

Brown PTO Minutes

2024-2025

May 2025 PTO Meeting:

Agenda Items Tuesday, 5/6/25 7-8:00 PM	Summary of Discussion Points	Next Steps
<u>Attendance</u>	Sarah McNeeley, Marina Breed, Kristin Burnham, Emily Siu, Hilary Couture, Alison Kramer, Sara Fitzpatrick, Corinne Peck, Haritha, Olivia Peters, Jessie Michaud Jen Risi, Kate Culverhouse	
<u>Teacher Representative Update</u>	Ms. Culverhouse/Ms. Risi: • 3rd Grade had session 1 of MCAS today • HUGE thank you for teacher appreciation week • Did K orientation last Friday	
<u>Budget Updates</u>	Sara provided the updated budget and noted the following highlights: • Final Auction #s – Raised \$20,603.37!! • Have sold over \$7,000 in Red Sox Tickets <i>(we have yet to purchase the tickets yet, so our income looks higher than it really is until we purchase).</i> • Book Fairs did great this year – raised \$4,400 • Can work on next year's budget soon • Just got some last minute donations for the 4th Grade	
<u>Teacher Appreciation Recap</u>	Corinne: • Big thanks to everyone for helping • Superhero refill carts • Appreciation note cards made by kids • Lots of donations from parents as well • May be able to squeeze one last surprise gift at the end of the year	

	Would be good to have someone else help out with Teacher Appreciation	
<u>Cultural Arts Update</u>	Marina discussed cultural arts/science updates: • May/June programs: ○ May: ■ Mass Audobon - grade 1 (5/5) - new program for this year - kids not as engaged?? 1st Grade teachers did not like this program. Would like to bring back Wingmasters next year ■ Possible other programs: Owl Pellets? (2nd Grade) Tide Pools? (Kindergarten) Used to have these programs, but curriculum changed ■ Animal Adventures - grade 2 (5/9) ○ June: ■ Archeology 4 Schools - grade 4 (6/2 - 6/3) ■ Other schools booked Nancy Churnin (author of Rainbow Allies) - coordinate dates/times with librarians (6/4 or 6/5) • To figure out order forms/payment	• Reach out to D'Agenelli re: owl pellets • Kindergarten would like a 2nd field trip - figure out budget for next year?
<u>Upcoming Programs - March-June</u>	May-June Events: • 5/9- Kendra Scott Fundraiser ○ Parent child event at the Natick Mall - Kendra Scott Jewelry - 20% going back to Brown • 5/18- Brown Day at Fenway Park! ○ Sold over 180 tickets! Waiting to hear back from Fenway on tickets • 6/6- End of Year Party	• Email any ideas on spirit wear to Sarah and Haritha

	○ **Kona Ice and Trolley Dogs are Confirmed ○ ** Foam Party Idea- Cost? - 1 hour for 200 kids- \$1,058, 1.5 hours \$1,358 ○ ***any other ideas? ○ **Book swap again? Other ideas? Watch the table, then donate extra books at the end ○ Get a speaker? ● Spirit wear/pop up store discussion - what items do teachers want to see? ○ Will do this in the next few weeks ○ Kate: baseball hat ○ T-Shirts for all new students who enter Brown later	
<u>2025-2026 Board Planning</u>	● <u>New Members/Positions as of 5/6/25</u> ○ President ○ Treasurer - Colleen Woodson ○ Assistant Treasurer (Sara noted several people have expressed interest in this) ○ Communications - Hilary Couture ○ 1 VP Of Fundraising/Spiritwear Olivia Peters ○ VP of Volunteers - Emily Siu <u>Thank you to Sara, Ken, Haritha and Aarti!</u> <u>End of Year PTO Thank You Party- Survey for best date sent around</u>	
<u>Brown School Scholarship</u>	● Update from Committee - 2 \$750 scholarships to Brown alumni - had 27 applicants this year ● Do we have any input into the questions? More tailored to Brown?	
<u>Other Items</u>	<u>Room Parent Overview Document for Website?/Other Promotion?</u> ● Kate and Jen to stay on as teacher reps!	

	<u>Kindergarten play dates</u> - 3 dates - usually 2 weekdays and 1 Saturday for one hour ○ Maybe 2 weekends this year? Saturday 8/9 or Sunday 8/10, Saturday 8/16 and one day during the week of 8/18? I could do 8/18 or 8/19 at 4pm ○ Need 2 or 3 additional volunteers to help ● Popsicles and color coded nametags provided <u>Planning for Next Year</u> ● Thoughts on events? What works? What doesn't work? ● Need to start working on the calendar for next year within the next few weeks- finalized over summer with new principal ● To finalize survey to send out to parents	
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April 2025 PTO Meeting:

