



MEETING MINUTES of the OLM PARENT TEACHER GROUP

DATE: Sept. 15, 2021

TIME: 6:00 PM

LOCATION: OLM multi-purpose room

BOARD MEMBERS/ATTENDEES PRESENT: Patrick McNabb, Cathy Turchetta, Gaiya Berube, Paricia Buffington, Jenna Braun, Tarah Provencal, Allie Bouley, Christie Cambio, Emily Goodenow, Tinisha Richards, Kristen Martin, Mary O'Connell, Julio and Maley Ribon

Welcome and opening prayer led by Principal McNabb

OLM Principal's report

Thank you to the PTG, especially the social committee, in welcoming the new families. It was the perfect way to begin the new year. A belated thank you for the amazing job you did with the Spring Fling. "It was a huge lift." Finally, thank you to everyone who is helping with the golf tournament and the "See You in September" raffle. As of today, (Sept. 15, 2021), we have 124 golfers registered to play.

Question: are we having trouble getting volunteers?

Response from Mrs. Berube: It is about the same as last year. We need to focus on PreK and K families to continue the tradition.

Action item: please send out an email reminding families to order directories

PTG President's report

- Volunteer opportunities
 - Saints and Scholar Opens needs volunteers
 - Please see the sign up sheet located in the Wednesday notes or in the PTG newsletter to sign up
 - The afternoon shift (3pm and on) particularly needs volunteers

- o Plenty of opportunities for people to volunteer, from large to small jobs
 - Please reach out to the PTG if interested in volunteering
 - Parent suggestion: Please breakdown jobs as in “we need 5 volunteers for x” rather than “we need volunteers”
 - Response from PTG: We already do that. If you look at the sign up sheets, it is broken up into specific tasks/duties
 - PTG member suggestion: Create a calendar of volunteer opportunities
 - Response: Good idea. Perhaps it could be shared through the room parents

- Fundraisers
 - o PTG member suggestion: Would it be possible to break up the fundraisers and “spread the wealth more?” For example: the annual church collection, golf tournament, raffle, and Colorthon all occur [or begin soliciting donations] in September. It is too much for most families to contribute to all
 - Response from Mr. McNabb: I will look into it
 - o PTG member suggestion: Instead of a raffle, we could do what the Town of East Greenwich does. They have a “Color the Block” event. You buy chalk and a square on the sidewalk to decorate. We could sell a package- one square and a raffle ticket for \$75.

- PTG Google Drive
 - o SAVE EVERYTHING you work on in this area
 - o Standard Operating Procedure (SOP) documents
 - Try to document how we do things for future team members

- Expense tracking
 - o Send all your receipts to Mrs. Berube. She will send them to David Cote for reimbursement

- Rewards programs to fundraise for the school: AmazonSmile, Box Tops for Education
 - o you can designate OLM as your charity of choice on Amazon
 - o easiest way to fundraise
 - o BoxTops is now completely digital - no more clipping
 - o The Stop & Shop program has been discontinued

- School store
 - o We will be using [SquadLocker](#) for school apparel

- o The launch day is Friday, Sept. 17, 2021
- o A discount code will be available for three weeks
- o PTG member suggestion: Could we have a Spirit Day where students wear their OLM school store gear?
 - Response from Mr. McNabb: Yes
- Safe Environment Training fulfillment
 - o This is found on the OLM website here: [training online](#)
 - o [BCI forms](#) are needed as well
 - Volunteers MUST use this form and not the local Police Dept.'s form. This form is through the Diocese of Providence.

Action items:

- The PTG button on the Wednesday Notes needs to be fixed (made live)
- Attend a “live chat” with BoxTops to see if they will still accept hardcopies
 - o Completed. They will accept them if they are not expired.

Vice President’s report (given by Mrs. Berube)

- Room parent recruitment has been slow
 - o Response from Mrs. Turchetta: Teachers are waiting until Back to School Night to ask for room parents. Teachers will also be sending out emails formally requesting room parent volunteers.

