

CMS PTO Meeting Minutes

September 4, 2018

In attendance: Melissa West, Jessica Pollack, Melissa Mahue, Nicole Fox, Liana Pennington, Caitlin Sackman, Caitlin Smith, Stephanie Celestin (Cutts), John Keenan, Lori Weston, Maria Petagna, Courtney Jones, Sarah Scroggins, Jeff Evans, Audra Arnold, Dragan Garvanovic, Pamela Walsh

I. Call to Order

- Meeting called to order at 6:00
- Change September meeting date from 1st to 4th on August meeting minutes
- Approved minutes from August

II. Treasurer's Report – Melissa Maheu

- Budget adjustments made from August include: moving the CMS store totals, removing the “big band” dance, moving a book fair event, adding kindergarten field trip expenses, reducing STEAM by \$500.
- Budget is conservative; also in year's past we haven't used all of budget for music, art and PE.
- Pending issue: a mixed policy in school RE: field trips. Some teachers ask parents for field trip \$ and some don't. Do we want to offer field trips to all students for free? Should there be a universal policy for the school? Ideas include asking families at beginning of year for field trip money, PTO paying for buses and families paying for admission costs.
 - ACTION ITEM: Jess will address field trip discrepancies and ideas with Kris and report back.
- Budget will be finalized after we determine kindergarten expenses.
- Melissa is meeting with transportation department on 9/11 to discuss exorbitant cost of field trip buses.

III. Start-of-School Events – Jessica Pollack

- Successful back-to-school parent coffee; larger turnout perhaps due to Kris' Tuesday evening phone call.
- We need to purchase more coffee next year.
- Staff luncheon was coordinated by Jessica Pollack and Melissa West.
- Teachers enjoyed the pizza and salad and approximately \$400 (without donations) was spent.

IV. Volunteer Report – Lori Weston/Jessica Pollack

- Coordinator positions are filled for the following programs:
 - Yearbook – Brie Burns
 - Scholastic Book Fairs – Caitlin Sackman/Brie Burns
 - Movie Night – Melissa West
 - Back-to-School Night – Jessica Pollack
 - Wreaths – Liz Short (Kaitlin Emery TBD)
 - Spaghetti Dinner – Matt Pennington/Sara Schmidt
 - Block Party – Sarah Mederios/Patrick Fox
 - Box Tops – Ryan Burke/Nicole Fox
 - Popcorn – Alena Leon
 - Walktober – Caitlin Smith
 - Auction – Courtney Jones/Jeff Evans/Melissa West
- Coordinator positions are still needed for the following programs:
 - Spaghetti Dinner Raffle
 - Spaghetti Dinner 5th grade coordinator
- Communication to parents is a challenge; it is hard to sort out PTO correspondence vs. school correspondence with parents receiving so many emails.
 - ACTION ITEM: Ask Deb if we can obtain the email addresses of all CMS parents (encrypted) so they would receive messages from a PTO.com email address.
 - ACTION ITEM: Create PTO calendar to send home and remind parents of events.
 - ACTION ITEM: Ask Kris about possibly having a school e-newsletter sent every week like at Abbot-Downing with a “PTO corner” with our information.

V. Speakers for Upcoming Meetings – Jessica Pollack (for Aimee Valeras)

- Aimee Valeras will coordinate informational speakers for upcoming meetings for 2018-2019.
- Ms. Celestin suggested the topic of anxiety in children as it is the most apparent to her as school nurse.
- Idea to have child care offered during the speaker portion of the PTO meeting, perhaps by asking the staff of the Boys and Girls Club afterschool program to stay for extra \$ or gift cards.
- Idea to have the person in charge of school food services give a talk about the lunch program/options.

VI. Fundraising – Melissa West

- Idea to send a survey to parents that asks if people want to give \$ or purchase things (with a % of sales going to the PTO).
- Only thing PTO sold last year were the wreaths. Other ideas include seeds, trees, bags, plants, bulbs.
- “Change Challenge” idea was suggested but may be too similar to Pennies for Patients (Leukemia/Lymphoma Society) which we already do.
 - ACTION ITEM: Talk to Mrs. Ham about the American Heart Association Fundraiser and if it is a definite 2019 event as we will have to compete with that.
- “Casino Night” (higher cost event) was suggested.
- Big event such as a 5K with all of the elementary schools was also suggested.
- Pat’s Peak tubing night may be a no-go as it may have to be a Monday night to get a portion of the sales. If it is a Sunday night we have to raise at least \$1500.
- Monarch’s Night may work if we coordinate with the music department to have the kids sing the national anthem at one of the games.

VII. Walktober

- Smaller than last year.
- We will do a monthly activity calendar to promote healthy activities but kids do not have to return the completed calendar to school.
- Big event will be the walk around the neighborhood.
- Goal of raising \$50 per kid.
- Looking for online fundraising websites to use for Walktober.