

# SPTO Meeting Agenda

April 4, 2023

8pm

Google Meet

<https://meet.google.com/igi-iyes-gfj>

## 1. Principal Updates

- a. Center
- b. Hale

## 2. Unfinished Business

- a. Special Person Dance

## 3. New Business

- a. ACES shirts (June 2, 2023)
- b. Apparel Sale

## 4. Committee Updates

- a. Social
  - i. Social Media Update
  - ii. In School Programming (STEAM)
  - iii. End of Year Picnic
  - iv. Project Prep (Attachment 3)
- b. Fundraising
- c. Staff Appreciation
- d. Room Parent Coordination
  - i. Staff appreciation
  - ii. End of year picnic
  - iii. End of year class gifts

## 5. Officer Updates

- a. Center Chair
- b. Hale Chair
- c. Secretary
  - i. Meeting schedule (Attachment 2)
  - ii. Refer to Attachment 1 for open positions
  - iii. Insurance update
- d. Treasurer
- e. Website Coordinator

## 6. Next Meeting Agenda Items

## 7. Vote in March Minutes

## **Attachment 1: Open/New Chair (or co-chair) Positions**

If there is any interest in chairing / co-chairing these roles and/or in helping create responsibilities of these roles, please email [board@centerhalepto.org](mailto:board@centerhalepto.org).

- 1) Hale Chair (Shadow Position to take over in 2023/2024 school year)
- 2) Fundraising Co-chair
- 3) Project Prep Co-chair

### *Social Sub-committees:*

- 4) Arts Buffett Subcommittee Chair
- 5) Book Exchange Subcommittee Chair
- 6) Hale Social Media Subcommittee Chair

## **Filled Positions**

*Board (email [board@centerhalepto.org](mailto:board@centerhalepto.org))*

Center Co-chair - Kara Killough

Hale Co-chair - Ilana Gordon-Brown

Treasurer - Michela Mathur

Secretary - Maureen Mazzone

Website Coordinator - Sarah Morgan

*Social (email [social@centerhalepto.org](mailto:social@centerhalepto.org))*

Social Chair - Kate Forrestall

Halloween Subcommittee Chair - Kate Forrestall

Center Social Media Subcommittee Co-Chairs - Kate Forrestall and Kate Schoon

Talent Show Subcommittee Chair - Kat Copeland

End of Year Picnic Subcommittee Co-chairs - Bridgett Sadler and Briar Biddle

*Fundraising Committee*

Fundraising Chair - Mallory Sidorchuk

*In School Programing Committee ([artsculture@centerhalepto.org](mailto:artsculture@centerhalepto.org)) (aka STEAM)*  
STEAM Chair - Kat Copeland

*Project Prep Committee ([projectprep@centerhalepto.org](mailto:projectprep@centerhalepto.org))*  
Project Prep Co-chair - Jennifer Wu

**Attachment 2:  
Future Meeting Dates**

<del>September 20th - 7pm - @Center School (Google Meet Option)</del>	<del>October 19th - 7pm - @Center School (Google Meet Option)</del>
<del>November 16th - 7pm - Google Meet</del>	<del>December 7th - 7pm - Google Meet</del>
<del>January 11th - 7pm - Google Meet</del>	<del>February 8th - 7pm - Google Meet</del>
<del>March 8th - 7pm - Google Meet</del> <i>Moved to March 7th - 7pm - Google Meet to avoid conflict with special School Committee Public Budget Hearing</i>	April 4th - 8pm - @Center School (Google Meet Option) <b>Note: this is a Tuesday, Passover begins April 5th and at 8pm to avoid conflict with 3rd grade chorus concert at 7pm</b>
May 17th - 7pm - @Center School (Google Meet Option)	June 14th - 7pm - @Center School (Google Meet Option)

Google Meet Link: <https://meet.google.com/igi-iyes-gfj>

## **Attachment 3: Volunteer Instructions for Project Prep**

1. You must have a CORI (background check) completed and in date with the school. If you need one or are unsure if yours has expired, let Jennifer Wu or Kim Laster, [klaster@nrsd.net](mailto:klaster@nrsd.net), know.
2. Sign up at Signup.com here: <https://signup.com/go/vaOeVJU>. Spots are open Wednesday mornings and Thursday afternoons. If you need a different time, please contact me directly. 1-2 people are generally enough.
3. Park in front of the school (near where buses currently drop students off). Go across the crosswalk and to the glass doors. There is a buzzer with a video camera on the left hand side. Press the button and let Mary O'Brien or Kim know why you are there.
4. Sign in on the visitor's log on the table inside the entrance. You will also need a sticker or badge that identifies you as a visitor. If they are not on the table, go into the office for one.
5. Go down the K/1st grade hall past the nurse's office and bathrooms to the teacher's workroom on the left. Any requests from teachers are found in the bin on the table by the right hand wall.
6. If you need to make copies, please ask Mary for a passcard to allow the copier to work. Please use the copier on the second floor (4th/ 5th grade hallway) all the way down on the left if possible. Only use the copier in the workroom if you need to make color copies. There is one more copier in the 2nd/ 3rd grade hall about halfway down on the right; it should only be used if there are no students in the room.
7. Note the number of copies made, who they were made for, if they were single or double sided, and which copier you used on the log in the project prep bin or on a log by the copier if available.
8. The copiers can do single to double sided, collate, stapling, etc. There is a menu that is pretty self explanatory. It is never a bad idea to run a test copy before starting a larger job.
9. Scissors, staplers, pens and other supplies can be found in the teacher's work room if needed. If you need to laminate, please use the laminator in the teacher's workroom and follow the instructions on it carefully. It does take several minutes to warm up.
10. Finished projects should be returned to the mailboxes in the office, or directly to the teachers if they are large.
11. Return the passcard to Mary and sign out at the visitors log. Mary and Kim are extremely kind and helpful, don't be shy about checking in with them!

