

CFES PTO MINUTES – SEPTEMBER 5, 2018

Attendance: Joyce Yoon, Jessica Lang, Meredith Petrucelli, Jeff Ellison, Shawn Dutkiewicz, Nichole Scull, Katherine Lombardo, Jennifer Brown, Catherine Tucker, Leanne P. Brown-Pasquarello, Lisa Hartshorn, Leigh Heister, Christina Condelles, Kara Hyman and Lisa Yackel

- **Meeting Started at:** 9:30 am with a welcome to the first meeting by new PTO Presidents Joyce Yoon and Jessica Lang.
- **May Meeting Minutes:** Christina Condelles presented. They were reviewed and approved with no comments or opposition.
- **Review and Approve Budget:** Leigh Heister presented on the May/June/July expenditures/income and the 2018/19 budget plans:
Expenditures included: \$130.00 for Beautification, \$600.00 for Annual Class Accounts, \$76.19 for Community Service Projects, \$319.84 for 5th Grade Brandywine Picnic Park field trip, \$204.67 for 5th Grade Breakfast, \$361.27 for 5th Grade leave Behind Project, \$292.14 for 1st Grade Mini-Mall, \$1,842.45 for Teacher Appreciation Week, \$150.00 for KIND Fund, \$271.34 for Library Grant, \$199.43 for PTO Operating Fund and \$156.67 for Teacher Grants.
Income included: \$17,400 from Art Show, \$2.00 from Box Tops, \$56.69 from Clubs, \$302.00 from Directory/Bus Notes, \$380.02 from Giant, \$17.00 from Interest Income, \$165.79 from Language Program, \$1,165.51 from School Store and \$3,471.44 from Yearbook.
2018/19 Operating Budget:
The total for this school year will be \$30,003.02 based on last year's total income. Changes include removing funding for Art in Action, CFE Funds and the Outdoor Classroom and increasing funding for Assemblies and Beautification. This year's funds for Enrichment Projects total \$6,853.02.
The budget was approved with no opposition.
- **Principal's Report:** Mr. Dutkiewicz presented several updates:
 - (1) Thanked PTO for a successful Welcome Back Breakfast for staff in August.
 - (2) Sneak-a-Peek format was well received and will continue to be held in August.
 - (3) The Computer Lab renovation is underway. The Eye Beam is being installed and CFE staffer Silke Hansen spent 40 hours painting a new mural in the room.
 - (4) Library Update: Mrs. Price is onboard as the new CFE Librarian. A committee is being formed to develop plans for a complete renovation with the goal of making it a more progressive space with a true flex model for grades 3-5.
 - (5) Another committee is also being formed to develop a new Outdoor/STEM space for students. Plans call for a greenhouse and STEM lab to be added to better utilize an area behind the school.
 - (6) CFE parent and photographer Steven Miller will begin a project to take photos of students in action to replace a wall of outdated photos in the school lobby.

(7) CFE has added a STEP program for students to focus on social-emotional skills and problem solving. This includes a daily class morning meeting and journals.

(8) CFE is also adding more executive functioning lessons for kids to foster organization.

(9) The Principal of our sister school, Mitchell Elementary in Philadelphia, will be visiting CFE this week for the first time to give a presentation to our students showing them what school life is like at Mitchell.

(10) New banners with CFE logos will be added to the parking lot light posts in September to update the exterior of the school.

- **Start with Hello! Week:** Jennifer Brown presented. She is the CFE representative for the UCFSD Wellness Committee. She explained the launch of a new week long program to begin September 24th. It's designed to increase community and social connections for elementary school age students, started by the Sandy Hook Promise Organization.
- **PTO Updates:**
 - (1) Jessica Lang gave an update on plans for the September 21st Fall Festival. Preparations are underway and 50 families have already pre-registered to attend.
 - (2) Joyce Yoon reviewed this year's Enrichment Grant process. Fall requests are due in mid-October to be voted on at November's PTO meeting.
 - (3) Meredith Petrucelli gave an update on plans for October's Buddy Breakfast. This year it will start at 8:15am.
- **Meeting Adjourned at:** 11:05 am