

CMS PTO Meeting 8/18/23

Board Members in Attendance: Ashley B., Jennifer T., Kelly T., Madeline M., Kate A., Io P.
Members Absent: Pam W., Liz B.

6:30 PM Meeting Called to Order

6:30 PM June meeting minutes approved

6:30 PM New Items Over Summer

- New Spirit Wear Online Store
- New Banner

6:35 PM Old Business

Upcoming September Events

8/23 6-7PM Kindergarten Welcome Night

- Ashely B., Kate A., and Jennifer T.
- Ashley B: Email Kris and Debbie to request a table
- QR Code for parents
- General PTO Information and volunteer opportunities
- Jennifer T.: Work with Debbie to obtain forms needed for parent volunteers
- Bring yearbook to show parents

8/29 11:30AM Teacher Welcome Back Luncheon

- Jennifer T.,
 - Kate A. available if needed
- Jennifer T. will check supplies on hand, gather supplies as needed, request tables, set up tables, pick up food from Wrap City, and set up grab and go for teachers

8/30 & 8/31 7:30-7:45 AM 1st Day of School Coffee

- Kate A., Jennifer T., Ashley B.
- Ashley will Ask Kris where PTO may set up table and coffee
- Order coffee, sugar, creamer from Duncan Donuts
- Bring selfie frames and supplies
- 8/31 Bring Your Own Coffee

9/7 2:50PM CMS Staff Meeting

- Jennifer T., Madeline M.
- Kelly T. will format website and link form
- Contact Kris to remind her PTO will be present
- Discuss Budget, PTO Debit Card, link to form on new website for teachers for purchases

Back to School Night 5-7 PM

- As many members of PTO as possible
- 5-6 PM Families visit classrooms
- 6-7PM Frozen treats provided by PTO
- Request tables and set up by entrance
- Provide information about PTO, volunteer opportunities, solicit donations

- Check the number of freeze pops on hand
- Photo Frames and backdrop for families, ask them to tag CMS PTO so we can share

7:00 PM Set PTO Meeting Dates as 2nd Thursday of the Month 7-8 PM

- 9/14 Virtual
- 10/12 In person, see if Leah is available and determine child care option
- 11/9 Virtual
- 12/14 In person, get together after location TBD, child care
- 2024 Future Meetings TBD

7:05 PM New CMS Website and Logo

- Kelly T. working on new website
- New Logo for CMS, PTO, CMS Cares
- Domain renewed
- Should the budget be on the PTO website?
- Virtual payment link(s)
- Madeline M. will email Kris information to disseminate amongst staff
- Resources/information for parents
- Donation and volunteer information

7:08 PM New Board Member Shirts Completed and Handed Out

7:10 PM CMS Cares

- Nicole Fox stepping down
- Ashley B. will ask if Jorane Manuel would like to take over
- Ashley B. email new person Jessica Hayes to introduce CMS PTO
- Free Little Pantry idea

7:17 PM End of Old Business

7:21 PM New Business

Budget and Fundraising

7:25 PM Budget 22/23 School Year:

- Doing well, last year, came in at budget for most part
- PTO had endowments in the past, cash funds dwindling close to end of year, more expenses and more new students
- 22/23 budget of \$30/student
- Raised draft budget for transportation, district bills for bus from bus location at start of drive to pick up students, not from start of drive with students on buses
- 22/23 All fundraisers came in under budget
- Received some donations
- Teacher Wish Lists- let teachers know they can utilize PTO budgets
- parents like to know \$ goes to their child's classroom, likely to donate to their child's class
- Increase visibility and budget of where money goes
- Publicize that if each parent donates X amount of money, it will fill PTO budget
- Giving Tuesday to raise funds (11/28 Tuesday After Black Friday)

7:35 PM Fundraisers:

- Kelly T. Post calendar to social media and PTO Website
- Current fundraiser: Mabel's Labels
- Need to get volunteers to chair events
- Set and publish dates
- Popcorn-ordering, cost of popcorn per bag or per year, Cheddar Up-Jennifer T. make the site for popcorn payments, Madeline M. determines how many weeks of popcorn, Pam W. Will manage popcorn

