



## Eastford Elementary PTO Agenda

April 9, 2024

6:00PM

Meeting ID: 937 6829 9983

Passcode: 675504

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1. Attendees - Aliasha Lynch, Brandy Montigny, Donna Lynch, Carole McCombe, Michelle Bibeault , Lauren Vasbinder
2. Review March 12, 2024 proposed meeting minutes - Motion to approve the minutes passed with no changes
3. Principal's Report
  - School will be closed during April vacation from the 15th-19th
  - Encouraged families to check emails from teachers about upcoming special events
  - Mid-term progress reports will go home on April 29th
  - May 17th is a scheduled half day for Staff Development Day
  - Preschool and Kindergarten have started their transition activities. This provides an opportunity for those children entering Kindergarten and Preschool to familiarize themselves with faculty, and the classroom before the upcoming school year
  - Experience Eastford is May 11 - If anyone is interested in running a booth or handing out flyers, there is a form to fill out through the rec department to reserve a table. There will be a road race, activities in the school playground area, and Bowens garage is planning a car show. There will be other events throughout the town.
  - June 3-7 is the scholastic book fair
4. Treasurer's Report - ending balance \$8,363.22
  - One withdrawal for Renee's Bistro (Conference Dinner) for \$30.06
  - We have to pay our insurance by May.
  - We have money from the fundraiser awaiting deposit. We will also have payments to the fundraiser. There will be more to report on the fundraiser next meeting.
5. Old Business
  - a. Spring Fundraiser - Overall the spring fundraiser was well received. We did more online sales than catalog sales this year. Our estimated profit from this fundraiser is \$2,226
  - b. Parent-Teacher Conference - The dinner went well, with many options to choose from. We did end up with more gluten free options than anticipated. Will need to review a more efficient way to keep track as the PTO could have prevented

ordering sandwiches. Carole commented that the staff was very appreciative of the dinner provided. Donna said that they all are very grateful.

- c. Family Engagement Activity - Most of the places that were discussed in the March meeting only allow group rates for Monday through Thursday attendance. To encourage attendance we initially hoped for a Saturday event. In addition to this barrier they also did not end up being cost effective options. Due to these barriers we narrowed it down to the Dinosaur Place in Montville and Six Flags. We have forwarded the info to Mr. Kernan and he will reach out to the coordinator at the Dinosaur Place to organize a day and confirm details. The PTO is currently awaiting confirmation.

## 6. New Business

### a. Collaboration Craft with the Library on April 20, 2024

- i. We have had some items donated for our butterfly waterer craft from community members and Eastford Elementary School Staff which we are very thankful for. We could still use some additional plastic plant saucers. Donna said she would be happy to contribute these items.
- ii. We are also making allergy-friendly bird feeders made with Cheerios and pipe cleaners. We do however need more volunteers for the event, our goal is to have 10 volunteers in total. So far, Dan Vasbinder has signed up. We will continue to promote the event to encourage volunteers.
- iii. The Library will be facilitating a big recycled craft. Each child participating in the Earth Day Craft was asked to bring in a recycled item such as an egg carton, can, bottle caps or other recyclables. Donna asked if they would like any extra recyclables. Aliesha will confirm with Jennifer from the library, and will follow up with Donna. Carole said that they could collect milk cartons from school. Carole asked if she could help spread the word. Aliesha confirmed that she would like her to send out an email and will draft one and create a flier to attach.

### b. Staff Appreciation Week May 6-10

- i. We discussed if we want to do a week's worth of engagement or 1 day. We reviewed potential options for daily engagement. Carole said that they are great ideas. Donna suggested that 5 days of planning and organizing could be cumbersome with juggling work, family and extracurriculars. Although she did express her sincere appreciation of the thoughtfulness, Michelle agreed. After further group discussion we confirmed that one day of staff appreciation would work best. Aliesha asked if they prefer a dinner or a gift to take home. Michelle commented that the Bucks gift card was a nice touch in the past or a token of some kind. Donna said to keep it simple, such as a note.
- ii. We also discussed providing a catered meal for the end of the week. Carole asked Brandy what she thought was a reasonable amount to spend. Brandy said that one day of engagement would be cost-effective considering the funds available. We discussed the option of collaborating with the Board of Ed and administration as a joint appreciation gift. . Aliesha will send ideas to Donna and Carole for further discussion. Aliesha will also email Macks catering for a quote to determine if that is a feasible option. We also will need to determine if volunteers will be needed.

