

# Locke PTO Meeting Minutes

October 9, 2024

## Present:

Tony Garas  
Andrea Toomey  
Jacqui Chaffins

Katelyn Palomaki  
Kelly Swieck  
Melissa Holland

Ana Campos  
Jill O'Brien

## Treasurers Report

Nothing changed from last month money wise. Will be receiving some receipts from 2023-2024 expenses and trinket expenses on next month.

## Fall Book Fair

Scheduled for Dec – this is the fair that benefits the library. We have several people already volunteered to help when the time comes.

## Trinket Sales

Made the Orders on Prime Day in addition to having trinkets in the closet. Fun pens, tiny hands, croc charms, etc. Mini ducks and axolotyls will be a huge hit too. Need to prepackage some of the smaller items – will send out an email for next week or the week after. We want to price right – feel like we are giving the kids enough for their money. Jacqui will try to do a breakdown to find the right pricepoint. Sales are October 29-30 10:30-12:00, so we need people for two days at lunch.

## Locke Holiday Tree at the Library

Katelyn submitted the paperwork for us so we officially have the tree. She will be our point person. She is happy to bag some of the items and make some items into decorations. Jill has started a list already on Temu and will make a list on Amazon. Hoping to collect donated items and funds during the Parent-Teacher conferences on 11/6 and 11/13. Deadline for donations will be 11/13 so we have time to make purchases. Can pick one day during the setup week. Probably better for a few people for about an hour. Can work that out in Nov.

Discussion on Venmo use – not sure if this will work. Jill and Katelyn brought up Zeffe – Kennedy PTO is using that and it was researched. We can look into this option as well for the PTO

## Family Night – Ice Cream Social

Holding it on November 21 (6-8?)

We can do slush for the gluten, lactose free

Have a good list to go on for a breakdown of the costs and fun ice cream toppings

Hoping to borrow a deep freezer so we can buy the ice cream ahead of time

Try to have people RSVP ahead of time so we can get a good count. Last year we had over 200 people even though on around 35 people RSVP'd.



\$5/bowl, capped at \$20/family

Water and trinket sales as well during the event

We will send out a sign-up for help during the event and can appeal on the fb page as well.

#### Fundraising

Restaurant Nights – October Restaurant night at Casa Blanca in Wilmington –for Wednesday October 23

Casa Blanca Wilmington Dine out – All Day – Flyer is a required or show picture on the phone

Katie was nominated to make a flyer for posting.

We have a parent (Ana) whose husband is the manager at this restaurant. They helped the Marshall a lot last year – donated ice for Field Day, helped with food for Teacher Appreciation Week, sponsored the Fun Run. We would love to work with them more.

#### Penny Wars

Scheduled for January

We do want a winner per grade – want to try for donuts for the winning homeroom. Nut allergies – can eat from Donna Donuts – we can accommodate if a winning classroom has a nut allergy.

MB – 2 days in advance they can order – we can do this for both the Penny Wars and a Prize during the Fun Run

#### Yard Signs

Jill has spearheaded this. Looking to roll out after Christmas. Need to clarify how long they need for production. Need to determine a pricepoint (may \$15/sign). If we get without the year, these can be saved for future years. Jill will be going back with questions. We can make a google form to accept orders.

Should we have available after April vacation or early May?

#### Fun Run

Starts March 10, event is on March 19

We can discuss more starting in December. We have Danielle who will be running it and we will do what she needs us to do.

Idea – Raffle tickets per money raised to enter the raffle? Could have better gifts this way.

#### Candygrams

Mr. Garas not a huge fan. Logistically it seems like it would be difficult. We will table this for now

#### New business

Katelyn - Flowers – wholesaler in Woburn – they work with PTOs – cut flowers, seasonal, etc.

Really like this for the musical and for the Talent Show

Kennedy is going to do Pointsettias for Christmas – maybe we could even do spring flowers or Mothers Day flowers.



Box Tops – Kelly – she is our coordinator. She set herself up and is now our coordinator. She will send info to Mr. Garas for the newsletter and me for the FB page  
She still needs to set up the banking information – we can work on this.

Next meeting – Thursday November 14 (Wednesday Nov. 13 is a Parent-Teacher Conference)

Motion made late to accept the minutes of the prior meeting. Motion was seconded and approved.

Made motion to end this meeting. Motion was seconded and meeting was adjourned.