

Pelham PTO Meeting Notes
11-15-17

IN ATTENDANCE: Aline, Olivia, Lisa D., Margaret Light, Joe B., Jenny F., Brad A., Kate P., Matt W., Nicole B.

TREASURER'S REPORT: Kristin's resignation, Nicole will take over as treasurer.

Kristin's report: Current balance: \$10,996.57 (this does NOT include a check I just wrote to Scholastic for \$1087.16). I also need to revise the number for the book fair. Final amount was - \$464.98.

ACTION ITEM: Lisa will ask Maia about how the money exchange works so we can figure out how much was made or lost.

I just deposited \$1107.96 (included in the total above). Of that:

- \$300 was the starter cash from the book fair,
- \$185 was from the Halloween event (the other \$2 I left as loose change in the cash box),
- and \$622.96 was from sales at the book fair. (this is \$.78 more than we made; loose change was taken from the cash box to round up)

What is PTO money earmarked for? Could do survey with teacher/staff about needs--spend money for some of these, keep raising money to fill coffers.

Lisa D.: New tire swing. Would cost ~ \$3000 (Olivia: Lowe's grant could fund this).

Matt W.: Parkour course, suggested by PE teacher

1/3 of Community Preservation budget needs to go to recreation--could cover some of these things?

EVENTS

Trunk or Treat: Matt report on event: Fewer cars than last year, but had to delay a week due to storm. Otherwise a great success. Sixth grade haunted house still a draw, Trunk or Treat seen as something done at Halloween for some folks. Given this, move to Saturday before Halloween (rather than Sunday).

- Party size pizzas from Bruno's, which gives smaller pieces. \$1/slice. Probably do 10-12 party size pizzas.
- Bobbing with Atkin's donuts and pay for Glazed Donut Shop donuts
- Thank you notes written by Crystal to Atkins, Glazed Donut, Bruno's, hay bales from Diana at Joe's work, Fire Department, UMass students (and need thank you note to Cook's Farm for Ice Cream Social). Could print out photos or evite photos from event and include with thank you.
- Start dumping photos into the photos folder in the Halloween folder in the PTO Events folder--**ACTION ITEM:** Lisa D. will get in touch with Marit and Craig from the 4th grade to assist with this.

Commented [1]: ACTION ITEM: Lisa will ask Maia about how the money exchange works so we can figure out how much was made or lost.
+desjarlaisl@arps.org
Assigned to Lisa Desjarlais

Commented [2]: ACTION ITEM: Lisa D. will get in touch with Marit and Craig from the 4th grade to assist with this.
+desjarlaisl@arps.org
Assigned to Lisa Desjarlais

- Place donation box and 50/50 raffle at the food table with the hope that change given back will be put in either of these
- Power of homemade sign in front of school to advertise events. Amherst Glass guy (Grover) will allow signs to advertise events (i.e. Garlic Arts Festival).
- Nut free: When cars are coming in and being directed, check with people to see if they have nuts in their candy. Add to signage that there are no nuts welcome at the event. Have some backup candy for folks who show up with nuts in candy.

December Parents' Night Out: From Kate: 4 staff from Lennie's aftercare to work on December 8th. Snow date December 15th. Sign in/sign out for parents to fill out when dropping kids off. 5:30 - 8pm. Kids can stay from aftercare, parents don't have to come back to meet kids at pick up.

Childcare: \$140

Cost per child: \$7/child for the night

Use gym and projectors with speakers and laptop to play the movie.

Send out an Evite announcement for folks to pre-register.

Spring Fair: Run this event in the spring? TBD in December meeting.

ACTION ITEM: Matt will put together the flyer for the parents night out. Have a flyer sent home with kids and put it on the door at pickup and by the late sign in by the office. 2 per sheet, give to Georgia to prep and distribute.