Agenda Items Tuesday, 4/1/25 7-8:00 PM	Summary of Discussion Points	Next Steps
<u>Attendance</u>	Sarah McNeeley, Marina Breed, Kristin Burnham, Corinne Peck, Rachel Valente, Sara Fitzpatrick, Colleen Standish, Jessie Michaud, Elitza Miteva, Olivia Peters, Hilary Couture Ms. Risi, Kate Culverhouse Becky Lepow	
<u>Teacher Appreciation</u>	● Teacher Appreciation Week scheduled for 4/28-5/2 ● Schedule? Ideas? Promotion to start ASAP	

	- Corinne discussed possible themes: superheroes or “you are the sweetest” / “sweet dreams” - Notes from parents on how much they value teachers - Refueling items - want to not have too many pastries - Refueling boxes?	
<u>Principal/Vice Principal update</u>	Becky: - Well into the Principal search - 3 finalists came in last week - Hoping to make offer this week - Live stream available next time? Cut out a lot of parent and teacher availability - Last Thursday: Natick art night 4th Grade finished MCAS math, 3rd grade had first session - Math awards for different elements - Literacy audit is starting - survey is going out to parents, also going out to teachers and 3rd/4th students - Science has come out on different programs - Spirit Day - Mismatched Socks day - fun! - April Spirit Day? To think of a theme	
<u>Teacher Representative Update</u>	Ms. Culverhouse/Ms. Risi: - Auction was so much fun! - Theme was great to dress up for - Paul Revere cultural arts - very engaging - USS Midway event - different than last year - Kids are excited about book fair - Kindergarten class liked Dr. Dave but would like to go back to the Discovery Museum	
<u>Budget Updates</u>	Sara discussed highlights and updated budget - Auction - Looks like we made over \$20K so far, still getting funds in - People were having fun more than bidding this year? Layout of the room?	

	• People were separated? All in one room better? • Too many bundles? Separate out items more? More Pick a Presents • No other school has this much support from teachers! • How to get info out to everyone? • Budget in great shape for the rest of the year!	
<u>Cultural Arts Update</u>	Marina discussed cultural arts/science updates: • Review of March Programming ◦ Paul Revere visit for 3rd graders (3/13-3/14) ◦ USS Midway for grades 2-4 (various dates in March) ◦ Dr. Dave for K (3/21, 3/24) • Upcoming Programming ◦ May: ■ Mass Audobon - grade 1 (5/5) - new program for this year ■ Animal Adventures - grade 2 (5/9) ◦ June: ■ Archeology 4 Schools - grade 4 (6/2 - 6/3) ■ Other schools booked Nancy Churnin (author of Rainbow Allies) - coordinate dates/times with librarians (6/4 or 6/5)	
<u>Upcoming Programs - March-June</u>	April-June Events: • 4/2- Early Release- Fun and Games • 4/4- Family Dance- Need Volunteers to Help! • 4/6- Brown Elementary Day at the Worcester Railers- 30 4th graders sing National Anthem ◦ About 100 tickets sold • 4/7-4/11- Scholastic Book Fair • 4/11- Ice Cream Social • 5/9- Kendra Scott Fundraiser	• Need volunteers for Family Dance • Need help for clean up on Book Fair, at ice cream social • May 2nd - need kindergarten shirts

	○ Parent child event at the Natick Mall - Kendra Scott Jewelry - 20% going back to Brown ● 5/18- Brown Day at Fenway Park! ○ \$45/ticket ○ Form to be sent out ○ Family Day at Fenway Park ● 6/6- End of Year Party ○ **Kona Ice and Trolley Dogs are Confirmed ○ **Book swap again? Other ideas? ○ ** Discuss Foam Party Idea- Cost? \$1,300 foam party? Ask about spigot ○ Same night as Natick Little League Woo Sox ● 3rd Grade Chorus: 5/20	
<u>2025-2026 Board Planning</u>	● <u>Following Positions will need to be filled (is anyone else stepping down? Includes event chairs too!)</u> ○ <u>President</u> ○ <u>Treasurer</u> ○ <u>Communications (Ken stepping down- Hilary to do eblast and social)</u> ○ <u>1 VP Of Fundraising/Spiritwear (Haritha)</u> ○ <u>VP of Volunteers (Aarti)</u>	● <u>One Sheet to Distribute ASAP</u> ● <u>How to get more people volunteering?</u>
<u>Brown School Scholarship</u>	● In process - will have 2 \$750 winners	
<u>Other Items</u>	Room Parent Overview document - to post on website, and teachers can send around <u>Final PTO Meeting of The Year- May 6th and/or later date in May for a little party</u> ● Final Meeting in Library May 6th. ● Do we want to do a get together/party like last year? (Pot Luck type of gathering at the end of May to celebrate	

	all that we did together this year!) Happy to host. Are people interested?	
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March 2025 PTO Meeting:

