

**Andover Elementary School PTA Meeting
September 7, 2021**

MEETING MINUTES

ATTENDANCE:

Lori Blake*

Marianella Chalfant *

Kirstina Frazier*

Mary Holer*

Paula King*

Meghan Lally

Brianne Lanzieri

Jessica Rickert

Jamie Tilden-Bailey

Luci Wilson

Celeste Willard *

Magda _____ *

**Participated via Google Meets*

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

First meeting of the school year; no minutes to approve.

3. PRINCIPAL'S REPORT

- a. **School Started!** In case you missed it... school opened last Wed! Principal John Briody (JB) expressed gratitude for the cooperation and support of the Andover families and the ability to open the building safely and return to normal school year routines.
- b. **Appreciation Luncheon** - JB thanked the PTA for the appreciation luncheon on Tuesday – it was ‘fantastic!’ and fed the teachers and staff for 2 days!
- c. **Survey Results** - JB noted that the results of the parent, student and staff surveys taken at end of last school year were shared with the staff today. He plans to share with the BOE at tomorrow’s meeting. Will share with PTA after that. Results in general were positive.
- d. **Arrival/Dismissal Process** – The school is still working out ‘kinks.’ The bus company not able to arrive until 3:10 – not as early as had hoped in the afternoon so they will be picking up later than initially announced. As a result, older kids are allowed to come down to lower zones to meet a sibling and allow parents to only do one stop. Hope to have everything worked out by next week.
 - o Celeste Willard (CW) asked if this was later than last year. JB responded that yes, it is because they are trying to expand the school day back towards a normal day. Last year they had shortened school to minimize exposure time.
 - o Vehicle Stickers – JB noted that there are less people driving in this year than last year, so he was not sure if it was needed and asked the PTA for feedback. JB responded will discuss with VB and will make a decision soon.

- e. **Back to School Night is Sept 22nd** – looking to get a high percentage of families to turn out. Night will include activities for kids, dinner provided, and some other surprises not ready to disclose yet. Integrating with Curriculum Night. Fire Dept expressed interest in providing fire safety information and potentially some related handouts. JB indicated it would be great if the FD could bring equipment over and park on the property.
- f. **Benchmark Assessments** – These are being piloted with a new company this year (I-Ready). Kids from K to grade 6 will be completing the 20-30 minute assessments over next few weeks. Results will be shared with parents at parent-teacher conferences as well as inform instruction in the classroom. JB thanked Mrs. Frazier and Mrs. Cariboni for their involvement.
- g. **Fall Vacation** – JB noted that children have an extra day off in October (creating a 4-day weekend) to allow for professional development training. Parents should be aware of this change to the schedule.
- h. **Questions for Principal Briody:**
 - **Mask Donations** - Marianella Chalfant (MC) asked if the school is providing masks for children in need of masks and if so, do they need extras. JB indicated yes, they are; currently they are not in need of donations but will accept any that parents wish to provide.
 - **COVID Dashboard** - MC asked if Andover plans to maintain a COVID incident dashboard similar to that maintained by the Hebron School System. JB responded that last year the decision was made not to have such a dashboard but he will discuss again with Superintendent Bruneau (VB).
 - **Room Parent Update** - LW asked about the possibility of room parents this year. JB responded there are no plans for visitors to the school the year, no classroom helpers at this time. MC asked about whether outdoor events are possible for the classrooms – e.g., for the upcoming Harvest Day. JB indicated could try to do an event but it would need to be 100% outdoor, weather dependent and have each classroom assigned an area to return to. Mrs. Frazier was supportive of trying to plan something.
 - **Book Fair** - LW asked about the book fair, which was not held in person last year. JB responded that he would not be in favor of holding an in-person fair in the fall.
 - **Classroom Supply Needs** - Meghan Lally (ML) asked about the need for classroom supplies. JB indicated teachers are currently in a good position but he will let the PTA know if that changes and anything is needed.
 - **Fall Craft Fair** – Jess Rickert (JR) asked whether a fall fair could be held indoors. It was agreed that a fall craft fair could not be held indoors this year. Consensus was to table discussion of a fall craft fair for now; a smaller outdoor version might be able to be put on in association with the winter pancake breakfast if held.

