



## **PTO Meeting Minutes**

Thursday, December 3, 2020

**Attendance:** Sarah Levine, Christine Foley, Karen Cecere, Alex Bente, Scott Middlemiss, Alysha Glazier, Kellie Flynn, Melissa Higgins, Jill Longo, Kevin LaCoste, Jessica Paxton, Kim Mannone, Karen Hakenson, Dawn Carvalho, Julia Fruscione, Stephanie Snow, Taylor Papotto, Kristin Veillette, Dawn Capobianco, Denise Butler

**1. Principal Update (Kevin)** - teachers are working hard to prepare for progress reports; feedback from conferences was mostly positive; we all feel like we're getting a little more into the groove; teachers are interested in scheduling enrichment programs, so we're excited about getting those scheduled; looking forward to some upcoming school spirit days

**2. Approve November Minutes (Jill)**- Denise made a motion, Dawn Capobianco seconded, and the November minutes were approved

**3. Budget Review (Jen)**- not much new going on; two new mini grants were requested and paid out; we paid an additional \$40.50 over the donated gift card that we had for Muffins On Main for the Fall teachers appreciation.

### **4. Committee Updates**

a. Arts and Education Programs (Jessica)

- Kit's Virtual Programs (a virtual Cinderella which can include staff members)
- Preschool scheduling/costs- they are interested in a program that is about \$600; will Robinson PTO cover this since preschool is now part of our school community; they are looking to schedule in January; Kevin would like us to consider covering this cost, but noted that a vote would need to take place in order to approve us covering the cost; Kevin asked if others had questions or concerns about this, but there was none; the budget was presented to the committee, and there were no concerns about having the funds, so Kevin suggested that we vote to allocate \$1,000 to preschool AEP's; Denise made a motion to approve the funding to pre-K, Jill seconded, and it was approved; the budget was presented to the committee, and there were no concerns

about having the funds

- The same program has a second grade option about immigration and Kit's is willing to do this for only \$200; this is something that the 2nd grade team will consider

- Next steps: Scheduling

*Invisible Air (K)*- invisible air money is still out (since we paid it out last year), so there is an option to move to virtual or wait to schedule for next year; Karen Cecere will discuss with K teachers

*Day in Ghana (Grade 2)*

*Emily Boone (Grade 1)*- her program involves crayons which she can ship to us, but we also need watercolors for the kids to be able to participate; we will have to discuss how we'll get the watercolors to each first grader; Kevin noted that we could cover that expense through the AEP allocation (it will be about \$1 for each child- total would be less than \$100); Dawn mentioned that we'd have to plan ahead in order to get the supplies to the remote learners, and that we could look at what supplies we already have before purchasing new sets for all; Jessica will book the program as soon as first grade team is ready to move forward

b. Book Fair (Alysha)

- we have had 137 people visit the website as of last week; we won't know profit until product gets shipped, so we won't know our total profit until later next week when everything has been shipped out; If we are looking to use some of these funds to purchase Star Reader, we should keep in mind that we have a lot of leftover books from last year that we can use

c. Supply Closet (Sarah)

-Amazon Wish List- this was created by Sarah and includes several different items (refillable hand sanitizer, wipes, markers); she would like us let her know if there are other things we'd like to add; Kevin will add the link to the Amazon wishlist to tomorrow's newsletter; there was some discussion about adding some lotion to the list for the upcoming winter months

d. Teacher Appreciation (Kristin/Christine)

-Muffins on Main- Kristin said Muffins went well and it was very well received by staff; looking for other ideas- Crisafulli is doing snacks; Kevin reminded us to be mindful of switching off weeks when we offer these tokens of appreciation; we should also be mindful of the fully remote teachers

- Scott created a calendar of fun treats/activities for staff leading up to the holiday break; Scott asked if anyone on PTO could support a coffee/hot chocolate cart on a Monday

before break, and there were several volunteers; Kevin suggested two back to back weeks so that it includes staff that are here on each of the alternate weeks; Denise mentioned that it will most likely be possible to do two weeks in a row so that all staff can participate; Alysha made a motion to move money up to \$500 from staff luncheon to staff appreciation to cover the cost of the coffee cart, Denise seconded the motion, and it was approved

#### **5. Other business**

Karen Cecere inquired about spending her Mini Grant funds from last year; Kevin will follow up with her on this so that she can spend her approved funds

**Upcoming meeting dates: January 7, February 4, March 4, April 1, May 6, June 3**