

Minutes of CES PTO June 10, 2025 Meeting

Officers: Aaron Zain, Heather Cobb, Jen Rice, Mia Park, Tyson Stoddard

Attendees: Aaron Zain, Jen Rice, Mia Park, David Champlin, Evin Liljengren, Tyson Stoddard, Amy Sizer, Elaine Thyse, Allison Abramson, Heather Cobb, James Grzybowski

Motion to begin at 6:03pm.

Approval of May Meeting Minutes (Mia Park)

- Motion to approve minutes 6:03 pm by Aaron Zain and David Champlin seconds.

President's Report (Aaron Zain)

- This is my last PTO meeting. Very excited about the increased parent involvement. Feel like the PTO is in good shape and feel at ease to pass the torch on to the new officers.
- I joined the PTO 2014, this week is bitter sweet to end my time at CES.
- I really appreciate all the volunteers and extra hours because the events and committees over the last year have been awesome. Thank you. Thank you.

Principal and Teachers Report (Tyson Stoddard)

- Thanks to the PTO - we had a great year - for the support to the school, staff and students. It's all appreciated.
- Hope to see everyone on Thursday for end of year parties and activities. Early dismissal on Thursday 6/12.

Committee Reports

Spring Fling (Jen on behalf of Caitlin Calder and Meg Stewart)

- Was a very successful social and fundraising event for the PTO. Thank you to the chairs and all the volunteers.
- Great group effort - raised more than the goal for the fishtank
- Caitlin will not chair but Meg will co-chair - so looking for another volunteer

Halloween Town (Evin Liljengren and Mia Park)

- Downtown main street Carnival event Friday night, October 24, 2025 5-8pm
- Next planning meeting is Monday 6/16, 6:30 pm at the Pattaconk - please join us!
- Will recruit each grade to create minimum 2 activities/booths - carnival game, craft, temp tattoos, mystery box, etc. Get your kids involved - 4th grade just created great carnival games in just a few days.
- We are still looking for help to coordinate PTO organized activities: music - playlist and speakers; street entertainment; pie in the face fundraiser (teachers/staff); parade; costume contest, etc. Still open to new ideas especially to engage older kids and adults.
- Sponsorship discussion:
 - We have fewer opportunities to solicit support from local businesses because of the fish tank, spring fling and basket raffle - awesome support this year from our community!
 - Begs the larger question - how often should we ask our local businesses for support - does it depend on the type of support?
 - This committee wants to start soliciting sponsorships this summer. What is appropriate?
 - Heather - timing depends on whether businesses go by calendar or fiscal year
 - fiscal year for businesses
 - Can parse them out by what kind of donation
 - OK that sponsorships go into the general operating budget?

- yes, businesses know sponsorships are to make money
 - word the sponsorship so it's general.
- Allison - option to look at calendar of events and make one big ask and be a sponsor for all events
- Aaron - OR here are the events coming up for the entire year, would you be interested in donating for any of these events? Confusing because multiple people from PTO/CES are contacting businesses, so maybe pair it down to one or two people who consistently do it for the year.
- Elaine - provide a post donation survey - suggestions on how well the sponsorship helped the business, would you want to donate again.
- Folks liked the one year projection and ask - can go to merchants/businesses and let them decide

Executive Board Report

Remaining funds (Heather Cobb)

- Some of it is moving to same line item for following year
 - Motion to reallocate remaining funds to add into the same line item for next year's budget: cultural arts, teacher appreciation, book fair books, school beautification. Seconded by Aaron Zain. Unanimously supported. Carries.
- Some of it will go into the PTO general fund (savings) for future use
 - Motion to reallocate funds to general fund from special projects events, multilingual dinner (used for yearbooks), \$ 55 bus driver appreciation (went over \$75 for end of year activities), \$2500 for camp hazen field day. Seconded by Jen Rice. Unanimously supported. Carries
- Motion to reallocate \$75 from bus driver appreciation to 2025 end of year activities. Seconded by Aaron Z. Unanimously supported. Carries
- 6th grade night, field trips, remaining operations budget are pending
 - Motion to reallocate any remaining funds at end of fiscal year to go into 2025-26 PTO general fund. Seconded by Aaron Z. Unanimously supported. Carries

Fishtank fundraiser (James Gryzbowski)

- Success. Raised enough money for a new fishtank and more for maintenance.
- Thank Whelen for generous donation and Chester Rotary - upgrade camera
- Main tank cost slightly under estimated \$10k (\$9695). The tank requires a 16 week lead time. Acrylic tank.
- Will need to purchase other supplies: heater \$70-100, salt \$200, return pump \$230, live san 400-600, skimmer \$850m, lighting still researching.
- Will receive the tank in fall (October/Fall), so kids can see the process - they will see fish kept in an old tank while the new tank acclimates. The process will take 4 weeks.
- Sponsorship signage will be created featuring PTO. Whelen does not want signage.
- Use the fishtank as a way to get new parents involved
- Ribbon cutting ceremony, can PTO use the fishtank as a marketing tool
- New fish, corral, rotating accessories.
- Funds cover maintenance. Because we raised more than goal, there will be funds for fish, corals, and new materials for maintenance. The school has a line item for the maintenance budget.

