

## Center/Hale SPTO Meeting

Tuesday, October 5, 2021

### AGENDA

In attendance: Ilana Gordon-Brown, Sarah Morgan, Kat Copeland, Kyla Gallacher, Ana Cagnoni, Briar Biddle, Erin Bearfield, Jackies S., Kara Killough, Kate Forrestall, Katherine Wang, Alicia Frigon, Maureen Mazzone, Elisabeth Mathieu, Meegan Foy, Phil McGachey, Roseanne Peterson, Ross Mulkerin, Sarah Kaempfe, Abby Morgan

#### 1. Principal updates

##### a. Center

- a.i. Conducted school council elections via email
- a.ii. Conferences will open for sign-up next week
  - a.ii.1. Default will be virtual
- a.iii. Rotary club would like to help increase the diversity of book availability
- a.iv. Having supply chain issues with school lunches – giving reminders to kids to pick up their lunches.
- a.v. MCAS reports will be mailed out to 4<sup>th</sup> and 5<sup>th</sup> graders shortly
  - a.v.1. 6<sup>th</sup> grade families will have letters come from Hale
- a.vi. Mascot
  - a.vi.1. Voting will begin next week
- a.vii. School garden – Karen Mayotte wrapping up school garden

#### 2. Officer Updates

##### a. School council elections

- a.i. Ross will be reaching out to chosen representatives on next steps

##### b. Volunteers in school

- b.i. Project Prep with Jenny Wu
- b.ii. CORI form updates
  - b.ii.1. If you plan to volunteer in the office, you must complete an updated CORI form

##### c. Open board positions

- c.i. Treasurer
  - c.i.1. Ali Bernard will be shadowing Kyla for this year
- c.ii. Center Co-Chair
  - c.ii.1. Will continue to keep an eye out for someone to take this on

#### 3. Committee Updates

##### a. Fundraising

- a.i. Non-fundraiser fundraiser (open)
  - a.i.1. Email went out last week
  - a.i.2. Will change the button so that it's an open-ended donation.

- a.i.3. As of Oct 4
      - a.i.3.a. Hale - \$813
      - a.i.3.b. Center - \$2500
    - a.i.4. Ross will put in his email updates through Thanksgiving
  - a.ii. Charleston wrap (10/8 - 12/3)
    - a.ii.1. Will kick off on Friday
    - a.ii.2. Lookbooks and link for Center
      - a.ii.2.a. Maureen will drop off Lookbooks on Thursday
      - a.ii.2.b. Will go into teacher mailboxes at the end of the week
      - a.ii.2.c. Kids can track their own sales by registering if they wish to do so. No prizes will be awarded
    - a.ii.3. If Hale participates, will be link only
      - a.ii.3.a. Maureen will send draft text email and shopping link to Ilana for Hale parents
      - a.ii.3.b. Ilana will run the idea by Mr. Grady before proceeding with Hale participation
    - a.ii.4. Will get two checks – one mid-November, and one mid-December
    - a.ii.5. School will get 40% of the profits
  - a.iii. family photo shoot (10/9)
    - a.iii.1. At new town center park in Stow
    - a.iii.2. 84 families have signed up so far.
    - a.iii.3. \$30 per family goes to the PTO
    - a.iii.4. Still have a few spots left if people are interested
  - a.iv. School photos (10/21)
    - a.iv.1. Have volunteers for the day – will be reaching out shortly to schedule
    - a.iv.2. CORI will need to be filled out by all volunteers
    - a.iv.3. Class pictures will be happening outside this year
    - a.iv.4. Owe the photography studio a database. Maureen will connect with Mary
    - a.iv.5. In update from Ross – should add language about the scholarship for families that need it.
  - a.v. Fundraising team update
    - a.v.1. Happening monthly to discuss plans for the school
    - a.v.2. Will be reaching out to volunteers as events come up
- b. Social
  - b.i. Halloween Dance updates
    - b.i.1. Erin Bearfield, co-chairing the event
    - b.i.2. Friday, Oct 22 5 pm – 7 pm outside at the Center school.
    - b.i.3. Rain date – Saturday, Oct 23
    - b.i.4. Jessica Barry – J. Barry Designs has donated her event design skills to put together the event.

- b.i.5. 15 people are working on the committee
- b.i.6. Seeking
  - b.i.6.a. Donations for pre-packaged foods to sell
  - b.i.6.b. Volunteers to help corral the kids at the event
  - b.i.6.c. Large event tents for anyone that has one.
- b.i.7. Kyla will make the registration button for the Halloween Dance tonight.
- b.i.8.

4. New Business

- a. STEAM
    - a.i. Still needs 2<sup>nd</sup> and 3<sup>rd</sup> grade parent rep
    - a.ii. Entails calling and coordinating vendors
    - a.iii. May have some in-person elements of the work
    - a.iv. Will put out an all call-
  - b. Room Parent guide work
    - b.i. Guidelines and email templates
  - c. FaceBook page admins/editors
    - c.i. Web and fundraising chairs will become admins.
    - c.ii. Social will be added as an editor.
  - d. Directory
    - d.i. Comes from SPTO website and registers.
    - d.ii. But there is also a release you agree to yearly when you register your child.
    - d.iii. Believe that the release is a holdover from when the Directory was printed and given to all families. Likely able to get rid of the release.
  - e. SEPAC – Alicia will be the liaison between SEPAC at the SPTO
5. Vote in September 2021 Meeting Minutes - Approved.
6. NEXT MEETING is Tuesday, November 2 at 7:00 PM