Agenda Items Tuesday, 3/4/25 7-8:00 PM	Summary of Discussion Points	Next Steps
<u>Attendance</u>	Sarah McNeeley, Marina Breed, Aarti, Haritha Srivinasan, Hilary Couture, Kristin Burnham, Sara Fitzpatrick, Olivia Peters Ms. Risi, Kate Culverhouse Erica C-H	
<u>Principal/Vice Principal update</u>	Erica: • 3rd and 4th grade girl scouts - put together supplies for LA wildfire victims - getting sent to LA • Finished training in wayfinder platform (for SEL) - teachers seem happy with it so far • Principal search committee - Thurs, 3/6 • MCAS coming up • 3/25 and 3/26 (3rd grade), 4/1 and 4/3 (4th grade) - language • 5/6 and 5/7 (3rd grade) 5/13 and 5/14 (4th grade) - match • 4th graders transition presentation and planning coming up • 6/6: Step Up day • March Madness books	
<u>Teacher Representative Update</u>	Ms. Culverhouse/Ms. Risi: • Thank you for the Valentines Day treats • Instagram compliments	• Reach out to teachers to get their free auction tickets

<u>Budget Updates</u>	Sara discussed highlights and updated budget (actual) • Money coming in from the auction • Question/suggestion from Parent about budget options for room parents for crafts for classrooms - PTO to cover? Ask for class donations? ○ PTO could cover \$50 per class? ○ Send out note to room parents - we'll reimburse \$50, can ask for donations for the rest	• Guidelines for room parents? Especially for new parents? • Veteran room parents to draft first set?
<u>Teacher Appreciation</u>	• Teacher Appreciation Week scheduled for 4/28-5/2	
<u>Cultural Arts Update</u>	Marina discussed cultural arts/science updates: • Review of February Programming ○ 4th Graders took a field trip to Wheelock Theatre on 2/13 ○ Origamido for 2nd graders on 2/26 • Upcoming Programming ○ March: ■ Paul Revere visit for 3rd graders (3/13-3/14) ■ USS Midway for grades 2-4 (various dates in March) ■ Dr. Dave for K (3/21, 3/24) ○ Still working on booking Nancy Churnin (author of Rainbow Allies) with other schools for June	
<u>Upcoming Programs - March-June</u>	March-June Events: • 3/6 6:45pm- Principal Search meeting with Dr. Spash ○ Can provide input to School Committee • 3/21- Auction- Get your tickets! ○ 117 tickets sold so far, aiming for around 200	• To buy supplies for family dance • Get the word out to 4th graders to sign up for who is singing

	• 4/2- Early Release- Fun and Games • 4/4- Family Dance • 4/6- Brown Elementary Day at the Worcester Railers- 4th graders sing National Anthem • 4/7-4/11- Scholastic Book Fair • 4/11- Ice Cream Social • 5/18- Brown Day at Fenway Park! • 6/6- End of Year Party	
<u>March- Auction- March 21st</u>	• 118 tickets sold- another flyer to go out this week • 19 teachers and staff already RSVP'd to attend! ◦ Can you remind teachers and staff to RSVP to me if they are coming? • 220 items - value over \$40,000 • Teacher experiences so far from K, 1,2,3,4th grade, art, library, music, gym, reading specialists, paraprofessionals and counselors!	
<u>2025-2026 Board Planning</u>	• <u>Following Positions will need to be filled (is anyone else stepping down? Includes event chairs too!)</u> ◦ <u>President</u> ◦ <u>Treasurer</u> ◦ <u>Communications (Ken- Newsletter)</u> • <u>1 VP Of Fundraising/Spiritwear (Haritha)</u>	• Recruit new parents - flyer to go out? • Document that lists out the responsibilities
<u>Brown School Scholarship</u>	• Aarti to chair - Sara, Ken, Sarah and Jessi to review	
<u>Other Items</u>	Encourage parents to vote for the override? • Can PTO take a position or just provide information? • Can promote getting an absentee ballot 5/2: Kindergarten Orientation - PTO to provide T-shirts - Reach out to Karen on numbers	

February 2025 PTO Meeting:

Agenda Items Tuesday, 2/4/25 7-7:45 PM	Summary of Discussion Points	Next Steps
<u>Attendance</u>	Sarah McNeeley, Marina Breed, Haritha Srivinasan, Hilary Couture, Kristin Burnham, Jessie Michaud, Sara Fitzpatrick Ms. Risi, Kate Culverhouse Erica C-H	
<u>Principal/Vice Principal update</u>	Erica: • National counselor appreciation week - they do so much for the school! • Directions on getting ROSPs on powerpoint • Just finished Renaissance testing this month	
<u>Teacher Representative Update</u>	Ms. Culverhouse/Ms. Risi: • Sent out a few reminders on the auction • K teachers will put in their donation • Appreciate the teachers gifts • Everyone loved the Ivy the Dog presentation ◦ All of K-4 were enthralled! ◦ Bring her back next year with the new book	
<u>Budget Updates</u>	Sara discussed highlights and updated budget (actual) • Movie night made \$200 • Auction money coming in from sponsorship and tickets • Looking good	• Advertise mini grants?

