



Beechwood Knoll School Parent Teacher Organization Meeting Minutes

Date: September 27, 2011

Location: Beechwood Knoll School, Sawyer Center

Board members present: Diane O’Keeffe, Christine Murphy, Cheriann O’Connor, Tracy Pickering, Susan Porter, Lynda Segal Cronin

PTO members present: 40+ members

Guests: Representatives from South Coastal Bank

Meeting was called to order by co-president Christine Murphy at 6:40 pm. Board members were introduced. General overview of the Parent Teacher Organization (PTO) provided.

Reports

President’s Report presented by Christine Murphy, co-president

- The PTO is looking to fill the open treasurer position.
- The PTO is looking for an individual to assist with grant writing.
- The PTO is looking for names of companies that may be interested in a corporate sponsorship with BKS. PTO would like to obtain a copy of the QPS guide book outlining the sponsor program.
- BKS is participating in incentive programs at grocery stores, online and via box tops collection.

Principal’s Report presented by Diane O’Keefe. Key topics: school evacuation drill, MCAS results

Treasurer’s Report – handout provided

Totally Arts Program

Speaker: Tom Natola

Program overview provided. Program has its own board of directors and generates programs for children to participate at no charge. South Coastal Bank presented a check to Mr. Natola for \$5000 to be used for the Totally Arts program.

Christine Murphy suggested that South Coastal Bank develop a marketing flyer to be distributed to BKS students.

Fall Festival/Silent Auction

Speakers: Jim Coffey, Festival Chair, Marla Yanovitch, Silent Auction Chair



- Reviewed festival set-up and layout and silent auction details. Fundraising goal is over \$20K.
- Requested set up of 2 cake walks in order to accommodate more children. Request approved.
- Requested parents to donate any unused gift certificates for silent auction.
- Requested parents to bring cases of water, juice boxes, soda, etc. as donations
- Christine to create and distribute a Fall Festival flyer with reminder and above requests

Teacher Requests

Speaker: Diane O’Keeffe, Principal

Reviewed teachers request form. Motion for approval of all requests by Christine Murphy.
Seconded by PTO members.

City-Wide PTO Report

Speaker: Fiona McGary

Reviewed notes from 1st city wide meeting. Meeting dates available on QPS website.

Stage Curtain

Speaker: Neil McCole

Provided update on the stage curtain donated to BKS by St. Ann’s parish. Cost for restoring, tailoring, etc. approx. \$1500. Installation date scheduled for October.

Meeting adjourned 8:00 pm

Minutes prepared by: Susan Porter, PTO Secretary