



## EASTFORD ELEMENTARY PTO MINUTES

JANUARY 9, 2024

6:00 PM

Meeting ID: 937 6829 9983

Passcode: 675504

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Meeting called to order 6:06 pm

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1. ATTENDEES - CAROL MCCOMBE, ALIESHA LYNCH, LAUREN VASBINDER, MICHELLE Bibeault, [Brandy Montigny](#)

2. REVIEW DECEMBER 12, 2023 PROPOSED MEETING MINUTES

3. PRINCIPAL'S REPORT

THE JANUARY NEWSLETTER WENT OUT TODAY, JANUARY 9TH. CAROL POSTED THE UPCOMING BUDGET MEETING AS WELL. IF ANYONE IS INTERESTED IN LEARNING MORE ABOUT THE SCHOOL BUDGET, THERE IS AN OPPORTUNITY FOR CITIZENS TO JOIN. THE DATES WILL BE JANUARY 11TH AT 6 PM, JANUARY 18TH AT 6PM, JANUARY 30TH AT 6PM AND FEBRUARY 8TH AT 5PM (IF NEEDED).

REGISTRATION IS OPEN FOR PRESCHOOL AND KINDERGARTEN FOR NEXT YEAR. THE DATE FOR ENTRY FOR KINDERGARTEN HAS CHANGED. CHILDREN MUST TURN 5 BY SEPTEMBER (BEFORE THE REQUIREMENT WAS DECEMBER). READINESS COUNSEL WILL BE SENDING OUT THEIR ANNUAL SURVEY TO FAMILIES WITH CHILDREN AGES BIRTH-5. THAT WILL COME IN THE MAIL.

MID-TERM PROGRESS REPORTS GOING OUT ON JANUARY 19TH.

THE SCHOOL WILL BE CLOSED JANUARY 16TH IN HONOR OF MARTIN LUTHER KING JR. DAY.

4. TREASURER'S REPORT

ENDING BALANCE = \$8,654.86

DEPOSITS TOTAL = \$50.65

- RAISE RIGHT

WITHDRAWALS TOTAL = \$1,243.74

- SIGN CONTEST PRIZES \$45.74
- PRISMATIC ASSEMBLY \$1,198.00

5. OLD BUSINESS

- a. GIVING TREE - WE RAISED \$210. HALF WILL BE ALLOCATED TO GIFT CARDS FOR THE SCHOOL TO DISPERSE TO FAMILIES IN NEED AND HALF TO THE FOOD PANTRY.

6. NEW BUSINESS

- a. WINTER WONDERLAND CRAFT AND COOKIES

PTO WILL BE SPONSORING THE EVENT ON JANUARY 20TH IN COLLABORATION WITH THE EASTFORD PUBLIC LIBRARY FROM 10:30 AM-12:00 PM. WE NEED TWO MORE VOLUNTEERS TO ASSIST WITH CRAFTS. WE HAVE TWO VOLUNTEERS TO ASSIST WITH THE COOKIES. JENNIFER JOHN WILL BE ORGANIZING THE CRAFT PORTION OF THE EVENT. SUGARZ BAKERY WILL BE SUPPLYING THE COOKIES AND DECORATING KIT. THE LIBRARIANS WILL ALSO BE READING A STORY.

ALIESHA CALLED SUGARZ BAKERY TO DISCUSS ALLERGENS. SHE WILL BE FOLLOWING UP WITH THEM THIS WEEK.

CAROL ASKED ABOUT THE EVENT FLIER FOR THE NEWSLETTER. IT NEEDS TO BE REFORMATTED. MICHELLE RECOMMENDED CHANGING THE PAGE SIZE OF THE FLIER TO 8.5X11 BEFORE SAVING IT TO A PDF.

**b. SPAGHETTI DINNER**

THE FIRE DEPT HAS GRACIOUSLY AGREED TO LET US USE THEIR KITCHEN. WE ARE HOSTING THE EVENT ON FEBRUARY 17TH BETWEEN 4:00 PM AND 5:00 PM AND IT WILL BE TAKE-OUT ONLY. WE WILL HAVE TWO VOLUNTEERS TO HAVE PEOPLE TRANSPORT THE DINNER TO THE PARKING LOT. ALL MEALS WILL BE PREPACKAGED AND INCLUDE A SALAD, DINNER ROLL, SPAGHETTI, MEATBALLS, A COOKIE, AND CONDIMENTS. WE HAVE PRE-PRICED THE DINNERS. THE PTO'S INITIAL COST IS ESTIMATED TO BE \$300. THE GOAL IS TO SELL THE TICKETS FOR \$15 PER MEAL, WHICH WOULD GIVE US A \$10 PER MEAL PROFIT. WE GAVE A DISCLAIMER THAT IF WE DID NOT SELL 50 TICKETS, THEN WE WOULD NOT HAVE THE EVENT. PAYMENT WILL BE MADE WITH EITHER A CHECK OR CASH.

WE DISCUSSED HOW WE SHOULD SELL THE TICKETS. THE OPTIONS INCLUDED HAVING THE SCHOOL OFFICE SELL, THE LIBRARY SELL, AND VOLUNTEERS SELL THEM DURING PICK UP AND DROP OFF.

ALIESHA ORDERED TICKETS FROM VISTA PRINT. ONCE WE CLARIFY WHERE THE DINNER PICK-UP WILL TAKE PLACE, WE CAN ORDER THE TICKETS (BY THE END OF THE WEEK).

WE DISCUSSED HOW PICK UP WOULD WORK BEST. THE OPTIONS INCLUDED EITHER PICKING UP DIRECTLY AT THE FIRE DEPARTMENT OR HAVING VOLUNTEERS WALK IT OVER TO THE SCHOOL.

BRANDY SUGGESTED THAT WE ADVERTISE THAT THE TICKETS MUST BE PURCHASED BY CHECK OR EXACT CHANGE.

7. NEXT MEETING DATE: FEBRUARY 13, 2023

MOTION TO ADJOURN THE MEETING WAS MADE BY MICHELLE AT 6:43 PM AND SECONDED BY ALIESHA.