<u>Teacher Appreciation</u>	• Snacks and treats when doing ROSPs • May have something else coming up • Official Teacher Appreciation week - 1st week of May - have MCAS happening this week ◦ Push up one week - week of April 28	
<u>Cultural Arts Update</u>	Marina discussed cultural arts/science updates: • Review of January Programming ◦ Dr Dave- 4th Grade, People of the Dawnlands- 3rd grade, Pumpernickel Puppets- Kindergarten, Maureen Harrington- Ivy the Determined Dog - All Grades • Upcoming Programming ◦ February: ■ 4th Graders will be taking a field trip to Wheelock Theatre on 2/13 ■ Origamido for 2nd graders on 2/26 ◦ March: ■ Paul Revere visit for 3rd graders ■ USS Midway for grades 2-4 ■ Dr. Dave for K ◦ Still working on booking Nancy Churnin (author of Rainbow Allies) with other schools for June	
<u>Upcoming Programs - January/February</u>	February/March Events: • 2/7- Cookies and Cocoa and Crafts- 6:30-8pm ◦ Class lists - number of kids ◦ Kids can bring own valentines to make • 2/14- Spirit Day • 3/21- Auction- Get your tickets!	• Cookies and cocoa event - need helpers

<u>March- Auction- March 21st</u>	• 42 tickets already sold (pretty good for early Feb.) • 18 teachers already RSVP'd to attend! • 195 items confirmed so far with a value of over \$35,000 • Teacher experiences so far from 1,2,3,4th grade, art, library, paraprofessionals and counselors! More to come • Lit teachers putting together bin of books	
<u>2025 Updates/Things to Discuss</u>	2025 Events: • March- Auction • April - Family Dance- 4/4/25 - DJ confirmed ◦ Free to attend, will sell concessions • May– Night at The Red Sox ◦ Start selling tix soon • June (6/6) - End of Year Party- thinking of ideas of things to do! ◦ Foam party?!	
<u>Brown School Scholarship</u>	• We award (2) \$750 scholarships to a graduating senior who attended Brown - process will start in end of January/February • Aarti to chair - Ken, Sarah, Sara, Jessie - anyone else?	
<u>2025-2026 Board Planning</u>	• <u>Following Positions will need to be filled (is anyone else stepping down? Includes event chairs too!)</u> ◦ <u>President</u> ◦ <u>Treasurer</u> ◦ <u>Communications (Ken- Newsletter)</u> • <u>1 VP Of Fundraising/Spiritwear (Haritha)</u>	• Need to start marketing soon!

January 2025 PTO Meeting:

Agenda Items Tuesday, 1/7/25 7-7:45 PM	Summary of Discussion Points	Next Steps
<u>Attendance</u>	Sarah McNeeley, Marina Breed, Sara Fitzpatrick, Haritha Srivinasan, Aarti Chellakere, Hilary Couture, Corinne Peck, Ken Jenney, Colleen Standish, Kristin Burnham, Olivia Peters Ms. Risi, Kate Culverhouse Becky Lepow	
<u>Principal/Vice Principal update</u>	Becky: • Great to see staff in their spirit wear - appreciate the sales! • Winter Bazaar was super fun! Photo booth idea was nice • Silent Auction items coming up (Principal for a day/Assistant Principal for a day) • Professional development with behaviorist coming to Brown - behavior management strategies • Rotary club gave out dictionaries • Orchestra concert before break • Spirit day was fun! ◦ Feb. 14 will be next spirit day • Principal search coming up - interviews in Feb, announcement in March - parents will have opportunity to chime in	
<u>Teacher Representative Update</u>	Ms. Culverhouse/Ms. Risi: • Photo booth was great! • Coffee cart was also a big hit for the teachers! • Spirit wear coming back? ◦ Can do this again in the spring ◦ Store is flexible • Other good times for teacher appreciation? ◦ March! ◦ Last Friday in January?	• Leave spirit shop open? Won't cost us anything • Remind people of teacher time savers • Promote volunteer opportunities in the e-blast •

	• K wants to thank the parent volunteers for gingerbread house making • Lots of parent volunteers in general • Represent your favorite sport/team as potential spirit day? Friday?	
<u>Budget Updates</u>	Sara discussed highlights and updated budget (actual) • Budget is doing great! • Winter Bazaar - \$ 2,720.84 - significantly more than last year! • Skating Event - ~\$500 brought in • Movie night this week	
<u>Cultural Arts Update</u>	Marina discussed cultural arts/science updates: • Upcoming January Programming ◦ Dr Dave- 4th Grade (Mon, 1/13) ◦ People of the Dawnlands- 3rd grade (Thur-Fri, 1/16-1/17) ◦ Pumpernickel Puppets- Kindergarten (Fri, 1/17) ◦ Maureen Harrington- Ivy the Determined Dog - All Grades (Fri, 1/31) ◦ Forms can be brought in day of, and she will sign	
<u>Upcoming Programs - January/February</u>	January/February Events: • 1/10 - Movie Night (Toy Story!) - This Friday- volunteers needed • 1/26 - Restaurant Fundraiser - Mexicali Grill - all day thing • 2/7- Cookies and Cocoa and Crafts? ◦ *In Gym? Cafeteria ◦ Ideas for crafts? Or just valentines day cards? What would we need to get for this? ◦ Valentines Days cards should be good	• Movie Night - volunteers needed

