

# Oak Lawn PTG Meeting

September 27, 2016

6:30 PM

Oak Lawn School Library

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**Meeting called by:** Amy Falcone

**Attendees:** Mr. James Zanfini, Mrs. Marisa Iacovone, Mrs. Jackie Ingalls, Mr. Josh Proccacianti, Nina Riccio, Amie Ashegh, Jennifer Trabucco, Dina DePalo, Alexandra Curran, Sara Bogdon, Melanie Zeitounian, Ruthanne Farina, Susan Choquette, Dawn Manzi, Jerilyn Buonfiglio, Andrea Liu, Rachel Clark, Yvonne Ricci, Carol Swanson, Jessica Marino

## Minutes

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**Agenda item:** Welcome, Introductions and Principal's Address      **Presenter:** Amy Falcone (all)

### Discussion:

Attendees were greeted by PTG president, Amy Falcone. The board was introduced. All attendees gave their name, number of children, and children's grade.

Mr. Zanfini greeted the group. Since a comprehensive introduction to the school year was given at the recent Open House, no formal address given at this time.

### Conclusions:

Thank you to all that attended. There was a great turn out, and the group appears enthusiastic for the academic school year ahead.

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**Agenda item:** Budget Update      **Presenter:** Amie Ashegh

### Discussion:

Amie presented the budget for the 2016-2017 school year. The first table includes an overview of budgeted expenses for the year. The second table is to track fundraising events for the year. Many events have been pre-populated based on last year's activity; however, this may be changed based on new ideas for this year. The second page is a breakdown of Bus Allotments / Field Trips and Teacher Allotments for the year.

#### Key Points:

- Amie maintains all receipts and financial records. They are available to address any questions. Please send any questions to [oaklawnptg@gmail.com](mailto:oaklawnptg@gmail.com), and they will be forwarded to Amie.
- The PTG is required to have a minimum \$3000 balance at all times
- The PTG **needs to raise \$5,543** to cover current budgeted items.

### Conclusions:

The budget for this year has been set, and \$5,543 needs to be raised. As always, fundraising will be crucial.

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**Agenda item:** Upcoming Events / Updates      **Presenter:** Amy Falcone

### Discussion:

Amy gave an update on Fundraising activities already in the works for this fall.

- Eagle has Landed
  - This is a fun and engaging fundraiser focused on school spirit. Families that participate will not only wake up to a yard filled with colorful Oak Lawn Eagle signs, but also get the chance to spread the spirit by decorating the lawn of another participating family. Much excitement was shown by those who had participated in the past. It is your family's chance to become secret agents for a night. Since all of the materials have already been purchased, this activity is **100% profit for the school**. Please help spread the spirit and raise funds for the school.

- Walk-a-Thon
  - The Walk-a-Thon is another exciting fundraiser with ~**100% profit**. On Halloween, the PTG will host a Walk-a-Thon for the children. Leading up to the event, the children will be asked to have their friends and family sponsor them. The day of the event, the children will walk around the school grounds, and perform various fun, physical activities. The PTG is also looking for any **company sponsors** that are interested. Company sponsorship will include a public thank you from the PTG Facebook page, advertisement in the 5<sup>th</sup> grade yearbook, and they will be provided with the appropriate form for their taxes.

An update on plans for the **Holiday Shop** was provided by Amy. With the graduation of the 5<sup>th</sup> and 6<sup>th</sup> graders last year, a void was left for the coordination of the Holiday Shop. This year, the Holiday Shop will be set-up and run by the 5<sup>th</sup> grade class. Details will be provided at a separate meeting for the 5<sup>th</sup> grade parents.

The PTG was looking into hosting a Halloween/Fall Celebration party this year, but was not able to locate a venue within budget. If anyone has ideas for venues in the area, please contact oaklawnptg@gmail.com.

**Conclusions:**

Fall is a busy time full of fun and fundraising. Please participate when you can, and we hope the children enjoy.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Reach out to potential company sponsors for the Fall Walk-a-Thon	All	28Oct2016

**Agenda item:** Committee Overview **Presenter:** Amy Falcone

**Discussion:**

A brief overview of the available committees was given by Amy. The committees are: Fundraising Committee, Enrichment Committee, Sunshine Committee, and the Grant Committee. Additional information was provided, and is available on the [PTG section](#) of the Oak Lawn Elementary website (now available from your Smartphone or tablet!). Committee sign-up was held at the end of the meeting. The members are as follows:

- The Grant Committee: Jen Trabucco
- The Sunshine Committee: Andrea Liu, Yvonne Ricci, Sara Bogdon, Ruthanne Farina, and Melanie Zeitounian
- The Enrichment Committee: Jen Trabucco, Andrea Liu, Yvonne Ricci, Rachel Clark, Sara Bogdon
- The Fundraising Committee: Carol Swanson, Yvonne Ricci, and Alexandra Curran

The contact information for Committee members will be compiled, and shared with the PTG board. For any ideas or proposals, email Amy, [oaklawnptg@gmail.com](mailto:oaklawnptg@gmail.com). The information will then be shared with pertinent members. More information on assignments and expectations to come.

