

August 14, 2018

In attendance: Kelly Wing, Melissa West, Caitlin Sackman, Jessica Pollack, Melissa Maheu, Lori Weston

I. Call to Order – Jessica Pollack

- Meeting called to order at 6:20.

II. Budget Etc. Review – Melissa Maheu

- Survey to teachers did not happen.
- Aim to make budget conservative and keep things similar.
 - ACTION ITEM: Add a 'projected net' column to budget.
- Field trips budget is determined as a per student ratio.
 - ACTION ITEM: Ask Mrs. Hoadley if kindergarten needs to be added to field trip budget.
 - ACTION ITEM: Ask Deb for total CMS student population 2018-2019.
 - ACTION ITEM: Contact Deb for total # of staff for 2018-2019.
 - ACTION ITEM: Contact Mr. Pelletier if costs will be impacted with larger 5th grade.
- Kelly will continue to manage the PTO PayPal and mobile credit card reader.
- There are missing funds raised from spring auction; some funds missing are the fees charged by the online auction website.
 - ACTION ITEM: Jessica Pollack to ask Amy Blanchard if she paid for her auction item.
 - ACTION ITEM: Melissa West to ask Lara Richardson if she paid for her auction item.
- PTO will continue to purchase popcorn from CSD and supplies (bags, oil, salt) from Sam's Club.
 - Kelly will purchase supplies.
 - Plan to order 1 30-lb. bag per week from CSD.
 - ACTION ITEM: Confirm Megan Ryder will be the popcorn coordinator
 - ACTION ITEM: Recruit popcorn co-coordinator to shadow Megan.
- Keep \$800 as Box Tops projected income.
 - Nicole Fox and Ryan Burke confirmed as Box Tops coordinators.
 - ACTION ITEM: Tell Nicole/Ryan to start Box Tops competition; student that brings in the most Box Tops gets free popcorn for the year.
- Hannaford Helps Schools was way over projected income.
- Use \$1500 net projected income for wreaths.
 - ACTION ITEM: Confirm Liz Short and Kaitlin Emery will be wreath co-coordinators.
 - ACTION ITEM: Set up wreath ordering website in September to compete with other schools' wreath preorders
 - ACTION ITEM: Determine if wreath pickup should be before Thanksgiving (11/19 and 20) or after 11/26 and 27) or both.
- Keep earnings goal for spaghetti dinner.
 - ACTION ITEM: Change name of 'spaghetti dinner' to 'community dinner.'
 - ACTION ITEM: Confirm Matt Pennington and Sara Schmidt will be co-coordinators.
 - ACTION ITEM: Divide responsibilities of raffle basket team/5th grade helper team/ dinner service and prep team.
 - ACTION ITEM: Revisit new dinner ideas such as chili cook-off or other.
- Budget for auction should be \$2500.
 - Melissa West will coordinate auction for next year.
 - ACTION ITEM: Move auction to earlier in the spring.
- Keep CMS Block Party budget the same.
- Keep Enrichment budget the same.
- Keep Miscellaneous Transportation budget the same.
- Keep Crossing Guard Appreciation budget the same.

- Add popsicles to the Field Day budget.
- Keep Walktober budget the same (see 'Walktober,' below).
- Add 5th grade BBQ and awards to budget.
- Keep ski program budget the same.
 - ACTION ITEM: Add a line item for gifts for janitors as 'staff gifts.'
 - ACTION ITEM: Delete 'interest income' row.

II. Yearly Meeting Schedule – Jessica Pollack

- Meetings will be held the first Tuesday of every month from 6 to 7PM in the book collection room.
- Meeting dates are: September 1st, October 2nd, November 13th, December 4th, January 8th, February 5th, March 5th, April 2nd, May 7th, June 4th.
 - ACTION ITEM: Confirm with Aimee Valeras RE: speaker coordination.

III. Fundraising Ideas – All

- Boon Supply company sells bags and other household goods; will donate 40 to 50% of sales to CMS: <https://www.boonsupply.com> OR similar Mixed Bag Designs www.mixedbagdesigns.com
- Shutterfly will donate 13% of every purchase to CMS <https://www.shutterfly.com/fundraising>
- "Bingo for Books" (Melissa West) instead of, or in addition to, another movie night.
- Another Uno's doughraiser to coincide with CMS Art Show – or choose another restaurant closer to the mall.
- Margarita's or Dos Amigos fundraiser after a school event.
- Color Run with all elementary schools.
- Chuck E' Cheeses will donate 15 to 20% of all sales to CMS if we plan a school fundraiser there <https://chuckecheeses.com/birthday-events/fundraising>

IV. Events – All

- Teacher Appreciation Luncheon on Tuesday August 28, 2018 from 12 to 1; lunch for 75 people
 - Caitlin, Melissa and Jessica will help coordinate.
 - ACTION ITEM: Caitlin will contact Rick at Angelina's for a possible donation.
 - ACTION ITEM: Call Bagelworks for lunch delivery if Angelina's does not work.
 - ACTION ITEM: Need someone to speak to teachers earlier in the day (as Hannah did last year) RE: PTO and what we do.
- Back-to-school coffee for parents on Wednesday August 29th from 7:45 to 8:30.
 - Kelly, Melissa, Caitlin will help coordinate.
 - Kelly will pick up coffee at Bagelworks.
 - ACTION ITEM: Send out email blast reminding parents to "stop by for a coffee" after dropping kids off on their first day.
- Back-to-School Night on Wednesday September 26th, 2018 from 5 to 6:30.
 - ACTION ITEM: Reach out to Hood to see if they will donate ice cream.
 - ACTION ITEM: Otherwise purchase Outshine bars and ice cream sandwiches.
 - ACTION ITEM: Distribute "vouchers" to teachers to give to students for ice cream.
 - ACTION ITEM: Have PTO table advertising volunteer needs during Back-to-School night.
- Walktober is scheduled for Friday October 19th with a rain date of Monday the 22nd.
 - Event coordinator needed
 - Event needs to be pared down into just a fundraising event with a school-wide mile walk at end OR fitness promotion with a calendar of fitness goals. Too confusing to be both.
 - Continuing \$4000 fundraising goal.
 - ACTION ITEM: Research websites we can use so students can email their family/friends to sponsor them in the mile walk.

- Movie Night November 16th.
- Wreath pickup November 19/20 or 26/27 or both.

VII. Miscellaneous To-Do or Remember List (not mentioned above)

- Kelly would like to take a picture of the current PTO board to put on Facebook page.
- Create PTO calendar to distribute on First Day for parents.
- Create newsletter on Mailchimp to send once a month.
- Start to cultivate our own email list for the PTO newsletter instead of relying on the admin's schoolwide email list.
- Discuss doing another big band family dance vs. family dance with DJ.
- Recruit yearbook coordinators (two to three)
- Ask Betty Hoadley to ask kindergarten parents to pay \$5 for graduation t-shirts this year since the t-shirt cost was very high.
- Talk to ski program coordinators about expectations and possibly being more involved and asking local businesses to sponsor students to be in the ski program.
- Get in touch with Scholastic Book Fairs coordinator to set a date for the book fair.
- Recruit Scholastic Book Fairs coordinators.