Secretary’s report

- Directory
 - o As of Sept. 15, we have 42 families ordering 2021/2022 directories
 - o There has been some confusion regarding updating information in FACTS
 - o Mr. McNabb will have the school buy directories for all faculty and staff
 - o PTG member suggestion: Make the directory an automatic feature of enrollment. A \$5 fee will be added to the enrollment fee to pay for the directories.
 - Response from Mr. McNabb: Yes, that is doable.
- Website updates
 - o This is forthcoming.

PTG Treasurer’s report

- New budget format and expense tracking
 - o Expenses are now separated into two areas: PTG or classroom
 - This helps to better explain where funds are being spend
 - o There are new allocations/lines in the budget:
 - First day of school and last day of school celebrations
 - Room parents will now get up to \$75. for supplies

- Library line for RICBA books, plus an increase in the library budget
- Teachers will receive CPR training
- Teachers are getting new science supplies
 - there are three science budget lines:
 - o Grs. PreK-2; Grs. 3-5; Grs. 6-8

Ways & Means report

- Saints & Scholars Open
 - o This is being chaired by Lee Mita
 - o Volunteer shifts
 - We still need people, especially for later shifts
 - Link for the sign up sheet can be found in the Wednesday Notes
 - o If you can not be there in person, you can still financially support the event
 - example: buying a Tee sign
- Colorthon
 - o The structure will be the same as it was during the 2020/2021 school year
 - Students will go out in pods
 - o Volunteers are needed to help with spraying the chalk and directing students to the appropriate spots
 - o Permission slips will be sent out on Monday, Sept. 27, 2021
 - o The fundraising event will be on a digital platform once again
 - o Suggestion from Mr. McNabb: Should we have a “spray the principal” raffle?
 - Response from the PTG: Yes, that’s a great idea.

Socials report

- Teacher Welcome Back Lunch
 - o This was catered by Tio Mateo and gift cards were presented
- New Family Welcome Program
 - o All new families received yard signs welcoming them to OLM
 - o The welcome Mass and breakfast were a success
 - o The host family program is working well
- Trunk or Treat
 - o This event is scheduled for Friday, Oct. 29, 2021
 - The committee is keeping this very simple
 - PTG member suggestion: should we have staggered times of arrival, PreK-2 first, etc.
 - Response: No need. Parents with younger students always come early anyway
- Question for Mr. McNabb: Will there be assemblies this year?
- Answer: Most likely, especially if they can be held outside in stable groups

Uniform Swap Chair’s report

- Collection dates and Uniform Grab-and-Go
 - o On Thursday, Sept. 23 and Friday, Sept. 24, gently used and clean donated clothes, with the current OLM logo, will be accepted

- On Wednesday, Sept. 29 the “Grab and Go” will take place on the basketball court

Miscellaneous questions

- May the PTG purchase a Jaguars Mascot costume?
 - Response from Mr. McNabb: Yes, I approve this purchase
- Teacher websites
 - PTG requests that they be updated frequently
 - Response from Mr. McNabb: I will look into this
- A, B, C outdoor designations
 - Does recess need more activities? ex. painted areas on the pavement
 - Response from Mr. McNabb: No
- Parent and Teacher Conferences
 - Suggestion from the PTG after requests from multiple parents: Could we increase the number of conferences from one in Oct to two, with an additional conference in Spring? Or shift the one to the middle of the year vs. six weeks after school starts. It was also asked why it's held in October.
 - Response from Mr. McNabb: No, not this year. The calendar is set and it would be almost impossible to change it. I can look into this for future years, but I don't know if it is feasible. Not sure why they are held in October.
- Back to School Night format question for the future
 - The PTG should speak at both events - PreK/K Orientation and Grs. 1-8 Open House
 - PTG member suggestion: Could we have PreK and K orientation times staggered since it's for both parents and kids? It can be too wild and overwhelming when everyone is together at once.
 - Response from Mr. McNabb: We can look into this

Meeting adjourned at 7:42pm

Next Meeting: October 13, 2021