Treasurer's Report (Heather Cobb)

Income:

Bank Interest \$6.26
Box Tops \$25.80
Spring Fling \$11,508.93

Expenses:

Yearbooks \$250.90
Bounce Houses \$725
Last Day Pizza \$850

Motion to approve 2025-2026 budget (Heather Cobb)

- Only change from last meeting is to increase last day "carnival" by \$100.
- Motion to approve by Heather, Aaron Z seconds. Unanimously approved.
- See budget below

Old Business

Nominating Committee (Tyson Stoddard and Aaron Zain)

President, Jen Rice

VP, Becca Sinusas

Treasurer, Heather Cobb

Secretary, Evin Liljengren

No new nominations.

Aaron Z makes a motion to vote on the nominated officers, seconded by Amy Sizer. Unanimously approved by vote. Official transition is Aug 15th.

Aaron Z recommends a transition at fiscal year - end of June 30th, e-board officers used to transition them to give folks time to get ready for the new academic year. But there are several issues with the bylaws that should be addressed together, so no motion now but pending. Will be brought back to vote/motion in the new academic year.

Comments

Jen - we still need a welcome back luncheon volunteer, Monday, August 25th. Elaine and Amy volunteered. Thank you!

Aaron - marketing coordinator needed, social media FB page, flyers, chalk talk. David Champlin volunteered. Thank you!

Mia - Can we create PTO google calendar for school calendar, and PTO activities? - Jen will create! Thank you.

Aaron - We need a regional calendar that can be downloaded into personal calendar! Schools don't have a calendar. Tyson will ask Pam Murphy if we can create a view-only because Cathy already creates a calendar.

Next PTO meeting is 6-7 pm on September 9th

Motion to adjourn at 7:09pm by Aaron Zain and David Champlin seconds

Approved budget

	Approved						Proposed	% + or - from '24-'25
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
CES PTO	19-20	20-21	21-22	22-23	23-24	24-25	25-26	
Cultural Arts	\$8,500.00	\$0.00	\$8,500.00	\$7,150.00	\$7,150.00	\$7,150.00	\$7,150.00	
Supports programming that enhances the class curriculum. Especially through visual arts, storytelling, music, dance, etc.								
Mini Grants	\$3,000.00	\$4,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	
Competitive grant program available to CES personnel. Supports development/implementation of educational opportunities for students. Requests only to include items not covered in School Budget.								
Camp Hazen Field Day	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	
School-wide, end-of-year celebration at Camp Hazen.								
Sixth Grade Night	\$875.00	\$1,120.00	\$770.00	\$1,050.00	\$1,295.00	\$980.00	\$1,190.00	34 students x \$35
Celebratory 8th grade graduation send-off. Defrays cost of overnight at Camp Hazen, DVD, t-shirt, yearbook, photo booth, etc.								
Social Development	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Annual school wide (evening) program with a social development message. "Ice Cream Social" after program; Kindergarten and new family reception at Camp Hazen in Fall.								
Field Trips	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
Offset the expense of the families that cannot/do not pay the \$10 per student contribution, pay any difference in Field Trip admission costs and prevent parents from having to pay to volunteer								
Operations	\$900.00	\$900.00	\$900.00	\$900.00	\$1,500.00	\$1,650.00	\$1,650.00	
Insurance, postage, supplies, checks, quickbooks,								
website, printing & publications								
Special Projects	\$400.00	\$750.00	\$400.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
Playground shed, recess materials, soccer goals;								
Teacher Appreciation	\$300.00	\$800.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
"Back to School" luncheon in Fall and "Teacher Appreciation" luncheon in Spring.								
Bus Driver Appreciation						\$200.00	\$100.00	-50%
Multi-Language Dinner						\$300.00	\$300.00	
STEAM Fair	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	
T-shirts for all participants								
Book Fair Books	\$400.00	\$400.00	\$400.00	\$800.00	\$1,000.00	\$1,000.00	\$1,000.00	
1 book <= \$10 per child with free or reduced lunch								
Events	\$100.00	\$0.00	\$100.00	\$100.00	\$300.00	\$300.00	\$300.00	
Holiday Craft Night, Bingo/Basket Raffle, Fun Run								
ADD: LAST DAY "CARNIVAL"				\$1,500.00	\$1,500.00	\$1,500.00	\$1,600.00	
Bouncy castles, pizza, swag for 6th graders, ice cream truck								
School Beautification	\$100.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	
Plantings in planters at school entrance								
	\$17,775.00	\$13,120.00	\$17,920.00	\$21,850.00	\$23,095.00	\$23,430.00	\$23,640.00	