

## CFES PTO MINUTES – FEBRUARY 5, 2020

**Attendance:** Meredith Petruccelli, Jeff Ellison, Danielle Clark, Shannon Price, Megan Doyer, Hoang Nguyen, Christina Condelles, Nichole Scull, Katherine Lombardo, Shenshen Cai, Xiaofen Ye. (11)

- **Meeting Started at:** 6:30 p.m.
- **PTO Welcome:** Meredith Petruccelli opened the meeting. She shared the “What Does the PTO Do?” flyer. It gives examples of what projects and events at the school the PTO funds, and where the budget comes from. Art show is the biggest fundraiser.
- **Meeting Minutes:** Christina Condelles presented the December meeting minutes. They were reviewed and approved with no comments or opposition.
- **Review and Approve Budget:** Hoang Nguyen presented the January budget and operating expenses so far.  
**Expenditures included:** \$6,046.76 for Fall enrichment project requests, \$119.17 for Read-A-Thon expenses, and \$175.44 in teacher grants.  
**Income included:** \$24.36 from Book Fair, \$320.66 from passive fundraising, and \$1,521.55 from Square One Art.  
The budget was approved with no opposition.
- **Principal’s Report:** Danielle Clark presented several updates:
  - (1) Thank you for welcoming her to CFE. She’s already a month and a half in the new position. Thank you to the teachers who are at the meeting tonight.
  - (2) It was great to go to Mitchell Elementary last week to see the completion of the CFES MLK Day project to build Mitchell a new teacher supply closet.
  - (3) The 100<sup>th</sup> Day of school was enjoyed by K-2 students with celebrations and activities on February 4<sup>th</sup>.
  - (4) Bus Driver Appreciation Day is February 21<sup>st</sup>. She is planning a brown bag breakfast and thank you notes from the students. The drivers will be welcomed into the school to watch a video and receive their gifts.
  - (5) Spring picture day is February 26<sup>th</sup>.
  - (6) Please follow CFE on social media and send her student pictures to post.
- **Library Renovation:** Librarian Shannon Price presented an update on the planned renovation project for CFE’s Library this summer.
  - (1) Thanks to the PTO for the library grants and book fair purchases that have provided new books this year.
  - (2) From May to June, she will need help clearing out the space. She is looking for volunteers to help pack and unpack books, re-shelve books, and repurpose weeded books.
  - (3) From June to August will be the construction project, with the library reopening in

August.

- (4) They will need new library furniture, with the goal of it becoming more of a place for kids to hang out in the morning or during recess.
  - (5) They are considering ideas for how to organize the current artwork.
  - (6) She is planning an event for the Fall to celebrate and enjoy the new space once completed.
  - (7) She shared the architectural plans for the new layout – including the carpet, the ceiling, the lighting and the furniture. The whole project is estimated at \$80,000, with the cost for new furniture at \$18,000.
- **STEM Garden:** 5<sup>th</sup> grade teacher Megan Doyer presented ideas for a new outdoor STEM garden project she is spearheading for the school.
    - (1) She would like to find ways for every student in the school to be involved.
    - (2) She is seeking plans to build a greenhouse. She is working on re-drafting an education foundation grant for the cost, as well as getting quotes to build the structure and how it will tie in to curriculum
    - (3) 5<sup>th</sup> graders are the current ambassadors for a compost project using a PTO approved grant for compost and rain barrels. They are learning about recycling versus compost to reduce waste. 5th graders are doing commercials on CFE TV and the 5th grade Girl Scout troop is getting involved to teach Kindergarten and 1st graders.
    - (4) With a greenhouse, we can grow flowers for Mother's Day sales, add after school clubs, and have 4th grade do their land and water lessons outdoors.
    - (5) We can utilize the trail in the front on the school for bee and pollinator lessons. Mr. Barr and Mr. Koch want to help with outdoor curriculum. She is hoping to get the new plans in time to submit for Spring grants.
    - (6) Another idea is to partner with Mitchell Elementary to grow their own food.
  - **PTO Updates:**
    - (1) Nichole Scull: presented an update on the Art Show. She talked about the history of the event. This is the 71<sup>st</sup> year. The school hosts 65 professional artists and we keep 30% of the proceeds. We need volunteers – especially for Thursday set up and Friday and Saturday sales and food service. We also need people to promote the show. It's Friday March 20th for adults and March 21st for families.
    - (2) Meredith Petruccelli: talked about the need for volunteers for PTO events and PTO board positions next year.
  - **Meeting Adjourned at:** 7:39 p.m.