It is not too late to join a committee, and all ideas from outside the committee are also welcome.

**Background Checks:** In order to volunteer during school hours, or when the children are present, each volunteer must complete an annual background check (BCI). Application forms, with detailed instructions are available in the office. Once the application is complete with notarized witness signature, they can be brought directly to the Cranston Police Department, or returned to Ms. Sasso for delivery to the Cranston Police Department. Please don't miss out on your chance to help, and get your BCI!

**Other Topics / Ideas:**

- Box Tops – Alexandra Curran and Jen Trabucco will work together to redeem Box Tops for the school
- Fall Festival/Celebration - An outing for Oak Lawn students and their families will be planned at a local farm.
- Barnes and Noble Book Fair
  - The potential to host a Book Fair at Barnes and Noble on behalf of Oak Lawn was discussed. The Barnes and Noble Book Fair will include one in-store day and 5 online shopping days. A minimum of 10% on all sales will be given to Oak Lawn. The school may also put together a donation wish list associated with the book fair. It was decided this would not be done in place of the fall and spring Scholastic Book Fairs, but will be an additional fund raiser for the school year.

- Afterschool activities
  - Various ideas for afterschool activities were shared:
    - ALD program is run by certified teachers and offers help with homework assignments, robotics, culinary skills and more
    - Mrs. Iacovone has offered to help with art activities for after school and/or fundraising. She has also offered her experienced help in generating flyers for PTG events. (Thank you!)
    - Mastery Martial Arts has offered to hold a program at Oak Lawn, and give all proceeds to the school
    - Lego night - there are already Legos available for use
    - Many, if not all of these activities will require BCI cleared parent volunteers. The volunteers will either be required to hold the session, or to monitor drop-off and pick-up activities. Potential for other assistance will be evaluated – high school students, foster grandparents.
    - Email [oaklawntpg@gmail.com](mailto:oaklawntpg@gmail.com) with availability to volunteer, or any ideas/information you may have.
  
- Family Movie Night – Invite children and their families to come to Oak Lawn and enjoy a movie together. This would cost \$30/hour, and there is a 3 hour minimum to use the school.
  
- Election Day Bake Sale – Amy will confirm the school is allowed to host a bake sale on Election Day. If so, she will work with the 5<sup>th</sup> grade class to host.

**Conclusions:**

There was good discussion and sharing of ideas for the school year. There is plenty of work to be done for fundraising and activities. There was also a good response to committee sign-up. In order to reach our goals, parent involvement is crucial. We appreciate all that have come and already shown support, but more help may be required to launch after school activities and other programs. Please spread the word on how others may be able to help. Also, please share any ideas you may have on making volunteering and participating easier.

Action items	Person responsible	Deadline
✓ Reach out to committee members with details on assignments	Amy Falcone	15Nov2016
✓ Complete BCI	All	ASAP ☺
✓ Plan a voluntary outing for Oak Lawn at a local farm.	Jessica Marino	15Oct2016
✓ Contact Ms. Moore to plan and schedule Barnes and Noble Book Fair	Jen Trabucco	31Oct2016
✓ Determine if foster grandparents (non-related adults in senior care facilities) may volunteer for after school activities	Amy Falcone	31Oct2016
✓ Email Amy ( <a href="mailto:oaklawntpg@gmail.com">oaklawntpg@gmail.com</a> ) with availability and ideas for after-school activities	All	On-going

**Agenda item:** Fifth Grade Meeting **Presenter:** Amy Falcone

**Discussion:**

Due to the number of extra activities for the 5<sup>th</sup> graders and their parents, a separate meeting will be formed to discuss the following:

- Election Day Bake Sale
- Holiday Shop (Currently planned for the first week in December)
- Basketball Tournament (March)
- Dodgeball Tournament (End of Year)
- Yearbook, Class Gift, and Graduation

**Conclusions:**

The end of elementary school is a huge milestone, and the PTG will work to make sure it is a memorable year for all 5<sup>th</sup> grade students and their families. Please help and support when you can!

**Action items**

✓ Coordinate meeting for 5<sup>th</sup> grade parents

**Person responsible**

Amy Falcone

**Deadline**

15Nov2016

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**Agenda item:** Other Announcements

**Presenter:** Amy Falcone

**Discussion:**

- Dances: There will be 2 dances this year.
  - Sweetheart Dance: This will be held in February at the Valley Country Club. This dance is intended for a child and one accompanying adult.
  - Family Dance: This has yet to be scheduled, but will be held next spring.
  
- Flu Clinic: There will be a [Flu Clinic](#) for Oak Lawn students, parents, siblings, faculty, and staff in the Western Hills gymnasium Thursday October 27<sup>th</sup>, 4-6:30.

**Conclusions:**

There will be 2 dances in the second half of the school year. Flu Clinic is scheduled for October 27<sup>th</sup>.

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