<u>March- Auction- March 21st</u>	• Teacher Donation Asks went out last week • Any additional connections for donations? Sponsorships? – we need help! • Save The Date to go out this week/ticket sales to go on sale hopefully at end of January • About 70 donations in so far - harder than last year to get donors • Have done a live auction before	
<u>2025 Updates/Things to Discuss</u>	2025 Events: • April - Family Dance - (4/4) - our usual DJ is available - glow sticks - water • May (5/18) - Night at The Red Sox - 1:45pm game and can run the bases after ◦ Need to do paper forms to raise money for ourselves ◦ Start with 100 • June - End of Year Party ◦ Kona Ice? DJ? • Step up Committee is starting to plan 4th Grade party	• Confirm and send out Red Sox forms
<u>Brown School Scholarship</u>	• We award (2) \$750 scholarships to a graduating senior who attended Brown - process will start in end of January/February • Need a committee and someone to chair/run the process - 4 or 5 people	
<u>2025-2026 Board Planning</u>	• Who will be staying on? (this includes event chairs too!--- Would be great to know by February meeting if you intend to help out again next year, would like to do a different role/event, or take a break :)) • Sara (Treasurer) and Sarah (President) terms are up at end of this year - legally	

	need a treasurer and president to have a PTO for next year Ideas to promote openings?	
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December 2024 PTO Meeting:

Agenda Items Tuesday, 12/2/24 7-8:00 PM	Summary of Discussion Points	Next Steps
<u>Attendance</u>	Sarah McNeeley, Marina Breed, Sara Fitzpatrick, Haritha Srivinasan, Aarti Chellakere, Hilary Couture, Elitza Miteva, Corinne Peck, Ken Jenney Ms. Risi, Kate Culverhouse Becky Lepow	
<u>Principal/Vice Principal update</u>	Becky: - Lots of events! All very successful and well attended - Dr. Dave has been very well received 2nd all school assembly - practicing empathy - Spirit Day on 12/20? - Pajama Day - school wide - U.S. News ranked Brown as top elementary school in Natick; 47th in MA - Staff enjoyed the snacks this week	12/20 Spirit Day/Pajama Day
<u>Teacher Representative Update</u>	Ms. Culverhouse/Ms. Risi: - Gingerbread Making Day - December 17 3rd Grade really enjoyed Dr. Dave's presentation! - Thank you for the book fair! - POP up store has been a big hit too - They have been easy to work with - Winter Bazaar - promote sign ups	Promote Winter Bazaar sign-ups

<u>POP UP Shop</u>	Haritha: • Store is now closed • 130 individual items have now been ordered - lots of teacher purchases • Delivery: Parents' orders will go out on Thursday; Teachers' orders will go out early next week • Doesn't cost us to do this - will likely get \$900-950 in profit • Vendor has been mostly easy to work with	• Open up a shop in the spring?
<u>Budget Updates</u>	Sara discussed: • Fall 2024 Update ◦ Book Fair - not final yet - took in \$6,700 but will have expenses to Scholastic ◦ Pancake Breakfast - Made just over \$2,700 - may have some charges from the school • Expenses have been pretty low • \$18,000 in the green so far	
<u>Cultural Arts Update</u>	Marina discussed cultural arts/science updates: • Received \$5,000 grant from Mass Cultural Council to be split among 4 Natick elementary schools - Memorial to coordinate payment - may just use this for the June author • Upcoming Programming ◦ All events booked! ◦ Also looking into USS Midway presentation (free) ◦ Author Maureen Harrington coming in January - will include information on her book	

<u>Upcoming Programs Update</u>	December Events: • Winter Bazaar 12/9-12/13 ◦ Lots of good items and crafts ◦ Kids will get letters this week • Chipotle Fundraiser 12/10 - 25% back • Ice Skating Event 12/30 - Free event, though we ask for a donation	
<u>2025 Updates/Things to Discuss</u>	2025 Events: • January – Movie Night 1/10/25 • February – Cocoa and Crafts? Cocoa and Valentine Day Cards? 2/7/25? Combine with pajamas ◦ Pilates event? • March – Auction and Social 3/21/25 - Sandy Burr Country Club (got a great deal!) ◦ Can do teacher experiences again ◦ Something for kids? • April – Family Dance 4/4/25 • May – Night at The Red Sox? 5/18- ? run the bases ◦ No cost to us ◦ Make it a fundraiser? Add \$5 to the cost of tickets ◦ Sunday day game • June – end of year party ? Similar to last year	• Ask for RSVPs for Movie Night? Google Form ◦ Inside Out 2? ◦ Send out Save the Date • February Cocoa and Cards - teachers to provide lists of names • Auction: still need some volunteers! • March event for kids? Math Night? Can think about this for the future ◦ Becky will talk to Kevin • Could do a game night?
<u>Superintendent Questions?</u>	Field Trips? • Disparity in equality among field trips among the schools? • Could K do another field trip in the spring? Garden in the Woods • Who should pay for field trips? District or PTO?	• Check on budget for potential additional field trip • Post sign up for Winter Bazaar parent volunteers

