

CMS PTO Meeting Minutes

March 6, 2018

In attendance: Kelly Wing, Melissa West, Melissa Maheu, Matt Pennington, Aimee Valeras, Caitlin Sackman, Hannah Murray, Sarah Schmidt, Nicole Fox, Caitlin Smith, Heather Hepburn, Jen Allen, Matt Pennington, Rebecca Werner Mancini

I. Call to Order – Kelly Wing

- Meeting called to order at 6:00
- Minutes approved from February

II. Treasurer's Report – Hannah Murray

- 5th grade has had two successful fundraisers that has put them \$500 over projected earnings:
 - Candygrams earned \$1872.77
 - Bake sale earned \$624.15
- Popcorn deposit made week of March 5-9
- Checks paid for transportation to Pat's Peak, Leadership Day and Currier Museum trip.
- Reimbursement for new Bananagrams to come in soon.
- Junior Service League not charging schools for their play this year (though we still have to pay for buses).
- Hoops for Koop t-shirt sales are coming through PTO.
 - PTO will pay for t-shirts and deposit \$ into their account.
- Motion to elect Melissa Maheu as co-treasurer approved.
- Motion to remove Susan Makee from Principal's Fund approved.
- Motion to add Melissa Maheu and Hannah Murray to Principal's Fund approved.

III. Fundraising Report – Jessica Pollack (via email)

- Submitted \$366.30 to BoxTops
- Jess is planning for a BoxTop classroom challenge in April with the classroom turning in the most BoxTops getting 5 raffle tickets for the Block Party Raffle baskets.

IV. Book Fair – Melissa West (Julie Yerkes is coordinator)

- Setup is Thursday March 8th from 6 to 8pm unless delayed by snowstorm.
- Barb Franzeim has identified students whose families cannot afford to purchase a book fair item; PTO will provide \$ to these students to purchase a book.
 - ACTION ITEM: looking for a book fair coordinator and co-coordinator for 2018-2019.

V. Spaghetti Dinner – Matt Pennington and Sarah Schmidt

- Checks from families that have RSVP'd are in the PTO treasurer's mailbox.
- Volunteer and vendor donation needs are being met:
 - Matt is going to follow up with Hood RE: milk donation, all other vendor donations secured
 - Still need more spaghetti, canned tomato and homemade dessert donations from CMS families
 - Assia Sweets is donating cookies
 - ACTION ITEM: Send "Urgent Help Needed" email week of Spaghetti Dinner if volunteer/donation needs are not met.
- 5th grade students are helping to serve.
 - ACTION ITEM: Identify 5th grade parent to coordinate volunteer servers.

VI. Spaghetti Dinner Raffle – Kelly Wing

- Kid friendly raffle will take place during the spaghetti dinner. Items secured:
 - Popcorn for the rest of the year
 - Principal for a day
 - Book fair posters
 - Some items from the community gathered by Aimee
 - ACTION ITEM: Secure more raffle items and add raffle setup to list of volunteer needs.
- PTO will give every child a raffle ticket that enters the event.

VII. Tall Granite Big Band Family Dance – Rebecca Mancini

- Event will take place on Saturday April 7th with dance lessons from 6:30PM to 7PM and family dance from 7PM to 8:30PM in CMS cafetorium. No dress code.
- No dinner will be served at event but there will be a bake sale.
- Question of ticket price: \$5 per person and \$20 per family was suggested but not confirmed. Tickets can be sold at door.
 - ACTION ITEM: Confirm event ticket price.
- Cafetorium fits 300 people (without seating). Would be a good idea to ask people to reserve online via PTO website or other so we have an idea of how many people will attend.
 - ACTION ITEM: Set up online RSVP for Big Band Family Dance.
- PTO to make two different promotional flyers: one for the school community and one to distribute/post around the Concord community.
- Idea to have one or two band members attend the CMS community meeting at the end of March to show the kids the instruments and get them excited about the event.

VIII. Volunteer Report – Melissa West

- Still looking for a coordinator for Teacher's Appreciation Luncheon.
- Liana Pennington and Lisa Still have volunteered to be the Block Party coordinators for 2019 and would like one more person to join them.
- Need to discuss new outreach strategy for PTO; we need a lot of volunteers and coordinators for events and would like to bring in more CMS parents – how to reach them?