

CMS PTO Meeting Minutes

May 1, 2018

In attendance: Kelly Wing, Melissa West, Caitlin Sackman, Hannah Murray, Nicole Fox, Jessica Pollack, Kris Gallo, Barb Franzem, Katie Brisette, Amy Blanchard, Aimee Valeras, Linda Becker, Liana Pennington, Sarah Mederios, Jenna, Ryan Burke, Melissa Pazdon (school psychologist), Tara Spencer (school psychologist), Matt Cashman (CSD), Concord Fire Marshal Paul Sirois, Concord PD Community Resource Office Ryan Howe

I. Call to Order – Kelly Wing

- Meeting called to order at 6:01.
- “How to Talk to Your Kids About Safety” panel discussion held.
- Minutes approved from April.

II. Treasurer’s Report – Hannah Murray

- Big Band Family Dance earned approximately \$150 above target.
- Board will discuss how to thank those involved.
- Budget is looking on target but we won’t know how things wash out until months later.

III. Fundraising Report – Jessica Pollack

- We are up \$174 in Box Top dollars.
- Classroom challenge winners announced week of May 7-11; Jess will handle how to distribute raffle tickets to winning classroom.
- Jess has been researching Box Top competition ideas for next year to bring in more \$ to CMS.

IV. Block Party – Kelly Wing

- SignUp.com is live on PTO website for block party.
- Now that it is in use, we will use mobile credit card reader at Block Party.
- Liana Pennington is the only person who is shadowing the 3 2018 coordinators.
 - ACTION ITEM: Need more shadow chairs for block party – ask more parents to be involved or we will cancel event for 2019.
- Vicki will start sending an email out weekly since there are a lot of things to communicate.
 - ACTION ITEM: Ask people to make smaller cakes for the cake walk.
 - ACTION ITEM: Add cake walk cake making to SignUp.com website.

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

- Successful event that both parents and kid enjoyed.
- Possibility to have Big Band Dance as a yearly event?
- Open up the event to the greater Concord community earlier for more attendees.
- First event we used the mobile card reader and it was successful.

VI. Volunteer Report – Melissa West

- SignUp.com is live for Teacher’s Appreciation Luncheon.
- Caitlin and Hannah are coordinating the Teacher’s Appreciation Luncheon.
 - ACTION ITEM: Send an email blast to parents to sign up to volunteer and bring food to Teacher’s Appreciation Luncheon.
 - ACTION ITEM: Buy potted chili pepper plants as auction items to raffle off.
- 5th Grade Celebration planning is underway.
 - ACTION ITEM: Recruit 4th grade parent volunteer to shadow for 5th grade celebration.
- Melissa is putting together the online auction and it is going well; a lot of exciting items to bid on.
- Plan to open online auction in a few weeks, remind people about it at the Block Party and then close it a few days after the Block Party
 - ACTION ITEM: Ask Fisher Cat’s contact if we can change the date of the game tickets they donated as it is in mid-May.
- Board is pulling together an online auction; we need the \$ to hit our targeted budget for the year.

VI. Field Day – Kelly Wing

- Shamecca Brown's husband's DJ services were too expensive for Field Day so we will go with same DJ as last year.
 - ACTION ITEM: Ask Laurie Earp to contact last year's DJ
- We need someone to go to Sam's Club the Friday before Field Day to get the popsicles and bring them to school to the freezer, then bring them to the Field Day on Monday morning. Kelly?

VII. Final Comments – Kelly Wing

- Open board positions.
 - ACTION ITEM: Recruit new volunteer coordinator who will attend all PTO meetings.
- Aimee would like feedback RE: speaker series during PTO meetings; did people like the topics and do they have topic suggestions