#  Attendees

Courtney Cratty, Jess Manger, Sarah Daily, Kat Copeland, Jenn Lemaire, April Sears, Kristen Deluco, Kim Laster, Kara Herbertz, Ross Mulkerin

# Agenda

## Introduction and Roll Call

* Courtney Cratty called the meeting to order
* This is the last PTO meeting of the 2016-2017 school year

## Principal’s Update

* Thanks for Staff Appreciation Week
* Race for Ed – need assistance with anything
* Whole school field day this year rather than by grade; mix of indoor outdoor stations (June 2, rain date June 9)
* PTO will assist with volunteer signups for the field day
* “Green Team” started within the staff, focus on school garden, recycling
* School counsel – parent outreach, will put out a survey to gauge parent interest in topics that can support parenting
* Mascot – March madness bracket at the end of the year based on students’ suggestions

## Officer Updates

Co-Chairs

* 5th grade move up – Kara collected the forms that have been returned, has the deposits ready to be deposited for shirts and game tickets
* Waiting until the end of this week to give extra time for more families to return forms
* Money from PTO will be used for food, diplomas, supplies, and banners
* Kara reported that the majority of 5th graders ordered t-shirts
* Spinners tickets were all sold (reserved 180 and Kara will order an additional chunk to fill demand)
* Open positions for next year – Hale fundraising, Website/Directory (moving directory to only being online next year), Shadow for Treasurer, Lip Sync, Spirit Wear, Shadow for Fundraising
* Kat Copeland is interested in being the Arts & Culture Coordinator
* Sarah Daily volunteered to be the website/directory coordinator
* Kyla Gallacher said that she is interested in shadowing treasurer

Treasurer

* Still waiting for receipts for reimbursement for Arts Buffet
* Kara Herbertz is updating document of treasurer responsibilities
* Received 1,000 box tops posted to our account for free ($300)
* Kara got a random SquareOne Art check ($56)
* Checks need to be made out to SPTO
* Race for Ed – processed 152 mailers over weekend (over $4,000)
* Nashoba Dollars for Scholars – PTO donates $1000 per year to this scholarship each year ($500 for a female student and $500 for a male student)
* Ross will talk to Kristen Straub about moving the Dollars for Scholars school supply boxes launch date until after Race for Education
* Hale – taking budgets for Arts and Culture and Field trips to fund Kimball Farm 8th grade trip since a Spanish trip that usually happens will not be taking place this year; also covering snacks for DC trip with this money
* 6th and 7th grades used all of their Arts and Culture/Field trip monies for the year
* Kara put reimbursement form on website for everyone to access

Fundraising

* Next meeting 5/15 at 9:15 am. Jen Morhous requested to meet at the school but realized it’s an MCAS day, haven’t gotten it approved so she will look for alternate location
* Things going well, DJ confirmed. He doesn’t have a rain date available so instead we will have a rain location…Hale - same start time
* We will pre-sell raffle tickets
* Flyer to go home week of 5/22 that will have a tear off form for the pre-sell tickets. Sarah Dailey put together this year’s flyer

## Committee Updates

Picnic

* Jen Morhous met with Ms. Melone and Mrs. Mandile and picked 10 obstacles for the kids to do, including a rest area. K&1 will have a smaller subset than 2-5.
* Signup.com is going well have many volunteers; Jen asked for an emcee for each hour but so far no one has signed up for this. If we don’t get one for the whole thing or one for each group then we won’t do shout outs.  Will blast weekly until RFE.
* We are over half way to our fundraising goal of $25,000
* A flyer will go home the week of 5/15 to remind parents of the race times,etc.
* Grades K-1:  9:00 to 10:00 a.m.

Grades 4-5:  10:15  to 11:15 a.m.

Grades 2-3:  11:30 to 12:30 p.m.

Staff Appreciation

* A lot of positive feedback from staff and administration from both schools

Arts & Cultural

* Everything has been scheduled, only end of year field trips are left
* Kara will check in with current grade level parent representatives to check that they are willing to move up a grade and continue in their role for next year before the role is transitioned to Kat

Donuts with Dad

* Donuts with Dad cancelled due to lack of available dates
* May need to explore whether it makes sense to continue having these morning events
* Will brainstorm over summer months (Daddy-Daughter Dance, Mother-Son movie night; holiday movie night; game night)

Project Prep

* Kim had to change dates around due to MCAS and rescheduled all dates

Volunteer Services

* need volunteers for field day

8th Grade Recognition Ceremony

* Mr. Perkins (interim principal) is combining many end of year events into one day (Kimball’s trip, move up ceremony, and semi-formal dance are now on the same day)
* PTO will host after-ceremony reception
* All of these events will take place on June 19th

## New Business

* Discussed possibility of the board meeting with the incoming Hale principal

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