- c. Need to confirm a new date for the Family Movie Night
  - i. We discussed changing the movie night to either May 24 or 31 from 6-8pm if they are available. Carole said that either date will work, as there is currently only a movie scheduled for afterschool on May tenth. Michelle mentioned that Memorial Day may affect attendance, therefore the 31st may be a better option. At this time we collectively decided that May 31, 2024 from 6-8 would be the best option. We then discussed movie options from the following options: Encanto, Luca, or Wish. Michelle is going to check the titles to ensure there are no copyright restrictions and that the rating is appropriate. Will need to promote the event as a non drop off family night. Popcorn will be provided.
- d. Confirm Field Day
  - i. Discussed if we still would like to pursue booking the magician as discussed at the beginning of the year. Carole said that we could forgo the magician if the budget prohibits it. She did give June seventh and June twelfth as tentative dates. Michelle reminded us that the last day of the book fair is June seventh. Donna also mentioned that Mr. Cody asked about an ice cream truck and, after further research, the cost is prohibitive. Carole said that we need to be cognizant of allergies so a non-food treat would be better. There was a discussion about a bubble run or incorporating music.
- e. Start to review next year's fundraising ideas to minimize work needed over the summer
  - i. Aliesha made a tentative calendar for next year, but we are forgoing further discussion at this time due to limited PTO members and consistent volunteers. Brandy expressed concern that we may need to significantly reduce engagement activities/fundraisers if we are not able to obtain more volunteers. Carole suggested we consider what was most successful this year to determine what to continue with next year. She also reminded us that fundraising can be reallocated to needs other than assemblies due to the increase in cost and sometimes inconsistency with content. An example she provided was the Book Breaks program which brings in authors. Aliesha said that we should correlate fundraisers to events and connect the two possibly by having a visual chart where it shows how much money we need to raise to have an event and also raise awareness around what the PTO does to raise money.
- f. Increased Engagement/Membership
  - i. Discussed the possibility of sending a letter out to parents regarding PTO status. Brandy drafted a letter and Aliesha asked if she should send it to Carole. We discussed when would be the best time to reach out to parents. Michelle Bibeault brought up "room parents". Aliesha asked what a room parent does. Michelle said that they assist with activities, spread awareness, act as an extra set of hands for projects, and separate orders. We don't have "room parents" officially now. Donna said she likes the idea of sending out a letter to parents at the beginning of the year and having it include specific things to assist with or items/money to donate. We discussed other ways to engage the parents via paperwork, email, or text message.

7. Obtain clarification as to who uploads meeting minutes to the school website and when all edits should be finalized by.
  - Carole said that the secretary can send finalized minutes to her. Carole or Michelle can upload them.
8. Donna discussed possible author visits.
  - a. She said she emailed Patricia, the author, she didn't hear back but in the process, she was thinking about author Renata Bowers, who writes on social-emotional learning. She wrote to her yesterday and heard back today. Renata Bowers has a whole plan for virtual or in-person learning. She read the email from Renata. The cost would be \$990 plus \$24 mileage reimbursement to and from Somers, CT. This includes 3 sessions or one entire school session. Includes "Free To Be" books for the library. She also sent a website that includes more info.
9. Carole will be sending out a new Zoom link for the meeting to enhance security. Moving forward we will only share our zoom link to those with expressed written interest to our email account. We will make it mandatory to have your full name displayed and video on before being allowed in from the waiting room. .
10. Next Meeting to be held May 14, 2024.