

## August 20, 2019 Meeting Minutes

### Meeting commenced at 5:33 p.m.

In attendance: Kevin Fealey; Melissa Stringham; Meredith McHugh; Laura Spence; Marzia Motta; Claudia Wright; Cassie Landry

Item 1: Review July 18, 2019 meeting minutes for approval

- No comments or concerns – **APPROVED**

Item 2: Status from Thao regarding PTO bank account (current balance, if any)

- Thao is meeting with Dan on Wednesday, August 22, 2019, and Dan is putting \$100.00 in the SPTO account

Item 3: Status from Laura regarding upcoming newsletter

- Newsletter draft is great
- Newsletter needs to consist of current and upcoming month (this months will contain August and September)
- Newsletter will contain the following information:
  - o Meeting times (3<sup>rd</sup> Tuesday of every month at 5:15 – see July minutes for detailed list of pre-scheduled dates)
  - o If we have a conference call number or designated place (i.e., Google Meet, etc.), should be delineated in the newsletter
  - o EVENTS
    - Boohoo/Yahoo Breakfast
      - 8:30 – 9:30 a.m.
      - Add “For Parents Only”
    - Book Fair – September 21, 2019 to September 27, 2019
    - BBQ – September 21, 2019
    - Ledo’s Pizza – September 25, 2019 from 5-9 p.m.

Item 4: School-funded events & community outreach

- See Item 3
- Melissa is going to do research regarding the children creating cards for sick children

Item 5: New business

- First day of school – who will be there? Where do the coffee and doughnuts come from?
  - o Kevin, Cassie, and Marzia will attend
  - o Claudia will let us know who pays for the supplies (coffee/doughnuts)

- Claudia and Kevin explained that the role of the room parent program is separate from that of the SPTO. However, both work together via Stacy, as she is the Room Parent Coordinator.
- Claudia thanked everyone for looking over the room parent manual and making any edits/suggestions. She also explained that the manual will be given to the room parents, as it helps define their role.

Item 6: Next meeting's agenda

- **Next meeting is September 3, 2019 @ 8:30 p.m.**
  - This meeting will be conducted via the telephone (Google Meet – Claudia to send out invite) or conference call
  - We will solely talk about the BBQ scheduled for September 21, 2019 – what is our role? (i.e., how does the SPTO participate? Raffle? Table? Shirts?)
- **Next in person meeting (and open to the public) is September 17, 2019 @ 5 p.m.**
  - Interpreting the bylaws (e.g., term limits)
  - Book Fair in September – who is going to man the event? Cassie and Stacy will work this together (note: we did Usborne last, so we should probably rotate and do Scholastic next)
  - The money we make – what will it go towards? Playground, garden, etc.? (Claudia is going to make the executive decision.) Claudia will make an inventory as to what we need and how much it will cost.
  - How much do we think we can make? What will our goal be?
  - Future restaurants and October dates
  - Consignment sale?
  - Shirts? (If not talked about on September 3 telephone meeting)
- **The following meeting is a morning meeting – October 15, 2019 @ 9 a.m.**

Item 7:

- Miscellaneous notes from meeting
  - Book Fair in April or May (carnival)
  - November 4, 2019 – Morning Movie (Cassie will look into this)
  - Doing restaurant each month - Chipotle in October? Each month, we'll have a meal planned. Same place in newsletter each month.
  - Coat Drive – October 1-4, 2019 (Meredith)
  - Candy Drive – November 1-8, 2019 (Melissa)
  - Dan pays for BBQ on September 21, 2019
  - Holiday breakfast for teachers will be December 12, 2019 – Stacy will coordinate with room parents
  - Claudia is our POC and if we have questions or concerns for Dan, please go through Claudia
  - Future meeting time will be from 5:00 to 6:00 p.m. in the teacher's lounge

**Meeting ended at 6:38 p.m.**