



Mary L. Tracy School PTO
PTO General Board Meeting Agenda
Tuesday October 8th @ 7PM

Principal's Report: Elaine Watson

Teacher Report: Madison Eucalitto

Treasurer's Report: Amanda Scarinzi - current balance (\$24,489.11 as of 10/8/24)

Old Business:

- Approve Minutes from PTO Meeting September 2024

<https://docs.google.com/document/d/1Mcbvmkhv7AQOnn0fRIIr3FIS-zlY79Rx/edit>

New Business:

- Important Resources:
 - Website - <https://mltpato.com/>
 - Danielle to work with Ortal and website volunteers to update based on Buzz
 - Remind: text @f7bchg to 81010 on your phone.
 - Facebook: (Need to add Lindsay; Katelyn)
- Consider pursuing 501c3 status? (Discuss with Elaine)
- Volunteer Outreach (Katelyn, Lauren)
 - Emails in progress
 - Fundraiser volunteers - ask if they want to take on larger roles in already planned activities (Children's Fair)
 - Are there any committees that are lacking volunteers?
- Room Parents - Any questions with upcoming events?
- Robert Taylor - preorder link? Elaine will put in the newsletter - recap on the visit and send the link to order pictures/remind app/website
- Teacher Business:
 - Teacher wish lists orders submitted? - Christine actioning
- Yearbook Contest
 - All submissions are in - board and committee to vote on front/back cover - will vote on 2 (front cover/back cover) Lindsay will send around
 - Yearbook Committee 5 volunteers signed up - bulk of yearbook is for kindergarten. Lindsay to create a home base for all yearbook submissions so parents can directly upload their submissions for the yearbook. Google drive?
- Sportswear sale has closed. Orders expected to arrive this week/next week - really only need one person, Lindsay offered to pick up all items. 4 Volunteers - not needed
- Lyman Pie Ongoing (Christine) - color coded labels
 - Need volunteers for pick up day Thurs. 11/7 from 1:30-6pm
 - 1:30-2:30pm: 5 volunteers (need more)
 - 2-3pm: 3 volunteers (need more)
 - 3-4pm: 3 volunteers
 - 4-5pm: 2 volunteers
 - 5-6pm: 1 volunteer
 - Sign up will appear in next week's Buzz 10/18

- Farm field trip (Thurs. Oct. 10) - kindergarten only
 - Room parent event
 - As of 3:30pm only one room parent volunteer form is needed before Thursday- send to Lindsay Zabawar
 - Class shirts: Order placed
 - LQ delivered to MLT 10/7 need 2 more yellow for back ups
 - Scarecrow prep:
 - Supplies needed:
 - Stakes - Elaine, is Chris Small on top of this?
 - Hay update (LQ picked it up 10/4/24)
 - 3 tables, 3 empty bins for the hay, pull down the clothing, plenty of pumpkin heads and hats, zip ties & wireless glue gun (Lauren & Danielle) Katelyn will take care of laminating names
- Dads club
 - Owen Weaver, Josh Orlinsky, Mike Dolan, Brian Quinn chairing
 - Reaching out to additional volunteers to set up 1st event
- Scholastic book fair (Lauren)
 - Need more volunteers for pre-shop - mostly AM
 - Let Lauren know any books that seem popular so she can mass order prior to shop days/night. Can order but it takes a while.
 - Lauren purchased a backdrop for the family night, put together raffle items - access to Buzzy for photo ops? Possible put extras aside for one more raffle basket
 - Public Shop Night (Thurs. 10/17, 6pm-8pm) Helpers arrive at 5:30
 - Advertisement:
 - Public Shop Night Flyer (Lindsay) & Scholastic Letter (Lauren)
 - Send home in backpack mail this week?
 - Facebook (MLT PTO, Mom's Group, You know you're from Orange) - Christine? Jessica Altieri?
 - Patch and Orange Live - Lindsay? Jessica Altieri?
- Pumpkin day (Oct. 29) - PTO provides pumpkins and materials to decorate
 - Room parent support - room parents talk to teachers
 - Pumpkin update (Lindsay):
 - Need 210 sugar pumpkins (Lindsay to coordinate pick up on or before 10/20 - Elaine Please confirm the location where they should be housed) - put in the courtyard, possibly cover with tarp
- Halloween: Snack bags (Danielle does labels) - are in the office and bring for Halloween.
- Charleston Wrap kick off (Oct. 28 - Lindsay) - everything's all set - materials to arrive by 10/14/24
- Children's Fair Silent Auction Plug!
 - All vendors have been booked!
- Boys and Girls Village - Have we reached out to volunteer (KS, LBV)? - connect with Volunteers
- Sneaker Drive (Katelyn and Lindsay to provide update) - kits will be mailed and Katelyn will put together an email for the run down. Will have drop off bins at all schools (pick up will be 11/22)
- Yearbook - need to establish google drive folders for school-wide submission
- Holiday Shop - items arrived and are in the PTO closet
- Feast of Friends:
 - Decorations? - 8 volunteers on beautification (need K parents)
 - PTO to provide a craft for all students
 - Snack bags for K and PreK?
- Event planning to do:
 - Book Butterbraids late April (Christine)

- Book Author visit - (LQ emailed the liaison on 10/8 to see if Nick Bruel is available for either 2/7/24 or 2/11/24 - Date TBD) Per Elaine 2/11 is better for MLT
- Book Beardsley Zoo - Elaine - okay for icepops? (need permission slips)
- Inhouse- Case memorial library visit (LQ emailed the Library for an update on 10/7/24- they responded that they cannot visit our school but that we could still do a field trip if we wanted) would like to get library card - possibly just get sign in sheets and mass sign ups

Committee Chair/Volunteer Updates

- Buzzy
 - 11:00-11:30 - Gloria, Perrelli, Goldwitz, Ocampo
 - 11:40-12:10 - Luberti, Haskos, Hine, Gehr
- Square One Art - Lauren will get information on shipping
- Children's Fair (many volunteer opportunities coming soon!)
- Boys and Girls Village
- Holiday Shop: Dec 9 - 13th

Important Dates

- Oct. 7th - Fall Picture Day (make-up/retakes date TBD)
- Oct. 10th - K Farm Field Trip followed by scarecrow build (PreK and K)
- Oct. 15th-18th scholastic book fair
- Oct. 17th - Book fair "Family Shop night" Public is allowed
- Oct. 22nd and 24th - parent teacher conferences
- Oct. 28th - Charleston wrap fundraiser kicks off (runs through Nov. 22nd)
- Oct. 29th - Pumpkin Day
- Oct. 31st - Halloween parade (more info to follow as we get closer)
- Nov. 6th - Firehouse Visit
- Nov 7th - Lyman Pie Distribution
- Nov 7th - 1st day of Pre-K Yoga
- Nov 22nd - Boys and Girls Village
- Nov 26th - Feast of Friends