

AGENDA
Leverett Elementary School PTO Meeting Minutes
November 9, 2018
6pm

1. Call to order: In attendance: Tessa Young, Margot Lacey, Jen Bray, Tina Robison, Amanda Doster, Amy Boivard, Miryam Vessel, Nadya Tkanchenko, SiriOm Fuller.
2. Approval of October meeting minutes (need three board member's votes)-approved
3. Treasurer's Report
 - A. Halloween party income/expenses
 - \$1100 raised gross, pizza and tchotchkes not accounted for yet
 - B. Tax return done
 - C. Morse Hill - confusion around payment, still owe Morse Hill \$423. Money requested and collected by teachers was lower than fee of admission. PTO already paid \$500 for transportation. Discussion about PTO covering the \$423 for this time, but the system needs to be clarified to teachers and communicated more clearly to families.-**** Margot will work on this.
 - D. Payment made of \$620 for Mountain Day transportation.
 - E. Pebble Go renewed, at next meeting need to make a motion and approve it. The need was more immediate so Donna Rivers renewed the membership. - *****Miryam to follow up with Donna Rivers.
 - F. Still following up on the missing \$1000 from anonymous donor for the Valley Gives Fundraiser.
4. President's report
 - a. Discussion Halloween Party-a lot of work, but a great success.
 - b. SiriOm requested people keep an eye out for a "hairy" camo suit for Haunted Hallway. - *****Amy Bovaird to ask Neill.
 - c. Discussion about Harvest festival and Halloween and Spaghetti Supper- too much and too close together for families. Idea to ask Alyson Bull if spaghetti dinner can be done on a different weekend night- *****Miryam Vessel to follow up.
 - d. Harvest Festival:
 - Made total of \$2000. How can we raise money equitably? Discussion about pooling money and then divide up equally to each grade? This might not go over with some teachers who have specific field trip money in mind.
 - Need a record of what works and sells and what doesn't.
 - Does not need activity AND food table. Less food and more activities.
 - Need a form to fill out- electricity, table you need, how much space
 - Charge anyone selling products for profit, lesser fee for non-profits.
 - Need to make sure teachers help students make signage for their class tables.
 - Town drives that it is the weekend after Columbus day, but since town is less involved, proposal by PTO of a new date 9/28.
 - Invite Leverett organizations/non profits/artists: Dakin animals? Petting area for farm animals, etc?
 - Planning needs to commence in June.

- If PTO member is the point person, then PTO needs to profit more from Harvest Festival- *****Jen Bray volunteered to be point person.

- e. PTO closet to move back downstairs- didn't discuss-on hold until next meeting.
- f. Discussion: Teacher/Staff appreciation gift cards - scrap for 2018 - will do Giving Tree idea for teachers.
- g. "Giving Tree" in the front of the school. Teachers write their classroom wish list on leaves and place on the "Giving Tree". Any parent can pick up a leaf and fill the wish for any teacher. -*****Tessa Young to design. **** Miryam Vesset to send out email to teachers.
- h. Need to send meeting minutes from Sept. -present to be added to LES website.****Miryam Vesset
- i. Mailchimp PTO account not working- Amanda Doster will follow up.
- j. Teeshirts- update and send out order form.- send image to SiriOm
- k. Need a better way to keep track of information for each PTO event. Create binders with directions and notes (Google docs AND printing) -*****Amanda Doster and Jen Bray to take this on (Harvest Festival, Halloween). ****Emily Hodos was working on Spaghetti Supper manual :)
- l. Create a google Group to share information?
- m. Can't add admin to FB- ****SiriOm-Theresa, past president might have info.

5. Principal's Report Principals report

- received Starz grant for \$3800 for Hitchcock center- 4 to 5 sessions with each class
- book fair- Nov 14, kids wish lists, cashiering Nov 15, 16 and 19, supports library
- evacuation drill complete and success

6. Fundraising:

Since Valley Gives platform does not exist anymore, need to come up with a Spring Annual Fund. Nadya to research indigo-go, go fund me, generosity, venmo.

Other fundraising ideas:

- Friday post: before end of school year- donations for PTO non-profit
- Basket raffle-each class has a theme and puts a basket together.
- Calendar raffle- donate service, goods
- Corporate matching- need a letter- Human Resources
- donate your solar credits- offsets the electric costs- *****Tessa Young
- as a PTO what are your grant application guidelines- ****Miryam will follow up with two parents who have grant writing experiences.
- At town meeting on voting day have bake sale?
- Basket Raffle- theme for each class, people donate pieces, Italian dinner, beach- people see them for visibility.
- Raffles- calendar raffle
- kids can sell tickets to people outside of Leverett Community.

7. Upcoming Events/Discussions:

- a. Talent Show/Game Night-food Baked Potato Bar-*****Amanda Robillard point person for food
 - b. Possible opportunity to announce fundraising kickoff- at the end of the event, phone donations-need wifi.
 - c. Tee-shirts- update and send out order form.- *****send image to SiriOm
8. Next Meeting: Thursday December 13, 2018 6pm, LES parent room