

EES PTO Agenda
March 8, 2022
6:30pm, Zoom
Meeting ID: 969 1485 4222
Passcode: 258634

1. Attendance: Carol McComb, Mary Degostin, Jen Barlow, Kelly Botelho, Kate Corner, Brandy Montigny, Aliesha Lynch
2. Review proposed agenda
3. Principal's Report Second trimester ended. Parent teacher conferences March 24th and 25. Mask transitioning has been going well. Still a few individuals are wearing masks in school. Plumbing issues in the school but have been fixed. Good and services auction is happening March 26th. Looking for baked goods for the auction as well as a food truck. Last day of school is to be determined since we are still expecting snow in the forecast. Possible last day of school is the 20th. Door decorating contest pre k won and runner up was first grade.
4. Treasurer's Report ending balance, \$628.25 donation to the food bank of \$500. \$1000 dollars to the CILC for online enrichment since we are still not having in person assemblies.
5. Old Business
 - a. For the upcoming school auction, PTO has donated Instant Vortex Plus 6-in-1 6QT Large Air Fryer Oven Combo totaling \$138.20. Lauren has submitted the receipt for reimbursement.
 - b. Lauren and Mrs. McCombe will be meeting with O'Brien and Sons Playground Consultant on 3/15 to get a quote for swing set purchase and installation. Once we have an estimate, we can decide how much PTO will be able to contribute towards the cost.
6. New Business
 - a. Kate Korner is stepping down as PTO treasurer at the end of this month. A big thank you to Kate for serving well in the position for many years. This leaves the PTO in a very precarious position. Since November, Lauren Barlow and Kate Korner have made clear their intentions to step down from their current PTO positions. This will leave PTO without a treasurer and a chairperson. According to our bylaws:

"If a vacancy occurs at any point during the year, the chairperson shall appoint any PTO member to fill the vacancy for the duration of the unexpired term subject to ratification by the membership. If the office of the chairperson becomes vacant, the co chairperson assumes all duties of that office."

The responsibilities of the chairperson include:

- Develop a written agenda for each meeting based on the present concerns of the membership.
- Moderate the meeting to remain focused on the issues.
- Work within the allotted time.
- Organize committees for various tasks.
- Attend Board of Education meetings.
- With the secretary, publicize information on the PTO's meetings, activities, and plans.
- Oversee the activities of the treasurer.

The responsibilities of the treasurer include:

- Be responsible for all financial bookkeeping regarding the PTO's accounts.
- Report financial status to membership at each meeting
- Request yearly audit of books (auditor appointed at June meeting to complete audit over the summer)
- Be sure that the bank accounts hold two board members signatures for financial transactions.

- b. Discussion of book Fair set up and take down.
- c. Munson's Chocolates Fundraiser: Items will be ready for students/parents to pick up at school April 1st. Order forms, cash, and checks will be tallied by Lauren Barlow and Aliasha Lowell in the school office tomorrow. Lauren will schedule pick up items at Munson's and a date to pack them for families at the school. Discussion how to pass out orders to families. Possible evening pickup. We will see how many orders are received. Shout out to the Town officers for their participation. We can store the items in the school kitchen for a short period of time.
- d. Walk-a-thon: Keri and Liz, dates? Will have more information at the April meeting.
- e. Eight grade field trip gift: PTO purchased \$50 of bags and vinyl to customize for drawstring bags for grade 8 students going to Washington DC. Aliasha Lowell's friend, Mary DeGostin will be purchasing goodies to fill the bags. Budgeting \$120 on bags and filler. Possible donation of Frito Lay chips for trip.

7. Next meeting date: April 12th @ 6:30pm