

Ashland K-12 PTO Minutes

Date: September 7, 2016

Location: AHS

Type of Meeting: Executive Board Meeting

Attendees: Meghan McGuire, Kelly Bulens, Lisa Tubin, Katie Bratica, Erin Cote, Sue Reap, Stephanie Greco, Tricia Kendall, Sarah Ciano, Ashley DePaolo, Sheri Elwell, Sandra Montesino, Chris Watt, Kristin Grimes

Agenda

1. **Presidents Welcome** (Meghan McGuire)
2. **President's Comments/Update** (Meghan McGuire)
 - Elections held - all approved
3. **Treasury Update** (Kristin Grimes)

Ended up last year very well, everyone worked very hard

 - Can fund all enrichments for the coming school year 2016-2017
 - Principals declined any extra funds
 - Budget allocated - \$9k Warren \$12k Mindess \$9k MS \$3k HS
 - o \$3k for K-8
 - o \$1k for district initiatives (given to Jim Adams for opening day speaker)
 - o \$1k teacher appreciation week
 - o \$3,500 for Misc (membership, fees, printings, operating costs, etc)

- Events - reconciliation report needs to be everyone's bible - this falls on person running the event
- Form is on Google Docs
- Address being used is Warren address for invoices
- Coffees - we are ok to cover the entire year at any school
 - o Can do monthly or at the end of the year

4. Programs Update (Katie Bratica)

- a. Can we use our reconciliation form with approval form?
- b. Katie will take care of approvals from central office by submitting form
 - a. Forms and financial reports sent to Katie to send
- c. Flyers go to Erin so she can submit to central office
 - a. The sooner you can get Erin a list of volunteers/descriptions she can add to website to try and get new volunteers

5. Website

- a. Listserv issue when signing up for newsletters
- b. Google Drive - keep up to date and organized
 - i. Contact list for PTO is out there in case you need them
- c. Thanks sponsors like DQ (Nick) and Pizza Mine
 - i. Katie to send thank you note to Mike at DQ
 - ii. Order note cards for thank you cards (Sandy will write when needed)

6. Upcoming Events

- a. Warren (Kelly/Tricia)
 - i. Popsicle Playdate
 - 1. Most successful, think switching to evening helped

2. Add notes to Popsicle Playdate to Google drive
 - b. Photographer for events so we are not stuck doing it while running events
 - i. The schools know who cannot be in pictures based on form
 - c. Lunch - for teachers at Warren
 - d. Setting up meeting with Pete to get calendar set
 - i. Math Night (Oct)
 - ii. Literacy Night (Spring)
 - iii. Jog-a-thon
7. Calendar on Google Site with all kinds of events on it so others know what else is going on
8. T-shirts - want to get t-shirts
- a. Caira wants to get for Mindess (getting rid of Bulldog)
 - b. May do for Warren as well
9. Mindess (Lisa)
- a. Teachers appreciated lunch and cakes
10. AMS/AHS (Sue & Chris)
- a. Doing t-shirts again per class
 - b. Color Splash Run - Sue meeting with Student Council & Make a Wish clubs to hash out smaller details
 - i. Proceeds are split between us and Make a Wish
 - ii. PTO may have to front all the money for the shirts, etc
 - iii. Sunday, Oct 16 at 10am at Stone Park
 - iv. Police details will volunteer to work for an hour
- (THANK YOU NOTE NEEDED)
11. Murder Mystery (Katie B)
- a. We were close to being sold out in 2016
 - b. Do we want to keep to a smaller number?

- c. Keep the same place (American Legion)
 - d. Keep at 120 attendees
 - e. Tentative January 20, 2017
12. PR/Newsletter (Erin)
- a. More content the better
 - b. Spread the word to sign up for PTO newsletter (can sign up via website)
13. Losing Sip, Shop & Spa as an event unless we find someone to run it and not doing a fall fundraiser
14. Enrichments - (Tricia Callahan) - booked one event for Warren and one for Mindess
15. Friendship - (Sheri & Sandy) save flyers for Open House/Curriculum nights
- a. Principals want to promote the PTO & membership at the curriculum nights
 - b. Need to get flyers by Monday the 12th
 - c. Email secretaries to get list of how many in each class
 - d. Attendees at Curriculum night with table (Mindess needs two tables)
 - e. Friends of PTO drive? Introduce at curriculum night.
 - i. If kids in each school credit for each
 - f. Magnets to give away for Friend of PTO? Tricia Kendall to price out

Question: How do we promote the PTO at Events?

-Can we use social media to propel the PTO?

-Do we create a hashtag?

-We need to make sure that when events are advertised the PTO is mentioned

-PTO is going to start sending out Thank You cards to teachers who volunteer

Next Meeting: Wednesday, October 5, 2016