

## Eastford Elementary PTO Minutes

May 21, 2024

6:00 PM

Meeting ID:



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1. Attendees: Donna Lynch, Brandy Montigny, Carole McCombe, Michelle Bibeault, Aliesha Lynch, [Lauren Vasbinder](#)
  2. Review April 9, 2024 meeting minutes - Minutes approved with no corrections.
  3. Principal's Report -
    - We have many upcoming field trips planned over the next few weeks.
    - There is no school on Monday, May 27th, for Memorial Day. There will be a town parade and decorating contest sponsored by the Eastford Recreation Committee.
    - May 28th is the town budget meeting from 6-9PM. All are encouraged to attend. Voting will take place on June 11th.
    - May 30th-Kindergarten and Preschool will have orientation for the parents of all incoming students at 6pm (returning families are also welcome to attend). All invitations have been sent out to the incoming 4 year olds and we are awaiting responses. Letters will be sent out to the 3 year olds next.
    - We will be hosting our biannual book fair from June 3-7th, with evening hours available to parents and guardians on June 6th. Please be on the lookout for a flier to come home with your student.
    - On June 5th at 2pm, a music concert will take place, showcasing performances by the Preschool, Kindergarten, and after-school chorus. In addition to vocal performances, instrumentalists will also take the stage. Parents and families of these students are encouraged to attend.
    - On June 12th, Field Day will take place. Grades pre-k through fourth grade will participate in the first half of the day and grades fifth through eighth will participate during the second half of the day.
    - Our last day of school is June 14th, which is an early dismissal day.
  4. Treasurer's Report - Ending balance on April 30th : \$10,701.16  
Deposits: \$2,396.00 (Fundraiser)  
Withdrawal: \$28.00 (chargeback from fundraiser-has been rectified)
    - There is a check from the fundraiser at the school waiting for deposit.
  5. Old Business
    - Spring Fundraiser
      - We have wrapped up the last few details regarding the fundraiser. It went well overall. Will consider doing this fundraiser again next year as we had better participation than with other fundraisers in the past.

- b. Family Engagement activity
    - Aliesha sent an email to Mr. Kernan following up on the summer engagement activity. He asked us to put together a letter of interest to gauge how many families are interested in participating prior to ticket purchase. A letter was emailed to him today (5/21) providing June 25, July 22, and August 14 as date options for the families. We will then choose based on the highest response .
  - c. Earth Day Craft collaboration with the Eastford Library
    - The event went well. The kids had fun and made 2 great murals out of recyclables that are on display at the library along the balcony.
    - Based on the sign-up, we needed to purchase more items. However, we only had half of the kids show up, which resulted in unnecessary purchases/money spent. We discussed if it would be reasonable to have a \$2-5 deposit that they could get back on attendance. This could eliminate excess spending. We discussed adding an email section for the sign up and then sending an email reminder to those that signed up to eliminate no-shows.
  - d. Staff Appreciation Week
    - We provided a catered fajita bar along with a cake and some gluten free cookies. We will investigate other options for next year as time was limited this year once we got the cost estimate back from the first caterer. Carole and others commented that it was very well received and continuing to do the same thing every year would be appreciated.
  - e. Family Movie Night
    - Movie night is scheduled for Friday, May 31, from 6-8pm. We will be showing the movie Encanto and popcorn will be provided. A sign-up sheet was sent home with families to estimate participation/popcorn needed. Currently we have an estimated attendance of 38 people. Carole mentioned that perhaps sending a reminder email for this may be helpful. We will follow up and ask Mary Seguire and Carole to send a reminder email to the families that signed up.
2. New Business
- a. Author's Meeting
    - Donna has been researching setting up a meeting with Renata Bowers.
    - If we choose to book, Renata stated she will hold this year's cost for us at \$990 plus \$24 in mileage reimbursement from/to Somers (36 miles @ the IRS rate of \$.655). This includes three 50-minute sessions with the grades of our choosing. She suggests three sessions something akin to PK-1, 2-5, 6-8. Also included is a full signed set of Frieda B. books for the school library.
    - Donna asked if she should explore possible dates with Renata. Brandy confirmed that the price is reasonable. Carole asked if we should wait until after the fall fundraiser to confirm the event, but Brandy felt that it was fine to book. Donna will reach out to Renata to schedule and will follow back up with us and Carole once a date has been chosen. We collectively decided it would be

best to incorporate the entire school based on the grade breakdown she suggested as mentioned above.

- Donna mentioned that at Experience Eastford, she met Julia Kneeland, an author of children's books such as *Jig Gets Lost*, that is also illustrated by Rachael Budd (a former EES student). Donna asked if she could reach out to her to see if she would like to come to the school and present to the younger students. Collectively, we decided this is something that could be explored and she will reach back out to us once more information is available.

b. Field Day

- This year the PTO will be providing pizza, chips, freeze pops and drinks in lieu of entertainment. We then collectively discussed what the best options for pizza would be as they are delivered separately to each classroom. We decided that ordering 12 cheese party pizzas will be best. We also discussed options for special diets, being cognizant of allergies. Aliesha will send Mrs. Roto an email to find out the number of students that need alternative options.
- A letter will be sent home to parents so they are aware that lunch will be provided and they have an option to send an alternate lunch if they wish.

c. 8th Grade Graduation

- Lauren Barlow has agreed to take the lead on graduation day this year. An email has been sent out to all volunteers with her contact information provided.
- Brandy has agreed to provide allergy friendly desserts. We discussed other things that we may need.
- Lauren picked up the Amazon gift card for the Marilyn Krom award that is given out at graduation.

Addendum to agenda:

- Carole mentioned that Mrs. Weinland (art teacher) would like to do a collaborative event with the PTO next year. She would like to hold an Arts Night showcasing all the students' art work, possibly in conjunction with a music concert. We discussed the possibility of the PTO holding an ice cream social during this time. Since we typically do the ice cream social at the open house, we considered possibly holding a baked goods table and asking for parent volunteers. This was mentioned so we could have it on our radar and reach out to collaborate.
- Carole also mentioned that we will have the after-school program grant again for next year and we could also hold events in tandem with the after-school program.
- Our next meeting was scheduled for June 11th. This meeting conflicts with the town budget vote. Therefore, to encourage voting attendance and due to schedule conflicts, we will forgo the June meeting. The only thing on the agenda for June is to finalize graduation details. We will reach out to Lauren via email and update the PTO committee of final details. We will be working on a calendar of events for next year and have already drafted a letter to parents to go out at the beginning of the next school year to encourage participation. We also plan on reaching out to Mrs. Kopplin and Ms. Garvie to coordinate PTO attending their orientation days over the summer to hopefully gain new membership.

Meeting adjourned at 6:49 PM.