4. PRESIDENTS' REPORT

- a. **Introductions** – Attendees introduced themselves. Officers this year include:
 - Lucie Wilson, Co-President
 - Celeste Willard, Co-President
 - Lori Blake, Vice President
 - Marianella Chalfant, Treasurer
 - Meghan Lally (new) – Recording Secretary (new)
 - Brianne Lanzieri (new) – Membership Coordinator
- b. **Back to School Luncheon** – See JB's report above. Thank you to Lori for organizing!
- c. **8/31 Meet-and-Greet** – The ice cream truck was a huge success. Credit to VB for coming up with the idea of the truck and requiring folks to come to our table for a ticket. She has also offered to reimburse us for the cost with grant funds available.
- d. **Back to School Night (a.k.a. Curriculum Night) – September 22nd** – CW noted that it would be great if the PTA could have a table. AFD has volunteered to provide some materials to hand out. Celeste asked for additional suggestions.
 - LB noted that in the past they have done pizza and salad for the teachers prior to the start and turned it into a PTA recruitment meeting. Requested input on school year, discussed teacher grants, membership applications, and then just talked with them generally. First year (2018) almost 100% teacher membership, the following year it dropped off a little bit in 2019, and then COVID hit... Also had a table with signs and membership applications.
 - MC discussed selling plants at the event. Discussion ensued and consensus was that the Back to School night might not be the right forum for that type of fundraising.
 - Discussion about possibly having school spirit gear to sell – agreed that was more appropriate for the event. CW will follow-up with the vendor to see if order forms can be ready in time. Will ask about having a demo shirt or similar for the event as well.
 - Discussed have a flyer at the table for any other fundraisers coming up – e.g., paint night.

5. FUNDRAISING COMMITTEE UPDATES

- a. **Committee Planning Sign-up Sheets**- Get your membership forms in and identify the committees you want to be on!!
- b. **PTA Fundraising Flyer** - Discussed producing a fundraiser flyer – LW noted that there was a flyer produced last year. LB noted that the flyer may need to be updated. LW, CW, and LB quickly explained the major year-round fundraisers that parents can participate in:
 - **Script** is a gift card fundraiser – can buy gift cards at face value but the PTA earns money on each purchase. Can download the app to use – if connect to a bank account no fee. Can buy gift cards for groceries, pharmacy, or other items that you would purchase anyway and the PTA will earn moneys.

- **Amazon Smile** – if you shop Amazon through AmazonSmile.com instead and select PTA as your organization, a portion of each sale will be donated to the PTA.
- **Stop and Shop / Shoprite** cards can also be linked to the PTA as a fundraiser.
- **Labels for Education and Box Tops** – Companies are transitioning away from physical ‘box tops’ and instead using an app to collect points using receipt scans. JR expressed willingness to continue to coordinate.
- c. **Craft Fair** – Decided not to do a full scale fall craft fair. If do a breakfast might try to incorporate a smaller scale version with local vendors.
 - JR asked for feedback regarding how much money the last craft fair made. MC estimated it was in the high \$100s.
- d. **Book Fair** – Agreed to table holding a fall fair (see JB report above). Consensus was to wait until spring to try to hold an in person one rather than attempt an online fair.
 - Paula indicated that she had run the book fair for many years and is happy to assist with whoever is taking over that initiative.
- e. **Yankee Candle** – Appears that they may no longer do fundraisers. Lori Blake contacted them and did not hear back. There is no information online.
 - AHM is doing something similar with a local vendor; that vendor is too busy this fall to partner with AES. Discussed pursuing a similar locally-based fundraiser with local vendors. Concerns were expressed regarding the amount of profit that could be made on a locally sourced product versus a larger scale catalogue operation. LW received a catalogue from a company that might be a suitable replacement for Yankee Candle and will report back.
- f. **Sign Making Workshop** - LW spoke to Wendy from OAO and we can use her outdoor space for an in-person event. CW will email Nicole (sign vendor) to discuss. CW will ask about having pre-made kits and set a pick-up date (rather than deliver like last year) if so.
- g. **Winter Pancake Breakfast...** and holiday craft fair? – Will be dependent on weather... tabled discussion to next month.
- h. **Babysitter Training Course** – CW discussed with Mindy at AFD and they are interested in partnering. LB indicated they have done it in the past and the PTA paid half of the cost, the parents paid the other half. Training would be an all-day training on a Saturday in October. In the past if there were open slots extended invitation to 5th graders as well as 6th graders and then to area PTAs. Discussion regarding COVID modifications – CW will discuss with the Fire Dept.

