Organization (PTO) Meeting Minutes
November 7, 2022, 6:30pm, Zoom
Minutes prepared by Lindsey Brown

IN ATTENDANCE: Ashley LaFlam (Co-Chair), Sarah Perrotte (Co-Chair), Lindsey Brown (Secretary), Kathie Pudvar, Melanie Clark, Brittany Brunet, Rachel Gucker & Mary.

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

MEETING MINUTES: Meeting Minutes from the October 3, 2022, meeting were reviewed. Sarah Perrotte moved to approve the minute as presented, seconded by Kathie Pudvar. Approved unanimously.

TREASURER'S REPORT (Amanda Croker WAS unable to attend, but provided information that Ashley LaFlam Presented):

1. Current bank balance is $12,364.11
2. PayPal account balance is pending transfer in the amount of $1,550.28
3. Liability Insurance for events with Friends of the Union Hall was $74.16, which is under the approved $100.00 budget.
4. Fall Fundraiser donations totaled $4,330.00
5. The 6th grade yearbook check has not been cashed; **Amanda** will follow up.
6. Mini Grants: No current requests.
7. Review of previous years October balances show the PTO operating account is at a common balance.

FCS TEACHER/PRINCIPAL REPORT (Kathie/Rae):

1. Principal was unable to attend, no updates given.
2. Kathie revisited her previous concern on the care of recess equipment and has found a teacher willing to monitor the care of the equipment. Kathie also suggested that since the school has a newly formed Student Council, they should get involved with choosing the new recess equipment to be purchased by PTO, possibly surveying younger grades. **Kathie** will speak to Rae about this.
3. Kathie shared that the teachers enjoyed and appreciated the meal proved as appreciation to them.
4. Kathie spoke to Judy; the outdoor classroom is not in need of any assistance from the PTO at this time.

NEW BUSINESS:

1. **Winter Equipment Storage:**
   Currently the winter equipment is being stored in a shed that is far away from the school building and in need of cleaning and repair to protect from mice. Very few items are in there but probably should be cleaned and stored in plastic bins. **Kathie** is working to get approval to move this to a better location. **PTO** offered to seek volunteers to move, clean and repair if needed. **Kathie** will let PTO know if they can help with this.

2. **Grant for artist in residence:**

There is a window for grant applications to be submitted for artist in residency, which is March – August. It takes several months to properly build these applications. **Ashley** asked that we **all** think about what ideas we may have for next year's artist in residency so that we can begin to work on the application.

3. **Amazon Smile & Neat Repeats:**

Donations to the PTO can be made through these two sources. **Ashley & Sarah** are going to build instructions / information for social media use so that parents, friends, and family can use these sources to donate to PTO. They will then turn that information into a handout flyers & for class and school newsletters. Hoping to do this as soon as possible so it can be shared in time for the holiday season.

OLD BUSINESS:

1. **Business outreach:**

Discussion on FCS PTO reaching out to local businesses, **Ashley** will work on this.

2. **Fall Fundraiser:**

The fundraiser is complete and was a great success. The goal was $3,500.00 and the final donations totaled $4,330.00 ($230.00 over the goal) PTO had luck with the change collection event during morning drop offs raising around $408.66.

3. **PTO Directory:**

Amanda completed the directory edits; directory went out to the families.

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. She will make it clear that the volunteers can only be reimburse $30 a month, if they would like to donate and spend more, they are welcome to do so.

5. **Monster Mash:**

The event, held at the Town Hall, had a great turn out! Thoughts for next year:

- Light the path from FCS to Town Hall so that the school parking lot can be utilized for parking, this year parking filled very quickly.
- Light the candy paths better.
- Hand out stickers, glow sticks or items of that nature as an alternative for families who do not prefer candy.
- Prep and assemble more complicated decorations a few days in advance.

6. **Cookie Love Fundraiser:**

Event material has not been distributed due to lack of time FCS staff has had to copy, staple, and hand out. **PTO** offered to help; **Kathie** will let communicate the offer. **Amanda** is heading a fundraiser; **Lindsey** will assist Amanda when needed. Amanda will ask for more volunteers if

needed.

0. Make and Take:

Sarah and **Lindsey** will head this event with assistance and guidance from **Melanie**. **Sarah, Lindsey,** and **Kathie** will be meeting this Thursday to go through the leftover material available for the event. **Lindsey** has some new supplies to donate.

- PTO would like to hold the event at Town Hall December 10th or Dec 11th, **Ashley** will reach out to them about availability.
- The goal would be to have 10-20 different craft options.
- Plan to have enough supplies for 100 of each craft. Asking people to RSVP may deter from coming.
- The event should be 1.5 -2 hours long
- Possibly plan music, coco, and a few games.
- In the next few weeks send request for volunteers to man craft tables that PTO supplies the crafts for, or volunteers could choose to supply their own crafts and man the table as well. There must be one adult for each table that has scissors or glue guns.

0. PTO Member Recruitment:

Sarah and Ashley are taking on social meeting posting to promote meetings, volunteers, and membership. PTO will plan to have a representative at school events and other PTO events to help with spreading the word.

0. Playground Updates:

No new updates. There are several swings in bad shape and some that are not able to be used. Causing a lot of children to not get turns before outside time ends. **Melanie** will reach out to Rae and ask for monthly updates.

10**. Spring Fundraiser:**

This event will be further discussed at the next meeting. **Kathie, Adam, Amanda, and Aletha** volunteered to take part in this fund raiser and are considering a fun run.

0. Misc. Follow up items:

- New PTO officers were added to the signature card for the operating bank account.

- Will need to follow up from October meeting in December meeting:
  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: December 5, 2022

Meeting adjourned at 7:48 p.m.