

Review and Approve Minutes September 2016- Tricia Cooke

- Unanimously approved

Financial Report

- Unanimously approved
- Genevieve's Update Checks written to Friends and deposited to account. Friends pays Genevieve's online and get a report back with total sales
- Activity expenses (Fall BBQ/Picnic, Ice Cream Social, H2O, MS Planners) are on budget for year.
- Unexpected/unbudgeted expense for new checks (\$110.05).
- Unexpected/unbudgeted expense for 2014 MA annual report that had not been filed (\$18.50).
- Unexpected/unbudgeted expense for Friends of HW Public Library - Dr. Robert Brooks payment made in
- July (\$500 - not on the fiscal year spreadsheet from last fiscal year and not in the 2016-2017 budget.)
- Signature cards have been updated at Salem Five. Authorized signers are Jen Caufield and Jill Romano.
- Researched our state filings and confirmed our fiscal year ends 8/31, which makes sense.
- However, on IRS Form 990 and MA Form PC we report 6/30/16
- Correction form for Form PC to be signed
- NOTE FOR NEXT YEAR - File IRS Form on e-postcard with fiscal end date of 8/31
- MA annual report filings Alice did came back and we had to refile both 2014 & 2016
- Confirmed we can do echecks for State and Fed filings. Did the annual report filings via echeck.
- We decided to use President and Vice President for titles for the MA annual report since state won't allow co-president. Officers will also be Directors.
- We also decided to use election date for positions as our "annual meeting" date for the report.

Principals Report- Craig Hovey

- Update on "Clown" issues – message sent to parents, individual group meetings at school, no police reports of issues in town
- STEM Night—Huge success – parents, presenters ad students thrilled Targeting Spring 2018 for next night
- Upcoming changes to Computer Labs—renovating to allow for green screen, portable tables for more collaborative work--long term plan hire a teacher to manage space
- Safe Arrival Line Changed to Two dedicated lines one for safe arrival and one line to go directly to Nurses office

- DC trip pending school committee approval – parent meeting October 19th 6:30-7:30
Representative from Close Up --(travel company) attending- target date June 6-9- cost \$970 per student- looking for additional funding options Teachers will be chaperoning
- Early release dates NOV 23 DEC 23 last day of school-- Time Change 11:15
- MCAS updates No PARC this Spring instead MCAS 2.0-- no 7th grade long composition 2 Math dates, 2 English dates and Science 2 dates (8 days total) Two differences – untimed and one session per day—4th and 8th grade computer based testing using computer lab and chromebook laptops
- New Director Of Curriculum Peggy McElhinney Focus of changes in Curriculum going deep rather than wide.. Goal -One solid unit per grade by Spring Five Year Improvement Plan- district wide
- Field Trips 6th grade wing masters, 8th grade wingmasters
- Water Bottle Filling station to be installed in the Lobby goal—stop selling water bottles at school
- Additional Café work space to be added outside office area

Food Service Director- Catherine Donovan

- Contact Catherine for snacks and water
- October all you can eat fruit and veggie bar –comes with lunch or buy a la carte for .50 cents
- Menu offered each day –hot option, chicken patty, cold option (sandwich), chicken caesar salad

2016/17 Schedule of events

- Friends meetings:
 - Nov TBD 6:30 PM Mr Tracy
 - Dec 5 no meeting
 - Jan 9 Mr Hovey
 - Feb 6 Mr Tracy
 - Mar 7 6:30 PM MRMS Mr Hovey
 - April 3 Mr Tracy
 - May 1 Mr Hovey
 - June 5 Both Principals
 - Principal's Coffee dates HS Coffee with Mr Tracy October 19th at 9 AM
 - Teachers Breakfast Date HS and MS Dec 15th
 - Staff Appreciation Luncheon May 3

A Night at the Races MAY 13 Community House --Weezie Howley/ Sarah Locke

Fundraising

- Dues email
- Genevieve's- end date Oct. 17

New Business

- Request to fund Wingmasters/Birds of Prey –6th grade

NEXT MEETING TBD