November 2024 PTO Meeting:

Agenda Items Tuesday, 11/12/24 7-8:00 PM	Summary of Discussion Points	Next Steps
<u>Attendance</u>	Sarah McNeeley, Marina Breed, Allison Kramer, Corinne Peck, Hilary Couture, Sara Fitzpatrick, Haritha Srivinasan, Aarti Chellakere Jessie Michaud Ms. Risi, Kate Culverhouse Erica Cole-Harms	
<u>Principal/Vice Principal update</u>	Erica C-H: • Book and the Bear was a huge success • Books left over - added to classroom libraries • Kids are excited for the book fair now • Excited for Multicultural Night and Pancake Breakfast • Friendsgiving today • Grateful for all of the events we've done so far	
<u>Teacher Representative Update</u>	Ms. Culverhouse/Ms. Risi: • Teachers excited for new Brown school apparel • Excited for the NASA cards for the book fair • Grateful for all the supplies donated • November Spirit Day? ◦ Simple one - Brown; Natick; PJ ◦ Can wait until December for a PJ day • Kindergarten might be bringing back the gingerbread house building - need volunteers for all the K kids - kids will likely wear PJs this day - coordinate the PJ day • Teacher Timesavers ◦ Seems like projects are getting done ◦ Consider creating an app or google sheet?	

<u>Budget Updates</u>	Sara discussed: • Direct Donations are currently at around \$9,673 - more than we expected • Wicked Fun Run - \$6,300 • Raised \$19,000 year to date; expenses \$8,000 so far	
<u>Upcoming Programs Update</u>	• Multicultural Night - 11/15 ◦ 18-19 food items - will have these in a buffet ◦ 12-13 tables ◦ Starting in cafeteria with the food, then go to the gym ◦ Starting set up at 6pm ◦ Itinerary to be put up on social media/among teachers • Book Fair ◦ Some classes still need volunteers ◦ Will send to Kate to send out to teachers • Pancake Breakfast ◦ Still need a lot of volunteers ◦ We've gotten a lot of donations Winter programming? Movie night? Summer Resource Fair? • Last year brought in around \$2,000 by auctioning off summer camps • Charge for advertising? Get the camps' name out there? • Consider virtual • Add the summer camps to auction item	• Volunteers for Pancake Breakfast • Looking for raffle items • Update the Book Fair link • Add links for sign ups on social media

<u>Cultural Arts Update</u>	Marina discussed events in process: • Upcoming Programming ◦ All events booked, other than 2 grades for Dave Hiller (working on this) and Mass Audubon for 1st Grade ◦ Also looking into USS Midway presentation (free) ◦ Author Maureen Harrington coming in January - will include information on her book • Request from Elementary librarians on upcoming program ◦ Nancy Churnin - author of <i>Rainbow Allies: The True Story of Kids Who Stood Against Hate</i> ◦ Looking to have her come the first week of June - 2 presentations per school - about \$1,200 per school ◦ Lilja PTO sent out sponsor requests	
<u>POP UP Online Spiritwear Store</u>	Happening now! Haritha discussed: • 19 orders so far - 14 from the teachers! • Need some more promotion - Room Parent update? • Store is only up until Dec. 2 • Sell more during Pancake Breakfast? • QR codes for the website	
<u>Upcoming Events</u>	<u>October events:</u> • Dave and Busters 10/8 • Food drive dates - 10/15-10/28 ◦ Got list of most needed items • Fun run 10/27 ◦ Will switch websites ◦ Will need volunteers too ◦ Petting zoo, trampolines, Kona Ice • Halloween parade? Still on for 10/31 <u>November:</u>	• Looking for more donations for Winter Bazaar • Think about other events for January/February

	• Multicultural Night 11/15 • Book Fair 11/18-11/24 • Pancake Breakfast 11/24 • Nick's Pizza Restaurant Fundraiser 11/27 <u>December:</u> • Winter Bazaar - Week of 12/9 • Chipotle Fundraiser • Ice Skating Event - 12/30 ○ Adding bake sale to this Valentine's Day Photo Session? • Cookies and Cocoa Valentine's Crafts? Card crafts? January - Mexicali Day - Sunday, January 26 December Teacher Appreciation Events for FB / Countdown?	
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October 2024 PTO Meeting:

