



**FRANKLIN ELEMENTARY PTO
GENERAL MEETING
September 6, 2019
Meeting Minutes**

Attendees: Rachel Callahan, Sheila McCraith Cheney, Jenn Hicks, Amy Drysdale, Erin Pesant, Donna Patel, Sue Flannery Huffman, Janice Tierney, Franklin parents

President's Welcome (Rachel Callahan)

Rachel Callahan welcomed parents to the new school year and introduced the new PTO Executive Board for 2019-2020:

President: Rachel Callahan
Vice President: Sheila Cheney
Treasurer: Jenn Hicks
Assistant Treasurer: Kristin Pustynik
Communications: Erin Pesant
Assistant Communications: Sue Flannery Huffman
Volunteer Coordinator: Amy Drysdale

Mrs. Alberico and Ms. Schwartz represent the teaching staff on the Board.

Principal's Welcome Remarks (Mrs. Tierney)

New School Year

- New school year routines established with very few hiccups.
- Apologies for bus issue on Warwick on Day 1. The issue has been resolved.
- Safety remains a top priority. The Summit Police Department must cover all crossing guard absences.
- Please acknowledge and thank our crossing guards. We are fortunate to have a very consistent presence at Warwick and a consistent presence at Pine Grove.
- 2 new self-contained special education classrooms have been added to Franklin this year.
- 10 staff members were added to the roster. This means that the faculty and staff parking lot is nearly full during instructional day. Parents are asked to

please park on the street and not in the lot.

Back to School night is scheduled for Wednesday 9/11 at 6:30pm

- Special instructors (art, music, gym) will be in the library.
- Stop by to see the new flexible seating in library.
- 2 sessions for classroom visits: 6:30-6:55pm and 7:00-7:25pm.
- Principal's address and faculty introductions will be at 7:30pm in the gym.

Review of Cafeteria policies and procedures

- Snack will be available for purchase Monday - Thursday.
- Snack will not be available on Friday due to volume of pizza purchases.
- Treat - open seating for 5th Grade still under review.
- Parent volunteers are asked to monitor that students eat their "growing" food first
- 2 bulletin boards in cafeteria to be redesigned; 1 dedicated to Celebration of SEF donations to Franklin.
- Please do not send students to school in heels. This is a safety issue.

SEF Grant

- Jed Baker - 4 hour full faculty training session held before school started, will return for 5 days to work with teachers on classrooms for ongoing professional development.
- Parent presentation and workshop on 11/19 at SHS 7-9:30pm, Q&A 9:30-10pm.
- Focus on way teachers teach - focus social and emotional skills and health, learning styles and behaviors, cultural norms and differences.
- SEF - fundraising to support Summit Public Schools.
- 2 grant cycles (fall and spring) to enrich, enhance and think outside the box
Example - funding flexible seating elements one 3rd grad this year.

Attendance

- District is reviewing policies.
- Mrs. Tierney will be monitoring attendance, late arrival and early dismissal.
- Parents are reminded of importance of students arriving on time and are encouraged to schedule appointments outside of school hours wherever possible.
- There is a district wide effort underway raise awareness of importance of honoring the school calendar.
- Mrs. Tierney is establishing thresholds for absences, late arrivals and early dismissals. Mrs. Tierney will be contacting the parents of students who exceed thresholds to discuss situation.
- In 2018-2019 20% of Franklin students had 12-15 absences.
- New sign "Thank for arriving on time / Whoops you are late, please sign in at

- office” has been purchased and will be used outside in the morning.
- The focus is protecting the quality of instructional time in classroom.
 - Supervised arrival begins at 8:05a.m.

School Safety

- Summit Police walk the building on average twice a day.

Curriculum Update

- All students receive 8 coding lessons per year.
- A proposal to launch “Girls Who Code” at Franklin in under consideration.

Food Policy

- The District is reviewing the food policy in the classroom.
- There may be changes in the next year to accommodate increased need to address life threatening health concerns.
- Washington School already has a no food in classroom policy.

Cultural Arts Assemblies

- 4 are planned for this year:
 - 1) Meteorologist John Marshall (October)
 - 2) A Sear for Rosa (age appropriate)
 - 3) Interactive game show (standardized testing week)
 - 4) Franklin Institute - Motion and Machines (June)

VP Report (Sheila McCraith Cheney)

- Musical kick off meeting is scheduled for 10/25.
 - Fall Mini grants cycle underway.
 - Family BBQ is scheduled for Friday 9/20 5-7pm at the Franklin Field.
- Reminder: bring cash for ice cream man.

Budget Review (Jenn Hicks)

- Budget approved for 2019-20.
- Revenue sources are primarily PTO dues and Franklin Fair.
- PTO funds many resources to enrich school experience for your children.
- How to Help – PTO Dues and Amazon Smile.

Volunteer Opportunities- Amy Drysdale

- There is one major fundraiser - the Franklin Fair
- 4 areas still need volunteers - Silent Auction, Children's Raffle, Games
- Cafeteria duty - training is scheduled for 9/20 at 9:15am to review new policies.
- Training is required for all volunteers (new and returning parents).

Communications & Art in the Classroom (Erin Pesant)

- Erin manages weekly email blast sent to all parents on Sunday night.
- Erin also coordinates the Art in the Classroom program. The program is run 6 times per year. All information is available digitally. A sign-up genius will be sent out and will be available on the PTO website. Volunteers are need for each classroom.

Fingerprinting

- Parents are strongly encourage to get fingerprinted if they would like to volunteer at any school in the district.
- Finger printing is required for field trip chaperones, school musical volunteers, etc.
- Finger printing only needs to be done once but it takes several weeks to process.
- Class parents are asked to please encourage all parents to get finger printed.

Spirit Wear

Spirit Wear to be available for sale in the next few weeks. Stay tuned!

Back to School Pops

- Popsicles will be rescheduled for Monday 9/9 at 3pm in front in front of the school due to weather.

Speak Up Summit meeting

- Donna Patel shares an update on this parent group focused on improved environmental practices in the district.

Cultural Arts Overview (Stacie Collins)

Important Upcoming Dates:

- Back to School Pops: Monday 3 pm in front of Franklin
- Back to School Night: Wednesday, September 11th, 6:30pm
- Welcome Back BBQ, September 20th 5:00-700pm, Franklin Field
- School Picture Day: Thursday, September 26th