Commented [3]: ACTION ITEM: Matt will put together the flyer for the parents night out. +mattwolaver@gmail.com _Assigned to Matthew Wolaver_

Thunderbirds Event (suggestion) From Kristin: A rep from the Thunderbirds contacted the PTO about having a Pelham night at one of the games. We could either sell tickets at a \$5 off discount (\$12/ea) or any amount up to the face value with the extra coming back to us (so it could be a fundraiser). I told him to give me some January dates for me to bring back to the group but haven't yet received those. Purchasers would also have the option to add hot dog and soda to their ticket for \$2 per person. The PTO will need to decide if they want to move forward with it. I think UMass does something similar (minus the food), which might be a better fit for us. Here's a [women's bball example](#) and it looks like we could have a table (Florence Bank voting slips?) if we sold 100 tickets. I personally would go to either an event at UMass or the Thunderbirds. *TBD at December meeting.*

School Event Standards: Create a thread online to document standards/protocol for all events regardless of what event it is. Building management (open/lock), custodial duties and involvement, parent volunteer expectations for cleanup, etc. Communications to PTO leadership. Offering one of custodians a stipend to come in the last hour of an event to help with the cleanup. Used to be ~\$50 for George to do this. Have checklists for each event--what needs to be done.

FUNDRAISERS:

Antonio's in Belchertown: Olivia has provided her contact information to get the check, final amount/check will be known after Thanksgiving.

ACTION ITEM: Olivia Frazier will send thank you note to Kim at Antonio's

Commented [4]: ACTION ITEM: Olivia Frazier will send thank you note to Kim at Antonio's +ofrazierdise@gmail.com _Assigned to Olivia Frazier_

Others lined up by Joe: Applebee's, Chipotle, Johnny's Tavern, Rafter's--once a month. Olivia suggested: add those that allow for the whole night, rather than having to only associate with PTO. Should add Sunset Grill and Pita Pocket. Could try for second week of each month, unless the restaurant wants to choose the date. Need template for flyer for dinner's out--Matt or Heather can help with this.

Add table to the Amherst's Farmer's Market etc. for fundraising.

Box Tops: (Nicole report): 924 box tops, 100 withdrawn bc expired = 824!

*Nicole adding a note here - 924 AFTER about 100 withdrawn bc of expiration

Let everyone know that box tops should be collected all year round... Have the classroom competition in the spring, as we have always done in the past. Crystal will make a big sign for the cafeteria so classes can see how everyone is doing. We usually run it for about a month and collect a ton of box tops. The winning class gets a popcorn/movie party in class.

Texas Roadhouse Dining Fundraiser: **ACTION ITEM:** Olivia Frazier will let Texas Roadhouse know that we will do March 8th for a PTO fundraiser. You can set up a table and do a 50/50 raffle or a basket raffle--they have seen a great response with the raffle set up. People have to have flyers in the restaurant or can pull them up electronically--good to have on our FB page beforehand so they can just pull it up. Texas Roadhouse only does 10% of sales.

Commented [5]: ACTION ITEM: Olivia Frazier will let Texas Roadhouse know that we will do March 8th for a PTO fundraiser. +ofrazierdise@gmail.com _Assigned to Olivia Frazier_

Lowe's grant for Spring 2018: Kids want a new tire swing. Projects should fall into one of the following categories: technology upgrades, tools for STEM programs, facility renovations and safety improvements.

Fundraiser-Support initiative with establishments associated with Pelham parents: I.e. Sunset Grill, Pita Pockets.

ACTION ITEM: Kate Paradis will reach out to Rebecca Casagrande about their making pizzas for PTO meetings and/or events.

Commented [6]: ACTION ITEM: Kate Paradis will reach out to Rebecca Casagrande about their making pizzas for PTO meetings and/or events. +arterberry@gmail.com _Assigned to Kate Arterberry Paradis_

Direct Donations to Pelham School? Discuss in December

Florence Savings Bank: **ACTION ITEM:** Lisa will add signature form to the weekly Pelham Press.