Agenda Items Tuesday, 10/01/24 7-8:00 PM	Summary of Discussion Points	Next Steps
<u>Attendance</u>	Sarah McNeeley, Marina Breed, Aarti Chellakere, Hilary Couture, Sara Fitzpatrick, Corinne Peck, Olivia Peters, Haritha Srivinasan, Kate Culverhouse, Kristin Burnham Lauren (parent); Jessie (parent); Allison Ms. Lepow	

<u>Principal/Vice</u> <u>Principal update</u>	Becky Lepow: • Lots of tissues and wipes! • Need a school-wide meeting with all students - usually do this before the food drive • Principal costume? As incentive for food drive • Just finished Renaissance (standard-based assessment to let school know where students are) • Taking a stance on Question 2 of ballot? • Coffee and Conversation scheduled for 10/9	• Promote 10/9 Coffee session
<u>Teacher</u> <u>Representative Update</u>	Ms. Culverhouse/Ms. Risi: • Appreciative of movie night donations • Room parents? ◦ Some teachers still need room parents • Teacher Timesavers ◦ Starting to trickle in • Thank you for the breakfast! • Excited for the store - Popup Shop (Haritha) ◦ Will have own website for families and teachers ◦ Non-hooded sweatshirts ◦ Tie-dye is a hit! ◦ Will have new offerings • Other Spirit Day Ideas? How often? ◦ Do these monthly? ◦ Spirit war days are fun • Appreciation questions ◦ Other appreciation ideas - luau, coffee cart ◦ Kate will send survey to teachers	• Will get some ideas for spirit days! • Get some ideas for teacher appreciation as well
<u>Directory Update</u>	304 entries in for Directory (497 students total)	
<u>Budget Updates</u>	Sara discussed highlights: • Direct Donations are currently at around \$6,000 (against target of \$9,000) ◦ More visibility around this - flyers, social media ◦ Room parent emails?	• Send out more information about room parents • Think about whether to sell merch on just the online store or also in person

	○ More information about room parent duties? ○ Reach out to kindergarten parents ● Room parent commitment is dependent on parent availability ● 4th Grade Step Up Committee plans a lot of year end festivities ● Movie Night brought in \$761! ○ Went through tons of pizza, popcorn, candy ● We've spent \$3,683 on teacher stipend purchases - slowed down since the start of the school year ● Merch sales are high - have covered costs from last year ○ Will have more on website soon ○ Some schools have website only for a limited time ○ Will this be ready by the time of the Fun Run? ○ Local mom and pop shop doing these for us	
<u>Cultural Arts Update</u>	Marina discussed events in process: ● Ball in the House on 10/24 ● Dr. Dave to come in for 1st-4th grade (various times of the year) ● Programs similar to last year ● New author - Maureen Harrington, Ivy the Determined Dog - 2 assemblies for the whole school (would bring dog!) ● Jerry Pallotta for next year	
<u>POP UP Online Spiritwear Store</u>	See above.	
<u>Upcoming Events</u>	<u>October events:</u> ● Dave and Busters 10/8 ● Food drive dates - 10/15-10/28 ○ Got list of most needed items ● Fun run 10/27	● See where we can set up Multicultural Night

	○ Will switch websites ○ Will need volunteers too ○ Petting zoo, trampolines, Kona Ice ● Halloween parade? Still on for 10/31 <u>November:</u> ● Multicultural Night 11/15 - Allison ○ Can we get more space? Can't have food in the gym ○ Library and cafeteria? Leave more tables available to eat at; Gym? ○ Keep all the food together ○ Switch time of event? 6:30pm ○ For weekends, we would have to pay a building ● Book Fair 11/18-11/24 ● Pancake Breakfast 11/24 ○ Working kitchen should be up and running ○ Check the electrical <u>December:</u> ● Winter Bazaar - Week of 12/9 Real Martial Arts reached out to do a fundraiser	
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September 2024 PTO Meeting:

Agenda Items Tuesday, 09/10/24 7-8:15 PM	Summary of Discussion Points	Next Steps
<u>Attendance</u>	Sarah McNeeley, Marina Breed, Aarti Chellakere, Hilary Couture, Sara Fitzpatrick, Ken Jenney, Corinne Peck, Olivia Peters, Haritha Srivinasan, Rachel Valente, Alison Guie, Kate Culverhouse, Colleen Standish, Corinne Peck, Jenna Story, Elitza Miteva, Lisa Montelbano, Tara Tehan, Betsy S (parent), Miriam W (parent), Nilam T (parent)	

