

MEETING MINUTES

OCTOBER 18, 2022 - 6:30PM AT SWEETSIR SCHOOL
MEETING CALLED TO ORDER BY: PTO PRESIDENT: KAITLIN PELLERIN
MEETING MINUTES TAKEN BY: JACLYN KELLEY

| MERRIMAC PTO MEMBER MEETING | |
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| MEMBERS IN ATTENDANCE | Jaclyn Kelley, Kaitlin Pellerin, Tracey DeCresenzo, Colleen Forrest, Colleen Liporto, Katie Dean, Sara Vendshus, Ryan Vendshus, Dawn Ackerman, Stephanie Dembro, Sarah Elwell, Maxine McGoldrick, |
| TREASURY REPORT | <p>Financial Status Update by Tracy DeCresenzo</p> <ul style="list-style-type: none">● Budget review:<ul style="list-style-type: none">○ Balance as of 9/14/22 \$31,361○ Money Raised:<ul style="list-style-type: none">▪ Spirit Wear- \$14▪ Donations- \$146<p>Total Cash In- \$160</p>○ Expenses:<ul style="list-style-type: none">▪ Website Costs -\$ 84▪ Merrimac Goes Back to School- \$240▪ Harvest Fest- \$335▪ Library Books (read a thon proceeds)- \$1,064▪ PTO Meeting Refreshments- \$144<p>Total Cash Out- \$1,886</p><p>Balance: \$ 29,955</p>○ Holds/Commitments:<ul style="list-style-type: none">▪ Harvest Festival- (\$500)▪ Insurance- (\$690)▪ Harvest Festival Income- \$1,500▪ Meadow Farms income- 4,550▪ Holiday Event (\$100)▪ Bookstore Income- \$500▪ Board and Brush income- \$175<p>Total Holds- \$5,440</p>● There is about \$29,655 available cash as of current date. |

HOT TOPICS

- **Meadow Farms Fundraiser**
 - Sales can continue online until the end of December. Currently the PTO has earned roughly \$4,000-\$4500. An accurate profit will be given at the meeting in November.

- **Harvest Festival**
 - A flier will go home to make sure everyone has information about this event.
 - The DJ used at the Luau Dance will be coming to the Harvest Festival. There will be glow sticks and there will be a glow in the dark dance party.
 - Fatbelly BBQ will be at the farm, as well as a coffee and hot chocolate truck.
 - There will be a backdrop for photos.
 - High school volunteers and teachers will be throughout the corn maze to pass out prizes to students.

- **Bookstore**
 - Dates have been set up; 10/28, 11/18, and 12/16. Books will range from \$1-\$3. The PTO will send out requests for book donations. All books should be in very good condition.

- **Holiday Events**
 - Dec 15th will be a Polar Express Event at Chunky's in Pelham, NH.
 - The cost is \$4.50 per person and students will receive Hot Chocolate, and a Golden Ticket.
 - The PTO will buy bells for each student.
 - Santa will be coming to this event. There will also be a tree and photo backdrop.
 - There may be a possibility of doing 2 theaters to allow more people to come.
 - The PTO will pay Chunky's \$4.50 per person and keep the rest for profit. The price has not been set yet for each ticket.
 - Jackie is working on a way to create a giving tree for staff. Initially it was discussed to have a tree set up in each lobby with snowflakes hanging on them. Each snowflake will have a staff member's name as well as some ideas for a wishlist on them. The logistics of parents getting to the school to pick up a snowflake could be challenging, so brainstorming will continue. It is possible to make a digital tree as well.

- **Parent Night Out**
 - Board and Brush event is scheduled for 10/24. Registration will be extended a few extra days. There will be water, soda, and snacks. The PTO will receive \$14 back on each person who attends.
 - Barewolf Brewing will be on 11/30. This will be a free event. There will be a cash bar and snacks.
 - Cookie Decorating featuring "Sprinkles by Stacy". This will take place at the Library on 12/8 at 5:30. The price is \$60, and \$10 will come back to the PTO for each registration.
 - Sarah Elwell is working on setting up a floral class. The company is called Welcome to Florestry. During the class people can make a wreath or a centerpiece for the holidays. The cost is \$55 for a Wreath and \$65 for a centerpiece. Due to the library having a greenery class and wreaths being sold by various organizations throughout the community the PTO decided it may be best to do this class after the New Year.

