

Organization (PTO) Meeting Minutes
October 3, 2022, 6:30pm, Zoom
Minutes prepared by Lindsey Brown

IN ATTENDANCE: Ashley LaFlam (Co-Chair), Sarah Perrotte (Co-Chair), Amanda Crocker (Treasurer), Lindsey Brown (Secretary), Carolinne Griffin, Alethea Hill, Kathie Pudvar, Sunshine Ouimette, Adam St. Germain, Jess James and Anne Audy

WELCOME AND INTRODUCTIONS: Ashley opened the meeting at 6:30 pm and introductions were made.

MEETING MINUTES: Minutes from the September 14, 2022, meeting was reviewed. Amanda moved to approve the minute as presented, seconded by Kathie. Approved unanimously.

TREASURER'S REPORT (Amanda):

1. Current bank balance is \$12,161.81
2. 2022 PayPal account balance has been transferred to the operating account.
3. Fall Fundraiser donations to date are \$1,315.00
4. Yearbook check has not been cashed; **Amanda** will follow up.
5. Mini Grants: No current requests. **Kathie** will initiate conversation with the teachers and let the PTO know if any assistance is needed.

FCS TEACHER/PRINCIPAL REPORT (Kathie/Rae):

1. Principal was unable to attend, no updates given.
2. **Kathie** expressed concern on the care of recess equipment and is going to discuss with the teacher a better plan of properly cleaning and storing the equipment after use.
3. Individual PTO members will reach out to an assigned teacher:
 - Kindergarten: **Sarah Perrotte**; Teacher: Lydia Kenney
 - 1st: **Adam St Germain**; Teachers: Kaci Pierce & Tiffany Babcock
 - 2nd: **Kate Yarbrough**; Teacher: Trish Van
 - 3rd: **Kathie Pudvar**; Teacher: Emily
 - 4th: **Lindsey Brown**; Teacher: Anthony Francescutti
 - 5th/6th: **Carolinne Griffin**; Teacher's: Judy Elson & Peter Stapleford

NEW BUSINESS:

1. PTO Storage Pod:

The storage pod used to store items belonging to the FCS PTO, is also being shared with the Theater group. Amanda and Melanie have gone through the pod to organize and assess the condition and organize items. Anything unusable was disposed of. In the future, craft items stored in art room may be moved to the pod.

2. Spring Fundraiser:

There was discussion on possibly having a fun run or mud run. This event will be further discussed at the next meeting. **Kathie, Adam, Amanda and Aletha** volunteered to take on this event.

OLD BUSINESS:

1. Business outreach:

Discussion on FCS PTO reaching out to local businesses, **Ashley** had some in mind and will work on those. Donation letters as well as Thank you /confirmation letters are available when needed.

2. Fundraiser Focus:

- Discussion on reminder of the current Fall Fundraiser. It was decided that Ashley will update the handout by adding a returnable slip to the flyer and give them to the school office for take homes.
- October 13, 2022, FCS PTO will wrap up the Fall Fundraiser with a donation collection during morning drop off. **Nina, Adam, Ashley & Lindsey volunteer.**
- Jess would like to have a focus list for the fundraiser to present while asking for donations at her next meeting. **Amanda will provide the list for Jess.**
- Mentioned possibly extending the fall fundraiser to October 20, 2022, so that donations can be accepted during community dinner.

3. PTO Directory:

Amanda is working on completing the directory by the end of the week. It was mentioned that it may be helpful to indicate PTO member's and officers in the directory.

4. Teacher Appreciation:

Melanie will be reaching out to volunteers and designating them in each grade, giving them a \$30 per month budget and instruction.

5. Monster Mash:

This event will be held inside the school on October 28, 2022. There will be decorations throughout, stations for trick or treating around the school and a dance. Currently working on teacher approval to use the classroom doors and getting volunteers to sponsor doors by decorating and providing candy. **Melanie** is working on these items, **Lindsey, Amanda, and Sunshine will assist.** Middlebury Bank expressed interest in sponsoring the Monster Mash, **Amanda** will follow up with them.

6. Cookie Love Fundraiser:

This event material will be given out in take homes Friday November 4, 2022, and must be returned by December 2, 2022. The orders will need to be submitted to Cookie Love by December 5, 2022 and picked up for distribution around December 19, 2022. Last year this event brought in \$2,500.00. **Amanda** is heading this fundraiser.

7. Make and Take:

Kathie will be speaking to Rae about possibly holding the make and take at one of the community dinners, which happen the third Thursday of each month. She will also find out what the guidelines are on which craft are appropriate. There are plenty of supplies currently stored in the art room. **Sarah** and **Lindsey** will go through the supplies and man the event.

8. PTO Member Recruitment:

Sarah taking on social meeting posting to promote meetings, volunteers, and membership.

9. Playground Updates:

No new updates.

10. Outdoor Classroom:

Kathie will reach out to Judy to get an idea of what she needs.

11. Artist in residency:

The residency was a success, all receipts are received, and **Amanda** is awaiting confirmation on if the artist prefers to pick up her stipend or have it mailed.

12. Misc. Follow up items:

- To add new officers and their permissions to the bank account, a new signature card will be needed. **Ashley** is taking care of this.
- Bleck gave coupons valuing \$200 of art supplies, but they are expired. **Nina** will be writing a thank you note and asking if the coupons can be reissued.

Next PTO meeting: November 7, 2022

Meeting adjourned at 7:56 p.m.