<u>Welcome</u>	• Welcome - 1st meeting of year • Introductions (Board, Interim Principal Erica Cole-Harms and Brown parents in attendance) • <u>Principal/VP Reps:</u> Erica Cole Harms (interim Principal); Becky Lepow (Vice Principal) • <u>Teacher Representatives:</u> Kate Culverhouse, Jenn Risi • <u>PTO board members:</u> Sarah McNeeley - Co-President Sara Fitzpatrick - Treasurer Nazli El-Samaloty - Associate Treasurer Olivia Peters and Haritha Srivinasan - Co-VPs of Fundraising Aarti Chellakere and Haritha Srivinasan - Co-VPs of Volunteers/Community Events Hilary Couture and Ken Jenney - Co Communication Managers Marina Breed - Secretary	
<u>Admin/Interim Principal Update</u>	• 499 students, getting 1 more (total 500!) • Biggest elementary school in Natick • 96 staff, incl ASAP ◦ Looking for more - interventionists • Lots of new people coming in from Johnson • New literacy coach, new math coach • New BCBA • Hired new kindergarten teacher - Ms. P. • We are about to become a cooking kitchen! ◦ No more pre-ordering ◦ Starting on 9/23 ◦ Will be hot and fresh	

<u>Teacher Representative Update</u>	Ms. Culverhouse: • Thank you for the teacher stipends (\$10K worth of supplies, Amazon wishlist), and for the first day breakfast • 1st faculty meeting ○ Teacher time savers? How best to do this ○ Survey to staff? ○ Time sensitive materials, i.e. for open house • Room parents? ○ Might mention at open house • Cultural Arts Reps: Ms. C to email teachers • Wellness cart - small budget put aside ○ Keep in teachers' lounge? ○ Amazon wish list	• Best way to do teacher time savers? • Send out request for time savers in next newsletter • Include details on room parents in next newsletter • Ask for donations at events (wipes, tissues)
<u>Cultural Arts Update</u>	• Marina Breed proposed several school-wide events that are being considered by the other Natick elementary schools • Need teacher reps for each grade • Also discussed some events that will be carried over from last year ○ I.e. wingmasters, puppets, ○ Dr. Dave? (math and science)	
<u>Budget Update</u>	• Sara Fitzpatrick provided a high level summary • We think budget will be tight this year • Total target revenue: \$38,075 • Total budgeted expenses: \$39,500 • Based on actual numbers from last year: ○ Top fundraiser - donation drive ○ Fun Run - October ■ Splitting with Ben Hem this year - more ppl, but have to split expenses ○ Book Fairs ○ Pancake Breakfast ○ Parent Auction ■ Need an auction chair	• Need auction chair and Summer resource chair • Winter bazaar - Erica to discuss with Kate and teachers

	○ Previous fundraisers - Summer resource + winter bazaar ● Top Expenses ○ Cultural Arts ○ Staff Stipend Program ○ Mini Grant Program (last year spent a lot) ○ Teacher Appreciation ○ Field Trips ○ Scholarship Program ● Reserve fund always in place ● Discussion on whether winter bazaar will take place this year ○ Lots of effort to set up, chairs would have to be there all day every day ○ Would like to get this on the calendar if we go forward ○ Don't spend a lot on this, get a couple of thousand back ○ Teacher concern that this eats into recess - would prefer this to be during class time ○ Kids really enjoy it ○ Timing? Around the holidays is ideal	
<u>Upcoming Events</u>	Sarah shared full calendar PTO help needed for September: ● 9/19 - Open House Night - Need to staff PTO Table and sell merch ○ Meant to develop relationship with the teacher ● 9/20 - Picture Day - need a few volunteers ● 9/23- Teacher and Staff Welcome Back Breakfast - Corinne	● To send out sign up for Open House night ● Help for cleanup for Teacher Welcome Back Breakfast ● Decide the movie for movie night ● Determine whether Scholastic Book Fair can take place on the week we want, or think of a Plan B ○ Either in Nov. or Dec. would work

	○ sign up genius is out, already has a lot of sign ups, donations in ● 9/27- Movie Night - Elitza ○ Projector is working ○ Need some volunteers ○ Need to figure out what movie to watch - go for recent one that kids may have already seen ○ Have movie license for a big selection ○ Have kids vote for the movie? Maybe save this for spring ○ Think about food options as well ○ Sign up genius to go up soon ● Scholastic Book Fair - Rachel ○ Kids get a week to shop for books ○ We have a new Scholastic rep this year - some confusion on the dates - week of Nov. 18? Week of Dec. 9? ■ Dec. - cookies and cocoa, and a book reading by Dr. CH! ○ We get 25% back on each book sold, which we use to give each kid a book for free ○ Have a potential option, but need to think about option B ○ The dates are important - need to end with Pancake breakfast ○ Have money sitting in our account that we would need to spend on this ○ Spring date is locked in (week of April 7th) ● November 24 Pancake Breakfast: ○ Working kitchen ○ Long standing tradition	
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<u>Fundraising Update</u>	• Direct Donation Drive - to go out next week • Directory Outreach - Ken and Sarah ○ Teachers typically can't send out other parents' email addresses ○ Directory should go out by 1st week of October ○ Have to opt into it to receive it	
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