

CMS PTO Meeting Minutes

October 2, 2018

In attendance: Melissa West, Jessica Pollack, Melissa Mahue, Nicole Fox, Caitlin Sackman, Kelly Wing, Kris Gallo, Joe Short, Brie Burns, John Keenan, Lori Weston, Courtney Jones, Jeff Evans, Pamela Walsh

I. Call to Order

- Meeting called to order at 6:00
- Presentation by Donna Reynolds, Director of School Nutrition for the Concord School District
- Approved minutes from September

II. Treasurer's Report – Melissa Mahue

- Budget adjustments made from September include: adding a fall book fair and updating the classroom support/field trip funding to include district-wide transportation cost increase.
- Melissa met with transportation department to discuss the exorbitant cost of field trip buses.
- Note that after-school transportation has a 50 mile minimum and the cost of bus transportation begins wherever the bus originated from.
- Kris approves all transportation for field trips and estimates can be obtained.
- There are budgeted district transportation miles that we get for free.
- Nothing in budget for a bulk order of Spirit Gear (CMS t-shirts).
 - ACTION ITEM: Note to treasurer to add bulk order of spirit gear to 2019-2020 budget.
- Kris will propose to teachers that they institute a “universal ask” to parents for field trip funds so every classroom follows the same procedure. If extra \$ came through for grade one, for example, it would follow that class throughout their time at CMS instead of remaining in a general fund.
- Motion to approve 2018-2019 budgets made, seconded and budget approved.

III. Ski Program – Joe Short

- Ski program coordinators for 2019 are Joe Short, JR Petrus and Brendan Ryder.
- Ski program begins on January 3rd for 6 weeks on Thursday afternoons until 4:45.
- Ski program bus to Pat's Peak is funded via the PTO and PTO provides approximately 8-10 ski program scholarships to 4th or 5th grade students (cost is \$175/\$215 with/without gear).
- Ski program sign-up sheet asks parents to donate to ski scholarships when signing up their child.
- PTO has budgeted \$800 in scholarships based on last year's numbers.
 - ACTION ITEM: Ski coordinators to ask S&W Sports and Ken Jones to sponsor a student skier.
 - ACTION ITEM: Ask (per parent request) if it is possible to move the program earlier in the day.
 - ACTION ITEM: Research activity ideas for non-skiers such as the option to skate or bowl.

IV. Popcorn – Jess Pollack

- Alena Leon will coordinate popcorn for 2018-2019.
- Popcorn will be Thursdays instead of Wednesdays this year because Thursdays worked better for the volunteers.
- Alena will inventory popcorn supplies and report to board.

V. Walktober – Melissa West (for Caitlin Smith)

- New for 2018 are prizes based on total funds raised and online donations via our PTO website and PayPal.
- This year we also eliminated tracking exercise via weekly calendars and focused more on fundraising with an opportunity for physical activity.
- Goal of raising \$50 per student.
- Emailed receipts will be sent via PayPal and cmspto@gmail.com with our tax ID number.
 - Idea to have students write their favorite activities on stars and have the stars on display on the State House lawn for students to see as they walk by.

VI. Fundraising – Melissa West

- Wreath Sales
 - We just need to set up the account and the wreath company will set us up with an online webpage that will include options to ship wreaths, kissing balls and other holiday greenery.
 - Will advertise wreath sales toward the end of Oct. as not to interfere with Walktober.
- Spirit Gear/T-shirts
 - Logo has been donated to us.
 - Jess will follow up with Amy Malone/Shirtmasters to get order forms, online store and bulk orders started.
- Box Tops
 - Ryan and Nicole are running a two-week Box Top drive starting next Tuesday where the prize will be free popcorn and water at movie night.
- Miscellaneous – Jess Pollack
 - Volunteer registration process is new for 2018-2019 and requires would-be volunteers to go to get fingerprinted on Hazen Drive and then back to the SAU office on Liberty Street to fill out paperwork.
 - We are looking for ways to make the volunteer registration process less arduous; SAU officers have volunteered to come to the school with the paperwork.
 - Aimee Valeras has scheduled a professional to present at the Nov. 13th PTO meeting about anxiety.