**Attachment 4:  
Finances as of 2/28/2023**

**2023/2024 Fundraising Goal = \$30k (stretch goal of \$50k)**

	<b>Raised for 2023/2024</b>
<b><i>Center</i></b>	
Donations (general)	\$5,862.17
Charleston Wrap	\$1,596.10
Halloween	\$2,434.42
Family Photo	\$1,116.00
Talent Show	\$1,807.39
Picnic	TBD
<b><i>Total Amount Brought In - Center</i></b>	<b>\$12,816.08</b>
<b><i>Hale</i></b>	
Non Fundraiser Fundraiser	\$1,780.50
<b><i>Total Amount Brought In - Hale</i></b>	<b>\$1,780.50</b>
<b><i>Donations and interest (Benevity, Amazon Smile)</i></b>	\$553.84
<b><i>Total Amount Brought In</i></b>	<b>\$15,150.42</b>
<b>Difference to \$30k Goal</b>	<b>\$14,849.58</b>

## Attachment 5:



## SPTO Center School Fundraising

2022/2023 Center School Specific Goal: \$20,000

(approximately \$40 per student)

Raised to Date: \$12,800

We know everyone is unique and that's why we don't have just one way of contributing to the SPTO. Funds raised in 2022/2023 will determine the 2023/2024 SPTO budget.

### The monies raised last year are supporting the following this year:

- ✓ STEAM Enrichment Programming
- ✓ ACES Shirts
- ✓ One Center School Community Event
- ✓ Staff Appreciation (additional asks will be necessary)

### If we surpass our \$20k goal, we can once again fund things like...

- Buses / supplements for class trips
- Staff appreciation gifts / lunches
- Additional STEAM programs per grade
- School-wide assemblies
- After school clubs / enrichments
- Scholastic News and Science Times
- Moving-up receptions
- And more!

### *Option One: Donate.*

Use this QR to GIVE. We are grateful for any amount.  
Please select "Center SPTO Donation."



### *Option Two: Participate and spread the word about fundraisers.*

Charleston Wrap, Family Photo Shoot, Apparel Sale,  
Spring Fundraiser (ideas / volunteers needed)

### *Option Three: Volunteer*

## Attachment 6: Standing Student Directory Instructions

Website: <https://www.centerhalepto.org>



**You must register on the website to access the PTO Student Directory** (essentially a phone book for students). Registration is necessary to keep the directory secure and to be included in the directory.

**First time users** need a password to register, password is **pickapples**.

Once registered you can access and download the directory at any time. Go to the website, click on “My Account,” once you are logged in “Center Hale PTO Student Directory” will appear as a drop down item under “My Account,” select the directory menu item and you can save or print the directory from there. The Directory gets updated throughout the year as new families register.  
**Important: You must log in annually to confirm your student information is accurate.**



## Attachment 7: Standing SPTO Details



### **Stow Parent Teacher Organization (SPTO) Mission Statement:**

To give caregivers and teachers the opportunity to work together to supplement and enrich our students' educational experience. To help build a sense of community among Stow students and their families.

### **WHO IS THE SPTO?**





All caregivers and teachers of students at both Center elementary school and Hale middle school contribute to the SPTO. ***There is no member registration process or minimum contribution requirement.***

### **HOW CAN I CONNECT WITH THE SPTO AND THE SCHOOL COMMUNITY?**

**Email:** [board@centerhalepto.org](mailto:board@centerhalepto.org) **Website:** <https://www.centerhalepto.org>

### **HOW CAN I CONTRIBUTE TO THE SPTO?**

The organization is not for profit. It functions on a volunteer basis and is funded by donations. There are many ways to contribute, either through multiple volunteer opportunities throughout the year or through monetary contributions. Our 2022/2023 fundraising goal is \$30,000, with a stretch goal of \$50,000 to try and bring back activities we were able to support in the past but have discontinued.

<p><b>PayPal</b> Stow Parent Teacher Organization EIN: 04-3148681</p>  <p><b>PayPal</b></p> <p><a href="https://www.paypal.com/US/fundraiser/charity/1291965">https://www.paypal.com/US/fundraiser/charity/1291965</a></p>	<p><b>Facebook</b> @stowpto</p>  <p><a href="https://www.facebook.com/stowpto">https://www.facebook.com/stowpto</a></p>
<p><b>Venmo</b> @StowPTO</p>  <p><b>venmo</b></p> <p><a href="https://account.venmo.com/u/StowPTO">https://account.venmo.com/u/StowPTO</a></p>	<p><b>Instagram</b> @stow_pto</p>  <p><a href="https://www.instagram.com/stow_pto/">https://www.instagram.com/stow_pto/</a></p>

**Don't forget employer matching programs!**  
**We are also registered with AmazonSmile and Benevity!**

Want AmazonSmile on your Amazon mobile app? Open the Amazon mobile app, push the three lines on the bottom right to open the index, scroll down to settings, click on settings and then select AmazonSmile it will take you through two simple steps to turn on AmazonSmile in the app. (If you want to skip all that just search AmazonSmile in the app and it will bring you to the settings.)

.5% of eligible purchases through the app is then given to the organization you choose. Stow Parent Teacher Organization Inc. has received nearly \$1,000 to date.

**Examples of what the SPTO has supported in the past are:**

- School-wide Assemblies
- STEAM Enrichment Programing (by grade level)
- After School Clubs Run by Center School Teachers
- Community Events (i.e., arts, culture, family support)
- Staff appreciation week
- Busses for class trips
- Staff support and holiday gifts
- Scholastic News and Science Times
- Author Events
- Moving-up Receptions