

CMS PTO Meeting Minutes

April 3, 2018

In attendance: Kelly Wing, Melissa West, Melissa Maheu, Matt Pennington, Caitlin Sackman, Hannah Murray, Nicole Fox, Matt Pennington, Jessica Pollack, Liz LaTorra, Sarah Williams, Kris Gallo

I. Call to Order – Kelly Wing

- Meeting called to order at 6:01
- Minutes approved from March

II. Treasurer's Report – Hannah Murray

- Fundraisers earned:
 - February Popcorn: \$136
 - Spaghetti Dinner: \$1565 (pre-kitchen staff bill + expenditures)
 - Spring Book Fair : \$1000 plus \$438 Scholastic dollars
 - Fifth grade field trip family collection: \$362 deposited
 - Hannaford Helps Schools Pay: \$990 (\$690 above target)
- Expenditures:
 - Transportation for Pat's Peak ski program
 - First grade Wildlife Encounters
 - Club expenses: \$90 (cup stacking)
 - PTO insurance for 2018-2019
 - Fifth grade field trip expenditures for the Boston Tea Party Ships and Museum, the Boston Red Sox tour and Concord Coach
- Susan Makee and other former signers removed from the Principal's Fund.
- Melissa Maheu and Hannah Murray added as current signers on the Principal's Fund.
- Back on target for budget thanks to the Hannaford Helps Schools Pay and Spring Book Fair.
- Hoping for a successful Spring Online Auction and Big Band Family Dance.

III. Fundraising Report – Jessica Pollack

- Flyers sent home and emailed to parents for April-May Box Tops challenge.
- Ryan Burke will assist in counting and sorting Box Tops for the classroom challenge.
- Jess will make poster of # of Box Tops brought in per class to incentivize kids to win.

IV. Book Fair – Julie Yerkes (feedback via email)

- Julie has asked if there was a more discreet way to go about giving kids book fair vouchers (Barb Franzeim identifies students whose families cannot afford to purchase a book fair item; PTO provides \$ to these students to purchase a book).
- Suggestion to put a price on the voucher so kids know they only have \$10 to spend.
- Suggestion to wait until the last day of the book fair to give out vouchers, therefore eliminating the kids who have already come in with money.
- Feedback that it was a good idea to have two book fairs, one in conjunction with the parent-teacher conferences in the fall and one in conjunction with the spaghetti dinner in the spring.
 - ACTION ITEM: looking for a book fair coordinator and co-coordinator for 2018-2019.

V. Spaghetti Dinner – Matt Pennington (co-coordinator Sarah Schmidt not present)

- Excellent volunteer turnout including parents doing discreet tasks to pitch in.
- Ideas to make things better next year:
 - Contact Hannaford and other grocery stores to ask for gift cards to eliminate any expenses.
 - Longer seating times because some people were waiting in line for 20 minutes.
 - Need a separate person to coordinate the basket raffle.
 - Buy sauce instead of using crushed tomatoes to make sauce.
 - Move raffle to hallway and add extra seating to stage.
 - Separate sign-up to go out to fifth graders and have a parent coordinate fifth grade helpers.
- ACTION ITEM: Sarah/Matt to create a to-do list with timeframe for next year's coordinators.

VI. Block Party – Kelly Wing

- Melissa to make SignUp.com for block party.
 - ACTION ITEM: Add volunteers to SignUp.com for putting raffle baskets together.
- Rock wall confirmed – only one this year to cut expenses.
- Road closures set; abutters have been notified.
- Ms. Polly will be selling ice cream and John Constant will be selling pizza from Constantly Pizza.
 - ACTION ITEM: Pizza preorders should be online with online payment only, plus “pickup by” time.
- Insurance is all set.
 - ACTION ITEM: Need more shadow chairs for block party – Liana is only one so far.

VII. Tall Granite Big Band Family Dance – Rebecca Mancini (not present)

- Volunteer SignUp.com has been successful; only need cases of water and bake sale items.
- Band arrives between 5 and 5:30; Wayne arrives at 5 to open the school.
- 103 RSVPs so far; will now open to general public and let Rebecca know band can invite their supporters.
- Insurance is all set as of today; Matt Cashman wanted to review our policy and make sure that the liability was what it needed to be and the district was named in the policy.
- Video to highlight event played at community meeting and music department has been talking to kids about swing dancing.
 - ACTION ITEM: Add popcorn as a volunteer SignUp.com.
- How much \$ made at big band dance determines if we need to have a “family dance” in May.

VIII. Volunteer Report – Melissa West

- Still looking for a coordinator for Teacher’s Appreciation Luncheon.
 - Cinco de Mayo will be the theme again.
 - Look at notes from last year because we may need more food.
- Melissa to create SignUp.com for Dental Week volunteers.
- Board is pulling together an online auction; we need the \$ to hit our targeted budget for the year.
- Melissa will add a SignUp.com for Field Day including bringing popsicles (or Flavor-Ice) to the field.
- Teachers will talk to Shamecca Brown’s husband RE: DJ for Field Day – is he less expensive than Gerry?