

Virtual PTO Meeting – June 3, 2025 – Call to order: 8:07 PM
Mot. to adjourn 9:25 PM: B. Thornton – sec.: C. Cooper/ D. Ruth

Attendees: J. Ramalho, A. Cakounes, S. Sullivan, C. Cooper, B. Hubbard, Audrey Schwinn, Brenna Thornton, Kerry MacDonald, Denille Ruth, Meghan Wynne

- Review and approve May minutes
 - o Mot. to approve: B. Thornton, sec.: M. Wynne, PM: 8:09
- School Committee Update – A. Cakounes on behalf of D. Lebeaux
 - o Bus fees to remain the same – registration is open
 - o Voted to approve new expenses i.e. basketball hoops
 - o Prom tomorrow (6/4)! Avoid the center if possible, 2-7-ish
 - o Parker re-design work advancing – OPM = Left Field, high praise from other nearby districts
 - Design firm TBD - this summer
 - Opportunities for community input to come
 - o Any questions: LebeauxD@chelmsford.k12.ma.us
- Treasurer's Report, C. Cooper
 - o CD – \$20k maturing on 28JUN25 – two options with ideal interest rate, 4 mos. or 10 mos.
 - C. Cooper propose: move \$5k to checking account; \$10k to 10 mo. CD; \$5k to 4 mo.
 - Allows some additional flexibility
 - Mot. to approve: B. Thornton, sec.: A. Schwinn
 - Another \$30k maturing in December
 - o Extra \$250 to be allocated to 24-25 4th grade activity fund because of fifth class
 - Mot. to approve: M. Wynne, sec.: D. Ruth
 - o Unexpected yearbook costs – Specialists to be included
 - If taken from 4th grade activities, no remaining budget for class gift or unexpected expenses
 - C. Cooper propose to include yearbook costs in already allocated specialist budgets – no objections
 - o Principals request for new portable stereo PA system
 - Allows for flexibility with outdoor events
 - \$550 + expenses for cords and extra microphones - \$650 total
 - Comes from general budget rather than any specific line item
 - Mot. to approve: B. Thornton, sec.: K. MacDonald
 - o A-frame sandwich boards proposed by L. Haugner 3' x 2'
 - Allow for advertisements in center of town
 - ~\$290 each, 3 requested
 - Looking to replace old, heavy, wooden sandwich boards
 - C. Cooper propose 1 instead of 3 + larger, reusable vinyl sign with editable date section for other proposed advertising spot(s)
 - Vinyl banner is more eye-catching, \$60-\$80 per banner, less versatile, more work to put up, requires town approval
 - Pumpkin Fair banner already available + attendance is not an issue
 - Sandwich board to be used for smaller events, not community wide
 - Signs are a more dated advertising option
 - o Digital sign is a suggestion for Box Tops Task Force
 - Final Proposal: purchase 1 sandwich board
 - Mot. to approve: D. Ruth, sec.: K. MacDonald

- o Popsicles for Author's Day - \$290
 - Mot. to approve: B. Thornton, sec.: D. Ruth
- o Purchasing shirts for rising K '25-'26 school year – plain shirt so they are able to be repurposed during spirit wear sale
 - Propose 80 smalls, 10 medium (some mediums and larges already on-hand)
 - ~\$8 each; propose \$1k budgeted for wiggle room
 - No objections, already in budget so no motion to approve needed
- o Hardship line item = \$300, on low side for Chelmsford elementary schools; can discuss changing if needed
- o Staff luncheon – any need to adjust budget as-is?
 - '24-'25 budgeted \$700, spent \$725
 - '25-'26 propose to increase to \$800
 - Mot. to approve: D. Ruth, sec.: K. MacDonald
- Proposal to amend bylaws to add Enrichment Coordinator as an Executive Board position
 - o Proposed amendment drafted by D. Ruth
 - o Currently, role is not a board position
 - Benefit: Included in off-line and board meeting conversations as enrichment is main topic for PTO mission
 - Benefit: 5-person board eliminates possibility of tie during voting
 - Person currently in the role not interested in continuing on with it as board position
 - No argument that the role is important and would be a good idea to add
 - o Possible/beneficial to word it so that the co-VP role acts as enrichment coordinator, rather than making it a separate board position that we are required to fill?
 - Okay to function as a board without the position filled
 - Looks bad to have enrichment coordinator position open if that's our main objective as a PTO?
 - Leave language ambiguous in the bylaws?
 - o Table decision until conversation at COCS to review elementary school bylaws so we can use examples from other schools – date TBD
 - S. Sullivan to reach out directly
 - o Grade level enrichment coordinators might have valuable insight and should be contacted directly
 - S. Sullivan to reach out directly
- Steering Committee renamed Box Tops Task Force
 - o First meeting Tues, May 13 via Zoom
 - o Ideas for utilizing \$20k
 - o SR Principals to check with district to determine if any of the suggested projects are already in the works or totally off the table