7:45 PM Upcoming Fundraisers

- Minted- Ashley B. Publish/Start 10/1
- October-Walktober-Audrey Redmond chairing event
- November/December-Wreaths,
 - will need UHaul or truck/trailer
 - new wreath company with lower prices?
- February-Candygrams
 - 5th Grade
- February BINGO Night
 - Grown Up Bingo night
 - Kids Bingo night
- March-Movie Night- Jennifer T.
 - Gymnasium
- May-Flower Sale-1st Week of May
- June-Block Party, Stephanie B. Chair?
- Other Events:
 - Glow Dance-grid on floor, emergency exit, gymnasium, TBD

8:00 PM Other Fundraising Ideas

- CMS online store is up and running
- Adult Networking- Lithermans, Concord Craft, Dos Amigos, Unos, Constantly, The Works
 - Jennifer T. will check options
- Smoke Show/Feathered Friends?
 - Kate A. will contact
- Date Night?
- Altitude-Fundraiser, provide staffing, guaranteed 20%, must say with CMS
- Utilize district grant writer
- Book Fair? Ashley B. will find out about when these will be, can we take host a night?
- Payments
 - Cheddar up-we have scanner
 - Paypal
 - Venmo
 - Apple Pay
 - Google Pay
- Estimation Night
- STEM Night
- Jennifer T-Artist in Residence
 - Would need to fund, grant possible?

8:15 PM Yearbook and Social Media

- Kelly T.
- Yearbook-22/23 sold 143
- Need Pictures for it
- Price is \$20, increase in base price, increase price of yearbook to \$22
- Deliver yearbook to the school
- Facebook Events- need enough time
- Publicize to follow CMS PTO

8:25 PM 23/24 Budget

- Medeline M.
- Co-op Roundup,
 - Fall applications open
 - Bank foundations giving, downtown bank grant requests
- Principal's Fund
 - McDonalds
- Treasurer's Report From July
- FY24
- Grant opportunities
- Per student increase \$30 to \$32
- \$1000 for enrichment
- Budget \$36280
- 22/23 \$2607 loss
- \$10K of balance and put into 9mo CD, interest rates favorable
 - can access it if needed and would only lose the interest
 - Merrimack Savings, TD Bank
 - Interest not in budget
- Website cost

8:40 PM Budget Approved

8:41 PM Other Items:

- Group Text, Group Email,
- PTO Email,
- 6 Bit Warden licenses, password storage for all passwords
 - cannot reset password so do not lose or forget it
- Kate A. Monthly Marquis
 - Do we need more letters?

9 PM Meeting Adjourned

August 2023 Treasurer's report
Presented at the August 18, 2023 meeting

\$22,087.97 Primary checking account starting balance on 8/1

\$20,866.99 Primary checking account ending balance on 8/31

Expenses in August 2023

Amount	Budget category	Notes/comments
\$166.87	Popcorn supplies	104.99 Oil purchased from amazon 61.88 bags purchased from Sam's
\$557.29	Staff lunch	\$532.73 wrap city \$24.56 drinks from Sam's club
\$119.95	Cheddarup fee annual	Upgraded to Pro annual plan
\$66.24	printing/copying	Brochure
\$40.00	Bitwarden annual fee	
\$276.00	Website fee	
\$20	Domain name fee	
\$103.73	New banner purchase	Reimbursed from Principal act
Total: 1,350.08		

Revenue in July 2023

Amount	Budget category	Notes/comments
\$103.73	Transfer principal's act	Banner cost
\$25	Spirit wear	
\$0.37	Interest	
Total: \$129.10		

Notes:

Popcorn revenue \$1,850 and Mabel's label's revenue \$79.46 not yet deposited in bank account in August.

\$20.49 in first day coffee cost on 8/31 but came out of bank account on 9/1.

We have not yet created the CD that was approved at the August meeting.

Respectfully submitted,

Madeleine Mineau
Treasurer