

Center/Hale SPTO Meeting
Tuesday, November 2, 2021
AGENDA

In attendance: Elisabeth Mathieu, Kate Forrestall, Kat Copeland, Melissa Coffaro, Ilana Gordon-Brown, Kara Killough, Maureen Mazzone, Ross Mulkerin, Alicia Frigon, Sarah Morgan, Heather Cornell, Kelly Melcher, Dana Ellis, Meghan Foy, Kate Schoon

1. Principal updates

a. Center

- i. Thank you to Maureen M & volunteers for picture day and Kate F & volunteers for Halloween dance
- ii. Conferences went off without a hitch. Virtual option working great. Would like to keep both options going forward
- iii. Book fair going well. Nothing like what was done before. May need to reassess vendor for next year
- iv. Book club started for 4&5 today
- v. Coding club sign up will happen this week – 4&5
- vi. Guitar club will start shortly -
- vii. Art club will also begin at some point in the next few weeks
- viii. District budget process has begun in the district. Will have public workshops as the process progresses
- ix. School council review school improvement plan. Plan ran out at the end of last year, but we are amending it for this year and working to write new three-year plan beginning next year.
 1. 19/20/21 – wanted to bring in an expert on childhood anxiety and screen time.
- x. Down to 4 mascot finalists. Voting will wrap tomorrow. Will have two finalists go to final round.
 1. Will have a company to help design a logo with the company.
 2. Mascot will roll into signage and clothing etc.
- xi. Question on vaccine distribution for kids – no information currently on whether this will be any community distribution of the vaccine.

b. Hale

- i. Will be sending out survey to families on the back-to-school experience so far this year, Covid response and conferences.

2. Officer Updates

a. Center

- i. Thank you to Ross for communicating to families for us, Maureen for the family photo shoot and Charleston wrap fundraiser, and to Kate and the whole Halloween dance committee.

3. Committee Updates

a. STEAM

- i. Still looking for a volunteer for 2nd grade programming chair

- ii. Waiting to hear from Kim Lasseter about who the teacher contacts will be.
 - iii. Looking at spring programming when activities can happen outside, more kids can be vaccinated
- b. Fundraising
 - i. Non-fundraiser fundraiser – Center - \$3800; Hale \$1000
 - 1. Try a facebook push
 - 2. Have Ross send out another email about this. Bring in more information about what the funds are used for and what happens if we don't raise enough funds.
 - 3. Teacher participation
 - a. Later night commitments harder for teachers
 - b. Could we have a grade-level rep and a specialist to meet with the board to discuss where the money is going so that they can see where the money is going.
 - c. Send a rep for each grade to center/hale pto. Could we do right before or after school one day.
 - d. Kat has worked with a grade specific teacher rep for STEAM activities
 - ii. Family Photo Shoot
 - 1. Center profits \$1,905; Hale profits \$555; Total profits \$2,460
 - 2. 82 of families that participated (\$30 profit)
 - a. 54 Center = \$1,620
 - b. 9 Hale = \$270
 - c. 19 Both = \$570
 - 3. Lisa to send emails with links to personal digital library no later than 11/13
 - iii. Charleston Wrap – as of Friday, had brought in \$2K.
 - 1. Will be open until December 3 and we will continue to earn 40% of any sale.
 - iv. School Picture Day - thank you to volunteers Natasha Goonewardene, Kara Killough, Sarah Morgan, and Jackie Spataro!
 - 1. Pictures should arrive at the school between 11/4 and 11/18
 - 2. Distribution volunteers are Heather Cornell and Karen Cappello
 - 3. School Picture Retake Day - Thursday 12/9 - [Need 3 Volunteers](#)
 - v. [Upcoming Fundraising Events](#)
 - vi. Next Fundraising Team Meeting 11/12-11/14 or 12/3-12/5 TBD
- c. Social
 - i. Halloween dance
 - 1. Did not make as much as previous years
 - 2. Needed to purchase more food for future years
 - 3. Worked well
 - a. Outside
 - b. J. Berry Designs were amazing
 - c. Great group of core volunteers

4. To do different
 - a. Better job communicating on precedent or additional guidance
 - b. Fewer games and activities
 - c. Two lines at the entrance
 - d. Better light on the field
4. New Business
 - a. Volunteering for events
 - i. Several people mentioned they never saw volunteer sign up.
 - ii. Attempt to send targeted emails related to specific events in the weeks leading up to event. Change subject line to be specific to event.
 - iii. If you have signed up to volunteer, you must fill out a CORI form
 - iv. Need two more volunteers for hearing and vision screenings
 1. In main master google sign-up currently
 - b. Dana Ellis volunteered for STEAM coordinator for 2nd grade and for picture retake day.
 - c. FaceBook page admins/editors
 - i. Not enough admin roles yet
 - ii. Need to write into Web Chair's role
 - d. Virtual vs in-person SPTO meetings
 - i. Will continue virtual until further notice
 - e. Room parent guide
 - i. Megan Foy put together a draft outline. Elisabeth will send around to the board to take a look and provide feedback
 - f. Need to start utilizing room parents for holiday gifts
 - i. Have not received a room parent list from Mary yet
 - ii. Liz/Melissa will connect
 - g. Melissa is in her last year as Center Co-Chair. Will need someone to come in and begin shadowing her to take on the role.
5. Vote in October 2021 Meeting Minutes – Approved

NEXT MEETING: December 7, 2021