



Parent Teacher Organization
*Growing partnerships between
Home and School*

280 Plainfield Street
Hartford, CT 06112
afstempto@gmail.com

Meeting Minutes

**Annie Fisher STEM PTO
General Board Meeting
Saturday, November 15, 2014
9:00 am**

Notes:

1. Call to order

2. Voting in and welcoming of New Secretary to the Executive Board, Hailing Wu

3. Approval of October Exec Board Meeting Minutes, motion made and approval passed.

4. Thanking of volunteers — Uniform and Merchandise Sales – profit ~\$265; Pie Sales Profit ~\$700; Box Tops \$277 (to be received in December)

5. Scrip Discussion -

- **Description of process:** retailers (grocery, gas, dining out, clothing) sell certificates at a discount via STEM; families buy the certificates at full face value and redeem them for full value; STEM gets the difference as revenue.
- **Benefit:** potentially **\$90,000/year** revenue for STEM assuming 300 families with do their usual annual spending of \$6000/family by using gift cards purchased through Annie Fisher instead, assuming a 5% profit , which = \$300
- **Process:**
 - **Scrip coordinator:** Jenn (assisting sign-up during Math & science night)
 - E-scrip vs. physical scrip card
 - pre-order cards in bulk and distribute at Annie Fisher? Survey Monkey poll about types of Scrip
 - have people pre-pay by check at school and once checks clear, order the cards
 - Mike, Deb and Jenn purchased Scrip
 - Holiday shopping with Scrip

Action: It's a mind shift that needs broader awareness

- **Publishing in scoop or separate flier**

6. Store rewards (especially Amazon Smile)

7. Introduction of new Used Uniform Chair, Priti Khambholja

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8. Fundraising request for teachers – how many received and the process moving forward

- Teacher's request (awaiting, with due date extended by 1 week until 11/24.)
- Teachers grant (Action: need to confirm, \$250/person, 4 grants/year?)

Action: complete teacher's request and confirm teacher grant earmarked amount.

9. Volunteer – call for bulletin board

Action: recruit bulletin board coordinator

10. Treasurer's Report

- **Balance: \$8125.96 (CORRECTION from report at meeting which stated about \$5,800.)**
- Deposit of funds from fundraising
- Purchase of shelves for Used Uniforms Sales \$132
- File CT state Sales & Use tax form
 - Self-audit first by PTO Treasures Colleen and Mike
 - Then external audit (call for audit volunteer)

Action: conduct self-audit and then external audit; call for audit volunteer

11. Old business: Year book – Yearbook as 6th -7th grade STEM Plus class, approval of yearbook agreement with Donner

12. New business:

- STEM Open Houses 12/6 or 12/10, 1/15 and 2/21– We'd like to have complimentary food and beverages. **Action: Look out for call for PTO potluck and SignUp Genius Volunteers**
- Proposal of using the funds raised by PTO to support popular stem+ programs with expended seats, such as special clubs and extracurricular activities like Lego League, Odyssey of the Mind (?), Robotics, Social programming for our middle schoolers; etc.
 - Can PTO support them?
 - Who is eligible, who is selected and how and why?
 - **Action: Ms. Morse to get that info for the PTO**

13. Others - School

- **Room parent**
 - parent contact information database unready for each class
 - **Action: Need help to assist Room parent coordinator Suneeta**
- **Partnership from industry**
 - **Action: Need more detailed description of partnership** to communicate with parents and potential industrial partners (work with the kids; engineering during stem+; sponsorship)

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14. Other – District Business

- Choice Season 11/15 – 2/27. Sibling preference
- Chronic Absenteeism
- Parent Portal & PowerSchool

15. Meet the Candidates for our SGC (School Governance Council)! Ballots due Monday, 11/17

- 7 Candidates spoke - Lisamarie Fontano (East Hampton), Merlette Hansel (East Hartford), Kesava Kapu (Ellington) , Kristina Newman-Scott (Hartford), Ajay Sharda (South Windsor), Bozena Thrower (Kristen Berenson spoke on her behalf) (Portland), Michael Wilfred , (Hartford)
- Process to be improved process for the next run in May (with a brief introduction for each candidate in the ballot and mail-in ballot; learn from Hartford public school)

16. Adjournment