

**Manning Elementary School
Parent Council Meeting Notes
September 13, 2018**

Meeting Date: Thursday September 13, 2018, 6:30-8:00pm. (Meeting #1 of year)

Attending:

- Ethan D'Ablemont-Burnes (principal)
- Cheryl Pastore (school secretary)
- Beth Schwartzapfel (PC Chair)
- Malikka Williams (PC Chair)
- About 20 parents, some new, some not!

Agenda:

- Introductions & Ice breaker
 - Meet Ms. Cheryl! Your kids will tell you: she runs the school
 - Check in/welcome from Mr. DB
 - ELECTIONS! Plus class parent and committee signups
 - Treasurer updates: wrap-up form last year, goals for this year
 - Events calendar (old and new we're looking for you \$\$\$)
 - Audit fallout: 501(c)3, fiscal sponsor
 - Parking Lot: Homework, Recess
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Meeting Notes

1) Introductions

- There were about 20 parents present, including many new families.
- Attending parents, and current council members, introduced themselves and said their child's name/grade.

2) Meet Ms. Cheryl

- Mr. DB introduced Cheryl Pastore, the school administrator /secretary and praised for her essential role in the functioning of the school.
- He also reminded parents to always ask Ms. Cheryl for assistance when needed; she is a wealth of information and resources! But also to please be mindful of her time.
- Ms. Cheryl reminded Parent Council that events occurring after 5:30pm need a permit. Please give Cheryl **two weeks notice** for these events so she can arrange for the permit and custodial services. Also be aware that a custodial fee will apply.

3) Principal Update

- Mr. DB welcomes new families and thanks everyone for our involvement in Parent Council and the school
- He wants to hear our concerns, please communicate directly with him or through Parent Council as issues arise.

4) Parent Council Overview (Beth & Malikka)

- Parent Council is the voice of all the families in our community. It is YOUR voice!
- As a Manning parent, you are automatically part of Parent Council and you are invited to all meetings.
- The mission of our council is to help foster community, to be a sounding board for parent concerns and to facilitate conversations with school administration as needed, and to raise funds for the school.

5) Parent Council Elections 2018/19 (Beth & Malikka)

- Elections occur at the first meeting of the year – that’s today!
- Positions to be elected today include: Council Co/Chair, Co/Secretary, Co/Treasurer, School Site Committee rep., Fundraising Committee Co/chair, Social Media Co/Chair, Citywide Parent Council Rep.
- Our format for these positions has been to have 2-year, staggered terms with 2 people filling a position at any point. This staggered leadership means that knowledge and leadership can be passed smoothly from year to year.
- There were some disruptions to this staggering last year, so this year we are, in some cases, electing a third person to each position so that there continues to be 2 reps in each position next year.
- Voting ballots were distributed and people nominated representatives and parents voted agreement in all cases

6) Elected “Executive Committee”

- Co-Chairperson: Amanda Lapham. Elected for a 2-year term, 2018-2020. Amanda joins existing chairpersons Beth Schwartzapfel & Malikka Williams as a 3rd person in this leadership role.
- Co-Secretary: Carin Allen. Elected for a 2-year term, 2018-2020. Carin joins existing secretaries Letty Storm and Julia Montaro Larson as a 3rd person in this role.
- Co-Treasurer: Gabe Shapiro was elected to a new 2-year term (he was already in the role). He joins Victoria Woodward in this position.
- School site council representatives: Greg Loftus and Maura Tsongas were elected to new 2-year terms, 2018-2020. They will join existing site council rep Hez Norton, in the middle of her term.
- Fundraising committee co-chairs: This is a newly formed committee so there were no existing chairs. Lisa Conner was elected to a 2-year term, 2018-2020, and Laureen Wood was elected to 1-year term 2018-2019.
- Social media co-chairs: Aimee Rives and Ian Rea were elected for 2-year terms, 2018-2020.
- Citywide Parent Council representative: Not elected, still open.

7) Elected Class Parents 2018/19

- K0/K1: Catherine Evans (Sophia) and Leslie McClain (Isaac)

- K2: Jess Loftus (Grayson), Aimee Rives (Beau)
- 1st grade: Carin Allen (Anna), Carol Quink (Matilda)
- 2nd grade: Laureen Wood (Lily), Kate Bisio (Nathan)
- 3rd grade: Tonya Miller (Tenley), Jessica Colque (Camila)
- 4th grade: Amanda Lapham (Oscar), Letty Storm (Alexander)
- 5th grade: Marge Day (Ben) and Kanako (Aina)
- Class parent PARENT: Tonya Miller. She will help organize all the class parents as needed.

8) Treasurer's Update (Victoria, Gabe)

- Victoria Woodward (treasurer) reports that we are starting at almost \$0 balance in our account this year. This is due to several outstanding music bills from last year and falling short in fundraising in 2017/18.

9) Fundraising Committee Discussion (all)

- 2018/19 Fundraising Goal = \$38,000. This will fund Playworks and Community Music.
- Laureen Wood raises concerns about the scale of that goal and the burden on parent council, and suggests that there needs to be a conversation with Mr. DB about this expectation. ****Beth/Malikka will spearhead a conversation about this, and will aim to discuss this at the next PC meeting****
- Goals for the PC Fundraising? Teacher supplies. Among other things. We want to find ways to make a significant and positive contribution to the school. How best to strategize around all of this?
- We should clearly identify what our fundraising efforts will go toward each year, and have precise goals that can be measured throughout the year (a thermometer?)
- ****Use the Bake Sale as the kickoff to fundraising each year. ****
- New Donation from Aimee: Red Sox tickets! Raffle at Open House!

10) Events Calendar / Community Events

- We want to distinguish fundraising events from community events.
- Bake Sale: Aimee volunteers to help Jenny with this
- Fall Dance-A-Thon: Erin will lead this effort with Ms. Lubin's input
- Will discuss all other calendar events at next meeting

11) Additional Discussion

- A parent raises a concern about expanding before/after school hours. Mr. DB responds that is not possible at this point.