- **Fundraising**
 - Little Caesars- This will be an ongoing fundraiser similar to Amazon Smiles. Individuals will scan a QR Code and the PTO will get \$6 back per person. It will be a \$26 meal deal. It was suggested to pin the QR Code on FB so it's easily accessible to everyone and easy to find.

- **Coffee with Counselors**

- On 11/4 there will be a meet and greet with the School Counselors where parents can learn about the zones of regulation as well as digital citizenship. Refreshments will be served.

- **Donations**

- *Home Depot*- It was discussed that Home Depo in the past has allowed people to fill a carriage and take that as a donation to their school. They also have given free craft kits.
- At this point the PTO has a *Panera GC*, *Target GC*, *Amazon GC*, *Five Daughters food tray*, and a *Carriage Town Primitives GC* to use for raffles.

- **Robotics**

- Currently Henry Lombart and Mr. Buckley are the only people helping with the Robotics program. Volunteers are crucial to the success of this program. It will not be able to run without volunteers. The ratio of parent volunteers should be 1 parent to 3 students. The PTO brainstormed ways to get volunteers. A suggestion to use High School volunteers would be a good idea. Contacting Cori Snow, or a Science Teacher at the High School would be a great starting point.
- Currently 4th and 6th grade are ready to start Robotics at \$60 per person. The PTO would like to see this program be free for all students who wish to participate. There is space for 15-20 students.
- A discussion about paying staff to work this program took place. The PTO is not comfortable paying staff members. This is something that can affect the PTO's non profit status. It also has implications on the way the PTO does their taxes. Last year the PTO paid Mr. Buckley \$1,400, which is problematic and can not continue. The fee that has been paid by students has actually been paying for Mr. Buckley and not paying down the cost of the robots.
- Mrs. Dembro mentioned that there is a stipend available for \$350 that could be used to pay Mr. Buckley for this year, and next year a larger stipend can be incorporated for this purpose. The \$350 will only cover the first session, so a discussion about the spring session will have to take place in order to figure out the payment for that portion. Nancy will contact Mr. Buckley to see if he would be willing to do the Robotics Program for \$350 as it's lower pay than he is used to getting.
- Mrs. Ackerman mentioned that she does coding on the computer as part of her curriculum.

- **Ski Club**

- 4th-6th grade students can participate.
- There is no bus, so students will be responsible for getting their own ride
- Registration for this club will begin soon.
- Nancy will be using paper forms and have payment done via checks.

- **BOKS**

- A program will take place in the winter, upon approval of use of the gym.

- **In House Field Trip Request**

- 3rd Grade would like to have Plymouth Plantation come to the Donaghue, as the field trip to the Plantation was not possible this year due to costs. A discussion took place approving this request, but also wondering if there was a way to make this available for the whole school. Jackie will reach out to Mrs. Treem to see if this is possible. The cost of just the 3rd Grade is \$1612.

- **Hour of Code Week**

- Mrs. Ackerman would like to have some in house field trips or people come in for this week.

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| | <ul style="list-style-type: none"> ○ Code and Circuit in Amesbury can do a presentation style assembly for the Donaghue. ○ An idea of having a local author come in for the sweetsir was discussed. ○ A cost of roughly \$1,000 was suggested for this. |
| <p>Misc. PTO BUSINESS:</p> | <ul style="list-style-type: none"> ● Tracy will be looking into Venmo Charity Profile, so that we can have another payment option for events. ● Kaitlin is working with Jillian on creating the new website. It will have a cleaner look, which will be easier to navigate. |
| <p style="text-align: center;">The Next PTO meeting will take place on November 14, 2022 at the Sweetsir School at 6:30PM</p> | |