



PTO Meeting Minutes

Wednesday, October 20, 2021

<https://us02web.zoom.us/j/81837497132?pwd=MWdWU2k3YkZEdStDQlZTnpibXRRQT09>

Meeting ID: 818 3749 7132

Passcode: 523567

Executive Board

Co-President Erica Feldman ♦ **Co-President Amy Herrmann** ♦ **VP of Membership Keriann Linton**
Treasurer Sonya Singh ♦ **VP of Fundraising Heather Coon** ♦ **Secretary Yan Schlenker**

1. Welcome

2. Approval of Minutes (September 22, 2021)

- a. Motion to Approve: Laura Lofling
- b. Second Motion: Doretta Caprasola

3. Extended Day Program - Mrs. Sutherland:

- Program is funded by Federal Funds
- Eligible Students
- Extended Day Program Staff
- Parent Communication
- Scheduling
- Parent Responsibilities
- Coordinators
- Questions
- **Thank you for Mrs Sutherland**

4. Budget Review - Sonia/Amy

Income:

- Membership >\$11,000
- Remaining = Adult social & fundraisers

Expenses:

- BOE covering cost of author, assemblies, international day, field day, some 5th grade events
- HR parent party funds dispersed from Sonya (\$1800)
- Payments made for trunk or treat + sponsors
- PTO will keep yearbook expense

Overall:

- Budget is closer to balanced with additional BOE support & great membership turn out

5. Trunk or treat - Rosa

Date: Friday, October 29, 2021 5-5:30 (no music), 5:30-7:30 (music)

Rain date: Saturday, October 30th, 2-2:30 (no music), 2:30-4:30 (music)

Available Slot	Date (mm/dd/yyyy EDT)	
Point Head for Pumpkin Decorating Contest In the morning for drop off as well as during the trunk or treat to give prizes out.	10/29/2021 (Fri, 5:00pm - 7:30pm) (2)	All slots filled HC Heather Coon CS Catherine Stillman
Head of Candy Collection Box by main office, also in charge of non candy items	10/29/2021 (Fri, 5:00pm - 7:30pm) (2)	All slots filled MS Michelle Shoback MP Meenal Patel
Head of Food Table Pizza, water, apple cider, donuts etc	10/29/2021 (Fri, 5:00pm - 7:30pm) (2)	All slots filled KA Karina Abad NC Nikki Craumer
Head Entertainment Organize firetruck visit, Pete the DJ and photobooth	10/29/2021 (Fri, 5:00pm - 7:30pm)	KT Kelly Thomasey
Head of Donations In charge of collecting canned donations for food pantry night of.	10/29/2021 (Fri, 5:00pm - 7:30pm)	JM Jamie Margolies
Invitation/Posters Google doc to includes invite and links to sign up for trunk, pumpkin contest and attendance	10/29/2021 (Fri, 5:00pm - 7:30pm)	LG Laura Goldstein

-Lights are being spearheaded by Rebekah Barron and Erika Berman

-Glowstick sales by Amy Diebert

-RSVP as of 10/19/21: 562 people 310 kids 32 trunks 52 pumpkins

-148 bags of candy have been collected

6. PTO Fundraising

a) Need Adult Social Chair

-Please let our PTO (Amy /Erica) know if you are willing to help

b) After School Programs - Heather

-On the Court

-Stem Club will be continued in the Winter.

-Minted program will be set up within next two weeks.

7. Book Fair Scholastic Book Fair - Laura Lofling & Meaghan Mungekar

- Sent out the flyers home soon.
- Volunteer forms have been sent

8. Homeroom Parents: Keriann

a) Need approval for parties - Genesis form

b) Halloween Updates:

- Kids Own Material to be used for parties
- Social Distance
- Nutrition needs to be approved by the nurse.
- 10am drop off/ child's name and teacher's name and parent's name need to mark.
- Kids Own Water bottle should be filled up before parties
- Gloves will be provided for the HP

c) Teacher gifts letter - Only a suggestion if parents want to donate

9. Principal's Report - Mrs. Tugya

- Add Volunteer forms

- Lower % have been approved

Next Meeting - November 17, 2021 @2:15 PM (APR room @ Central)

