a. **Year-Long Fundraisers:**
- b. **Script** – Marianella noted that ~\$10 had been deposited in association with Script sales. Lori Blake was not in attendance so no further report.
- c. **Amazon Smile** – No report.
- d. **Shoprite** – Mrs. Frazier noted that last year's order had not been received; the company was contacted and the order should be received soon. No further report.
- e. **Labels for Education and Box Tops** – No report
- f. **Flower Bulb Sale** – Meghan noted that \$365 had been raised so far. Forms will be available for ordering at this week's Farmers Market. Deadline to order is October 15th.
- g. **YONO 50/50 fundraiser** – Meghan noted that the YONO fundraiser will run through October 15th as well. 50% of all drop in sales – whether the individual take a class online via Zoom or in person at the studio – will be donated to AES PTA.
- h. **New Fundraiser: Welles House Market Candle Sale** – See notes in 4.h. of the Co-President's Report above.
- i. **Sign Making Workshop** – To be held Thursday, October 21st 6p at Over AndOver. Currently only 2 individuals have registered so plenty of space remains! Deadline to register is Monday October 18th to allow time for Nicole from Life Expressions to prepare materials. It was suggested that 'kits' be made available for purchasing that evening and taking home to complete at a later date; Celeste will follow-up with Nicole to see if this is possible.
- j. **Spring Craft Fair** – Jessica Rickert (chair) not in attendance; no report.

6. ENRICHMENT

- a. Vice President Lori Blake not in attendance; no report.

7. MEMBERSHIP REPORT

- a. Membership Coordinator Bree Lanzieri reported that we have had 27 families and 8 teachers join/renew since the start of the school year. She has prepared a spreadsheet on the PTA shared folder; offices and chairs can check this to identify which committees members have expressed interest in volunteering for.

- b. There was discussion about using the online form and matching payments to submissions; Marianella noted that she had added a column indicating the check number received to each membership submission.
- c. Discussion ensued about ways to encourage additional families and teachers to become members. Suggestions included providing 'reduced' prices to PTA sponsored events, however concern was raised about doing so in a way that did not reduce fundraising amounts. It was also suggested that we could provide special acknowledgement of members by doing things such as providing reserved seating at the talent show. Co-Presidents Willard and Wilson indicated that additional ideas are welcome.

8. TREASURER'S REPORT

- a. Treasurer Chalfant provided the following report:

Monthly Income:

Script: \$10.50

Amazon Smile: \$53.81

Membership Dues : \$435.00*

Member Donations: \$135.00*

Hartford Foundation Grant: \$6,000

Monthly Expenses:

Printing Costs: \$127.62

Insurance: \$465.00

Hospitality: \$660.00

Current Total Balance = \$15,585.73

*Treasurer Chalfant reported that the report provided may not be 100% accurate as several membership forms appeared to be missing dues checks; she will follow-up with Membership Coordinator Lanzieri to sort this out.

9. NEW BUSINESS

- a. **Fence Decorating Idea** – Mrs. Frasier provide the PTA with contact information for a company named putincups.com – they produce the colorful cups that are often used to create messages in chain linking fencing. (See Coventry's elementary schools for examples). It was thought this could be something that the 6th graders might be able to be in charge of. The members present were interested in learning more; Mrs. Frasier will contact the company and provide additional information at the November meeting.
- b. **Basket Raffle Fundraiser** – Jen indicated she moved to Andover from another town in the area; at their previous elementary school they had a very successful fundraiser involving raffle of themed baskets. Baskets were put together through donations and class contributions and were displayed at events throughout the beginning of the year. Tickets

were sold and the baskets raffled off at a later event. Membership was generally supportive of the idea though noted challenges with displaying baskets when parents cannot enter the school; online alternatives were discussed. Jen indicated she would look into this further and report back; Jill Gold offered to assist.

- c. **Flu Clinic** – It was noted that a flu vaccination clinic would be held at AES on October 14th from 2-6p in the gymnasium. Individuals three years and older are eligible. Advance registration is required. Contact Cathy Palazzi (860-916-6122) or Roberta Dougherty (860-742-7305 x5) if you have questions or trouble registering.
- d. **Halloween Events?** – Members asked whether the school would be hosting any Halloween or similar events. It was noted that the school held a Harvest Day celebration in the past and the Recreation Commission sponsored the trunk-or-treat event last year. *UPDATE: It has since been learned that the Recreation Commission will be hosting an Andover Halloween Fun Day on 10/30 at 1p between the school and the town hall. The school will be hosting a Harvest Day Costume Parade on 10/29.*

10. NEXT MEETING: Tues. Nov. 2nd @ 7:00p

11. MEETING ADJOURN

Lucie thanked everyone for coming to the meeting and motioned to adjourn at 8:07 p.m.

Respectfully submitted,

Meghan Lally, AES PTA Recording Secretary

October Dates to Remember:

10/8 Color Wars (Spirit Day Event)
10/11 No School – Columbus Day/
Indigenous Peoples’ Day
10/12 No School – Teacher In-Service Day
10/14 Flu Vaccine Clinic 2-6p
10/15 Last Day of Fall Fundraisers
(Flower Power & YONO)
10/21 PTA Paint Night 6p @ OAO
10/29 Harvest Day Costume Parade
10/30 Andover Halloween Fun Day

November Dates to Remember:

11/2 School Photo Retake Day
11/2 November PTA meeting 7p
11/3 Conferences / Early Dismissal
11/4 Conferences / Early Dismissal
11/10 AES Veteran’s Day Assembly
11/17 SafeSitter Class @ AFD 9a-3p

These minutes are draft and are subject to PTA approval. Please see the November 2021 meeting minutes for any revisions.