

MINUTES – October 15, 2019 SPTO meeting

Attendance - meeting commenced @ 9:00 a.m.

- Kevin
- Tracy Winward
- Lindsey Patel
- Cassie
- Melissa
- Laura
- Stacy
- Dan
- No remote attendees

Item 1: Review September 17, 2019 meeting minutes for approval (2 minute)

- Meredith to send future minutes to Dan for posting on the Springs website

Item 2: SPTO money - how much money do we have? (2 minute)

- Thao sent an update via email
 - Dan provided \$100 seed money and we've received a total of \$86 since
 - \$41 from BBQ donations, \$45 from Venmo.
 - We have \$186 total in our account
 - We also raised \$215.80 from Ledo pizza and \$28.20 from 520 Ice Cream and Tea and \$2.70 via Venmo.
 - We should have \$432.70 in our account after everything is reconciled at the end of the month.
 - \$926.27 was raised for Scholastic and will be used to buy books for the school
- 20% of fall picture sales will also go to the PTO per Dan. We should receive a check in November (last year was \$500-600)

Item 3: Ongoing activities (2 minute)

- Winter coat drive is active this week. Gently worn coats will be accepted and donated locally.
- Flyers will be in the grassy parking area and near computers to notify parents.
- Gloves, hats, etc. are also accepted.
- There will be no Wednesday briefing this week, so PTO will plan to send an email out to parents on Thursday to remind them. Stacy will also send a notification through room parents.

Item 4: Thanksgiving Feast (15 minutes)

- Kids will be cooking starting on Monday and is an opportunity for parents to get into the child's classroom. Stacy can help coordinate with room parents and remind them, but otherwise PTO has no responsibility.

Item 5: Teacher's gifts (10 minutes)

- Marzia via email: Last year SPAC raised \$125 per teacher via a special fundraising event from December 1-17. SPAC supplemented the funds raised to round gift cards to round numbers - e.g. \$125 rather than \$124.72
- From last year's SPAC email:
 - 42 teachers
 - Recommend \$21 donation per student so each teacher receives at least \$100
 - Each teacher got \$120 Amazon gift card
- Stats from Dan:
 - 42 will include teachers, assistants, floaters, etc.
 - 223 students
 - Request \$20 per student will result in \$100 per teacher
- Last year, gift card print-outs were provided to teachers
- Stacy mentioned that Ben may be willing to purchase gift cards again this year and provide receipts. This likely should be a function of Thao though.
- Last day of school is the 20th. So timeframe of December 1-17 is probably a good timeframe or potentially start early. Send out an early notification via email on November 20 and have a blurb in Wednesday briefing. Set cutoff Friday December 13.
- Sindy to send out poll to determine if teachers would prefer Amazon gift cards or cash (crisp \$100 bills).

Item 6: Stacy - Usbourne Cards for a Cause (10 minutes)

- 2 week event
- Boxes of 30 cards and envelopes are \$30; PTO would get \$12 per box
- Stacy showed samples
- Sign up sheet in the lobby along with some posters and flyers. People choose the types and numbers of boxes they want (example types: kids birthday, holiday, all occasion, thanks and blanks) and pay the vendor directly via check, venmo, etc.
- Plan for January so we do not overwhelm parents with too many donations, purchases, etc. right now

Item 7: Shirts & bags? Still want to do this? (5 minutes)

- Parents could purchase shirts or bags and a portion of proceeds would go to PTO.
- Idea was to bring a small bag that could contain Friday folders, nap things, etc.
- Stacy mentioned purchasing some so they are available on hand for the next PTO event
- Decision: continue discussion, but push event out until maybe February to not overwhelm parents

Item 8: Candy drive (November 1st- November 15th last year) and November 4th movie day fundraiser (3 minutes)

- Candy drive November 1-8
 - There will be nuts donated, so we will have a covered container in the front provided by Melissa.
 - Candy is eventually distributed to military overseas and VA hospitals.
 - Melissa will provide a write-up for Wednesday briefing before Nov 1.
- Follow up via email about movie day fundraiser with Cassie.
 - Need to choose a movie - can it be streamed (Dan offered the new Aladdin)?
 - Is this set up?

Item 9: November newsletter (5 minutes)

- Money collected from pizza and ice cream, book fundraiser, movie morning, teacher gift, coat drive results (maybe a picture from Melissa), Thanksgiving feast
- Follow up with Cassie about dinner out for November
- Next PTO meeting November 19 at 5:15pm
- Stacy to start putting newsletters in Friday folders
- Next newsletter will be printed October 24 and included in Friday folders October 25.

Item 10: Next meeting's agenda (5 minutes)

- Shirts & bags - we would like to see samples and discuss timeframe/plan
- Winter Walk of Lights - last year, January 5. SPAC provided a \$2 discount + \$1 implicit donation to SPAC
- Spring cleaning / consignment sale for toys and clothes
 - Pay \$1 per item donated (optional); for each item donated, take one home. Anything remaining at the end will be donated. Any funds raised can be used for teacher appreciation.

- Gardening - what do the teachers want the PTO contribution to be and how much needs to be raised? Dan recommended maybe a chicken-wire fence to put around the garden for safety.
- Usbourne Cards for a Cause in January or February - Melissa recommends tying into giving cards to children in the hospital

Meeting ended @ 10:00 a.m.