6. ENRICHMENT

Lori will talk to John and report back next meeting.

7. TEACHER CONFERENCES

Tabled to October.

8. PUBLIC RELATIONS

- **Social Media** - Paula King (PK) leading social media PR efforts for PTA. Will be setting up an Instagram page in addition to the Facebook Page.
- **Outside Announcement Board** - ML volunteered to assist. MC also can help if needed. LW will follow-up to provide supplies. Events to be posted include School Photos and Back-to-School Night.
- **Newsletter** – Discussion ensued as to whether social media was sufficient for outreach. Suggestion was made to poll folks at back to school night as to communication preferences and include in future membership applications. ML will look into platform to create a monthly (?) newsletter.
- **Monthly AES Spotlight**- no discussion.

9. MEMBERSHIP REPORT

LW/CW will provide BL with membership forms received to-date. Forms are due September 30th for this school year. ML offered to create an online version of the form to assist with collecting information.

10. TREASURER'S REPORT

a. Updates:

- MC asked for feedback on report form that was provided to officers over the summer.
- A functional bank card is now in MC possession for future use. (woo hoo!)
- Insurance expires in October. LW indicated we need to sign the forms and send them back.

b. Transactions:

- Luci and Lori received checks and reimbursement paper copies for the Moe's purchase.
- AndoverPTA.org domain has been renewed

11. NEW BUSINESS

a. **2021-2022 Meeting Schedule** – 1st Tuesday of the Month at 7:00 p.m.

- Suggested to avoid future religious holidays - No additional conflicts noted

b. **School Photos** – September 14th

c. **School Readiness Council** – Seeking two Pre-K parents to participate. Contact Principal Briody or one of the PreK teachers if interested.

- d. **Main Entrance Hallway Bulletin Board** - The board was previously taken care of by MC and her daughter. MC has a lot of materials for the board. Discussion about changing the board for the fall and having greater involvement. In the past families have taken turns decorating the board however this is difficult due to COVID restrictions and there are no longer building visitors to see the board. Suggested asking the COOL program if they would be interested in having the kids help decorate it. PTA has supplies and can provide ideas if it is of interest. ML will discuss with Amy (COOL coordinator).
- e. **New Green Team Committee** – ML proposed a new committee to explore opportunities to support AES environmental sustainability initiatives, celebrate environmental holidays (e.g., Earth Day, Arbor Day, etc.), and come up with fun ecofriendly events (e.g., ‘trashy’ fashion show, Mother’s Day pollinator plant sale, etc.). MC expressed interest in participating. The Committee will be added to the membership form/list of committees. Electronic Membership Form
- c. **Posting PTA Minutes Online** – ML inquired about posting minutes online. It was agreed this would be helpful; minutes will be posted in the future.

12. MEETING ADJOURN

LW thanked everyone for coming to the meeting and motioned to adjourn at 8:57 p.m.
Seconded by CW.

Next Meeting: Tuesday October 5, 2021 – 7 p.m.

Respectfully submitted,

Meghan Lally

AES PTA Recording Secretary

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