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Agenda

October 13, 2016

Meeting Called By: Mary Kate Ferreira
Type of Meeting: Open PTO Meeting
Time Keeper: 7:30 PM
Note Taker: Katie Roche

Attendees: Sarah Cronin – Principal
PTO
 Mary Kate Ferreira – PTO Co-President
 Susan Garratt – Treasurer
 Katie Roche– Secretary
Parents:
 Dori Parmelee-Parent
 Justin Parmelee-Parent

| Topic A | | Presenter Name: Susan Garratt | Notes Taken? |
|---|--|-------------------------------|------------------|
| Discussion: Annual Dues | | | |
| -Amount collect to date (10/13/16)- approximately 50% of families | | | |
| Observers: | | Resource Persons: | |
| Meeting attendees | | | |
| Other Information: | | | |
| | | | |
| Conclusions: | | | |
| PTO will collect dues at Halloween party on 10/28/16 | | | |
| Action Items: | | Person Responsible: | Deadline: |
| | | | |

| Topic B | | Presenter Name: Mary Kate Ferreira | Notes Taken? |
|---|--|------------------------------------|--------------|
| Discussion: Fundraisers | | | |
| - Update on Kids Stuff Coupon and Genevieves wrapping paper fundraisers | | | |
| Observers: | | Resource Persons: | |
| Meeting attendees | | | |
| Other Information: | | | |
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| Conclusions: | | |
| Mary Kate Ferreira will contact Joanna Blaney to see if deadline for Genevieves can be extended | | |
| Action Items: | Person Responsible: | Deadline: |
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| Topic C | Presenter Name: Mary Kate Ferreira, Katie Roche | Notes Taken? |
| Discussion: PTO Events | | |
| <ul style="list-style-type: none"> - Update on volunteers for Halloween party - Purchasing and storing decorations for Haunted Hallway- limited storage is available now at the Hanlon due to space being needed for staff - Fall Picnic- consider holding picnic next year earlier in September and beginning picnic 5:00 or 5:30 to accommodate working parents' schedule | | |
| Observers: | Resource Persons: | |
| Meeting attendees | | |
| Other Information: | | |
| | | |
| Conclusions: | | |
| Susan Garret will touch base with Haunted Hallway parent chair regarding decorations | | |
| Action Items: | Person Responsible: | Deadline: |
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| Topic D | Presenter Name: Mary Kate Ferreira | Notes Taken? |
| Discussion: Constant Contact | | |
| - PTO hopes to have this running soon to communicate with parents via emails | | |
| Observers: | Resource Persons: | |
| Meeting attendees | | |
| Other Information: | | |
| | | |
| Conclusions: | | |
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| Action Items: | Person Responsible: | Deadline: |
| | Lynne Weston | |

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|---|---|---------------------|
| Topic E | Presenter Name: Mary Kate Ferreira | Notes Taken? |
| Discussion: 2017-2018 Open PTO positions | | |
| - Event coordinator (Board position); Math League; Science Fair | | |
| Observers: | Resource Persons: | |
| Meeting attendees | | |
| Other Information: | | |
| Alison Gustie will be Treasurer beginning 2017-18 school year (2 year position) | | |
| Conclusions: | | |
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| Action Items: | Person Responsible: | Deadline: |
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