Commented [7]: Florence Savings Bank: ACTION ITEM: Lisa will add signature form to the weekly Pelham Press. +desjarlaisl@arps.org _Assigned to Lisa Desjarlais_

OTHER ITEMS

Holiday gift cards for teachers: From Kristin: Heather said that usually around this time of year we buy \$49 gift cards for all of the teachers. It totals ~\$1000. Lisa needs to give the PTO a list. (It is actually just checks written directly to them)

Lisa has a list of staff who get \$50 versus \$25. New treasurer will get this list. Margaret noted that this used to be for the beginning of the year instead of the holidays. Also, could gather classroom wishlists for holidays that parents can respond to.

ACTION ITEM: Matt will create flyer about classroom wish lists in weekly newsletter and through mailchimp.

ACTION EVENT: Nicole will create a Paypal account for Pelham, so parents can send cash directly to the school.

Fundraising committee will discuss and plan.

School directory: Mike Hayes is updating this.

ACTION ITEM: Lisa will check in with Mike about school directory progress.

Google Groups: How is it being adopted with parents, teachers, staff?

ACTION ITEM: Margaret Light will talk about this at the next staff meeting.

ACTION ITEM: Matt will add Lennie to the Google Group.

Small school innovation meeting: Lisa report: Brainstorm happened, 8 people there. Matt created a Google group for it.

School Sign: Matt: Just got refunded for lumber that didn't arrive, delay on building. Joe knows a place that might be willing to donate the lumber and someone who smelts wood. Matt has a logo. If anyone's interested in helping, contact Matt.

School Recycling / Composting effort: Lisa: At a standstill right now. Lisa will check to see where the materials are and what's going on.

Matt contacted The Green Team (*thegreenteam.org*)--out of Noho, school program. Got kit today--school can examine the curriculum and decide whether or not to adopt.

Student Council starting next week--could be included in this work, leadership opportunity. Everyone contributes to the school in the form of some sort of project.

What is the program and how are the kids being educated about the signs out front? ("I have ADHD..") Disability services (SEPA) put the signs out for disability awareness month. Put some signs out in the back of the school as well. Let teachers/parents know about the signs so they can discuss with children if needed.

PTO Storage - Mouse problem in the shed. No food allowed in there. Food could be stored in cupboards in the teachers' room--need a space for the PTO. Also need space for kitchen stuff in the school--maybe in the aftercare storage area or in the teachers' room.

Lisa will help the PTO to find a space for this stuff.

ACTION ITEM: Designate a team to clean out the shed. Joe and Brad volunteered for this.

Student/Staff Bathroom Signs - Discussion of "All Gender" signs--Some suggested that "all gender/gender diversity" signs for staff bathrooms be taken down, with "staff bathroom" signs replacing them. Aline expressed support for the signs and suggested that they remain because

Commented [8]: ACTION ITEM: Matt will create flyer about classroom wish lists in weekly newsletter and through mailchimp. +mattwolaver@gmail.com
Assigned to Matthew Wolaver

Commented [9]: ACTION EVENT: Nicole will create a Paypal account for Pelham, so parents can send cash directly to the school.
+nicoleblack88@gmail.com
Assigned to Nicole Black

Commented [10]: ACTION ITEM: Lisa will check in with Mike about school directory progress.
+desjarlais@arps.org
Assigned to Lisa Desjarlais

Commented [11]: Google Groups: How is it being adopted with parents, teachers, staff?
ACTION ITEM: Margaret Light will talk about this at the next staff meeting.
+lightm@arps.org
Assigned to Margaret Light

Commented [12]: ACTION ITEM: Matt will add Lennie to the Google Group. +mattwolaver@gmail.com
Assigned to Matthew Wolaver

Commented [13]: ACTION ITEM: Designate a team to clean out the shed. Joe and Brad volunteered for this.
+josephblack85@gmail.com +arndt.brad@gmail.com
Assigned to joseph black

they acknowledge gender fluidity among student/staff/faculty and can facilitate productive conversations with students. Taking down the signs may signify to students a lack of support.

