

# Charlestown School PTO

## June Meeting Agenda

Tuesday, June 6, 2023  
Art Room. Google Meet

### Attendance:

Kait Dowdell, Lola Fleichman, Jill Fontenault, Janice Reutiger, Jenn Poore, Anne Marie Louzon, Jenn Saunders, Cassi Charett, Gail Smith, Kerry (LAST NAME?), Heidi Pirott, Sherri Jackson, Cathy Moffit

- **Call to Order**
  - Cassie 6:10 pm
- **Reading of the Minutes**
  - Ann Marie Louzon waive, Jenn Saunders second
- **Principals Report - Jenn P**
  - Kids have been good, there are a lot of assessments so the kids are very busy, there has been a tremendous amount of growth this year
- **Treasurer's Report - Gail**
  - Checking: \$6115.47
  - Savings: \$33613.95
  - Library Funds: \$1416.81
  - OLS: \$4445.20
- **Old Business**
  - Book Fair - thank you Sherri, Jill, and Jenn for running
    - Sherri - profits: no profits on BOGO sale. Scholastic profit \$4381.47, translates to same value of books for students. Purchased/ordered summer reading books. Delay due to Scholastic warehouse closed for inventory until 6/9. Should still arrive on time
    - Kindergarten has enough Kissing Hand books. Verify mid-summer
    - Reading specialists are inviting kids to take surplus books home.
  - PTO Closet - Cassi did an inventory and recommends cleaning out or rehoming the following items
    - White easel - discard
    - Microscopes - OLS closet
    - OLS trifold board - discard
    - Angry birds birdhouse kits - Mrs. Morenzoni for FLASH/donate to teachers room
    - FLASH cooking bin - keep
    - Vinegar - discard
    - Winter ball decor - Kerry for Girls Night
    - Bubble Machine - keep for last day of school

- Yellow Ducks - give away
  - Charlestown t-shirts - Jenn Poore for transfer students
  - Slumber party bin - discard
  - Chalk - OLS closet
  - Lime green shirts - to kiducation bin
  - Halloween costumes - keep for costume exchange
  - LEGO cars - Jenn Poore
- Reading Week Author
  - Jenn DeJesus visit went really well. K-2, 3-4 kids were really engaged.
  - Cost \$510, included 2 books for each classroom
- Boy's Night
  - Kerry - went well, wasn't expecting company to arrive right at the end of the event. Kids had to clean up the supplies themselves. Would add an extra hour next time. Have plenty of popcorn, sno cone syrups, and cones left.
  - Thank you Kerry!
- Color Run
  - Cassi - Went really well. Some kids thought the run was too short, route was a bit confusing, high school track as pacers?
  - Volunteers - didn't need to arrive so early. More color throwers and better directions for color throwers. Need trash cans on field.
  - Leftover color powder in basement
  - Profit \$13337.03
    - \$167 from food trucks
      - Check from Friskie Fries is still pending
- Teacher Appreciation Week
  - Cassi - doors were amazing, decades theme was super fun. Staff participated in dressing up.
  - Teachers loved food from Alaina's. There was a ton leftover. Massages were well received but some teachers forgot appointments.
- Spirit Wear
  - Deadline is 6/9. There has been a delay on production time. Consider switching companies. Close the store for the summer on the last day of school 6/19. Reevaluate over the summer.
- Event/Committee Reports/Fundraisers - Gail
  - Treasurer End of Year Totals
    - Profit \$30110.79
    - Expense \$20404.67
    - Net Income \$9706.12
    - Goal is to keep things even
      - Gail to allocate:
        - Allocate \$500 to pay insurance Cassi second

- Allocate \$15 for registered agent change Cassi second
  - Allocate \$700 for quickbooks or another accounting system. Ann Marie second
  - Allocate \$21.99 godaddy Cassi second
- Need to double check on the teacher representative. Currently is Ann Marie. Must be nominated by faculty.
- Mid summer meeting to review bylaws
- Yearbook - Jenn S
  - 51 ordered by students, 60 ordered by PTO. 46 allocated for 4th graders.
    - 4th grade yearbooks will be given at picnic. Lola will bring them.
    - The rest will be distributed on the 19th. Jenn will label them by classroom. The books are currently at Jenn's house.
  - Yearbook Coffee Pond contract expires at end of 23/24 school year.
- OLS - Anne Marie
  - Amy Louzon wants to co-chair with Vanessa (LAST NAME?)
  - Goal to spruce up space, prepared a plan that includes shade sail, picnic table, white board, compost, garden beds, rain barrel
  - May be getting Learning Inside Out Grant through the state - wish list includes seating, bird buddy, trail camera, gazebo
    - Unsure of grant award date
  - Cassi allocate \$1500 for outdoor seating Cathy second
- Moving Up Ceremony - Kait
  - Ceremony 6/19
  - 47 students, up to 4 guests per student
  - Ordered 3 cakes \$32 each for pickup on 6/18. Cash or check only.
  - Need fruit salad, fruit cups, dixie cups, forks, plates, bring knife to cut cake
  - Allocate \$200 for donut cakes, fruit salad, paper goods. Cassi second
- 4th Grade Gifts/Slideshow/Picnic - Cassi
  - Picnic Thursday 6/15 signup genius for food is full, Lt Gingerelli will be grilling, there is plenty of propane, paper goods are covered.
    - Double check that buses are ordered for the 4th grade picnic. Kerry says the buses aren't on the extra work list.
  - Slideshow is coming along, just has to add field day
  - Cassie allocate \$300 for wordle, frames, printing, gifts. Lola second
- **New Business**
  - Field Day - Cathy
    - Field Day 6/14
    - Theme is [REDACTED] and its top secret.
    - Still needs tongs and socks
    - Frozen Treat cart/Woo Woo Wagon - Jenn P will distribute
      - Will need a cooler

- Kerry will get the frozen treats on Friday and store in the freezer at school
  - Teachers will let the students know the choices in advance so it doesn't take too long to decide
- Committee Positions
  - Janice - Cultural
  - Kerry - Boys and Girls Events
- 23/24 Meeting Date
  - Meetings will stay on first Tuesday of the month
- Incoming Kindergarten Orientation Plan
  - Orientation is 8/29 at 9 am
  - We should do the meeting magnets again
    - From Vistaprint?
- **Special Requests**
  - Sherri - would like to purchase robots for younger students \$1000, no budget for books for states project \$1297, permabound \$1492 total request: \$2500
    - Cassie motion \$2500 Jill second
- **Open Forum**
  - Jenn P offered a dedication to Cassie, for all of her tremendously hard work over the past nine years.
  - Jill presented Cassie with a framed sign language print "Charlestown"
- **Adjournment** 8:10 Cathy, Lola second