

Center/Hale SPTO Meeting

Tuesday, June 7, 2022

Meeting Minutes

In attendance: Maureen Mazzone, Kara Killough, Ross Mulkerin, Michela Mathur, Ilana Gordon-Brown, Melissa Coffaro, Kara Killough, Kyla Mulvey, Sarah Morgan, Kat Copeland, Elisabeth Mathieu, Kate Forrestall, Alicia Frigon

Meeting Called to Order: 8pm

Meeting Closed: 8:45pm

Notes indicated in blue.

1. Principal updates

a. Hale

- i. 8th Grade dance Friday 6.9.2022
 1. plenty of volunteers for set up and clean up
- ii. Jess' decoration team
- iii. Asked for donations for food both money and items (money for sandwiches and pizza) ~ \$1000 in paypal, Michela to check how much of that came in after May 25 and 26 when request for Hale donations came out
- iv. Boston trip in lieu of DC trip - we gave two scholarships

b. Center -

- i. Thank you for staff appreciation!
- ii. Ross to catch up on 5th grade graduation with Kat Copeland
 1. Ross is working on some final details
- iii. Picnic
 1. Ross to give Alicia keys/badge to be able to get in and out for set-up
 2. Alicia to catch up with Nick, Nick leaves at 2:30 on picnic day
 3. Picnic moved to Wednesday 6.8.2022 due to weather
 4. Gate in the back - will be shut and chained
 5. Dumpster usage should be fine according to Ross but he will check with Ross
 6. Ross' last PTO meeting

2. Officer Updates

- a. 2022/2023 Budget to be set over the summer
- b. Hand over of board responsibilities to occur in July / August (include Kat for historical knowledge)

3. Committee Updates

- a. End of Year Picnic
 - i. 2022 Cost

1. DJ Mike Pride \$350, reserved 2 nights and no cancelation fee for rain date
 2. Slush \$570, including slush cart
 3. Port a potties (2, standard, no sink) \$401
 4. Candy, drinks, chips \$610
 5. Total cost \$1921 before any incoming money
 6. Pre Raffle sale \$2790 as of 6.7.2022
 7. 10 30lbs of ice - Lake Boon Ice
 8. Still need volunteers
 - a. Tattoo
 - b. Playground watch
 9. Venmo - can utilize for raffle tickets, notes must be utilized to know who purchased, how many
 10. Kaitlyn is doing presale tickets - names already printed - send names to Kaitlyn
 11. Cash Box - Kara has 1, and Kyla has two more. Kara will be getting 2 more cash boxes 6.8.2022 in the morning and Kara will be getting cash for change.
 12. Center Staff Field - has a game scheduled for tomorrow night, this might come up with facilities tomorrow. If a facility is booked and lets you go through the process - you don't get a notification that there is a conflict. **This is something we should get more details on for 2022/2023. It is a district system. Make sure confirmations go to board.**
 13. What time can volunteers show up - 3:30
 14. What if it rains tomorrow? Can always move to Thursday. Discuss other options for raffle if it rains both days.
 15. Should we give a raffle sheet to the 11 families who did not get their prints from Lisa Anderson (family photo shoot).
 16. Alicia to work with Kate F and S on FB post for volunteer requests tonight
 17. Melissa will send another email blast request for volunteers tonight 6.7.2022
 18. Do we have the permit for the auction? Yes, in the town's hands.
- ii. Venmo
 1. We now have a business account
 2. We can have a QR Code
 - iii. Photo Shoot
 1. We never got the money from Lisa Anderson
 2. Update as of 6/30/2022: Lisa paid in full via Venmo.
 - iv. STEAM
 1. All checks have gone out, if there are any outstanding invoices please let Kat and Kyla know
 2. Any new ideas for next year let Kat know!

4. New Business
 - a. Really need someone to do the taxes
 - b. Advertise between FB and Email that we are looking for someone to do taxes
 - c. We need to renew our tax exempt status
 - d. Paperless PTO needs to be renewed \$318
 - e. K shirts, K PTO handout
 - f. Ross spoke to incoming K families about the PTO at K parent intro night in June
 - g. 5th grade shirts -kids will sign the shirts
 - h. Kat has volunteers for 5th grade moving up ceremony.
5. Vote in May 2022 Meeting Minutes - voted in unanimously.