

March 20th 2023 PTO Agenda and Meeting Notes

Meeting started: 6:35pm

Attendees: Julie Burke, Katie Mangione, Tara Nielsen, Jill Skaret, Heather Leeman, Erika Hoidalén, Danelle Ayotte, Tara Nicholas

1) PTO 2023 year in progress

Ensure we are clear that these are all the rest of the year events and identify chairpersons.

Teacher Appreciation Week

Chairperson is Heather Leeman. Heather will put together a plan for our next meeting.

Tara Nielsen shared that she decorates the parking lot with chalk on Monday mornings to celebrate the week!

Tara Nicholas has volunteered to decorate the teacher's room for the week.

We are going to include all school staff in the planning, a wonderful theme suggestion is to also call it '**Hartland Heroes!**

Ideas also mentioned regarding gift cards. Gift cards can be purchased at Costco in bulk to save money. 4 (\$25 gift cards) for \$80, saving 20%.

Ice Cream Truck

Julie reached out to previous person who used to work for the Ice Cream company, but he no longer does. Does anyone have another connection? Heather will ask her school who they work with.

Testing Week

Sherice shared expenses run \$500-\$600 in the past for snacks and water bottles. Jill shared that discussions during in-services were around using reusable water bottles instead of purchasing plastic bottles. Jill will reach out to Sherice to price out the snacks without the waters.

PTO does this each year.

Where's Hartland T-Shirts

Julie Burke has volunteered to be chairperson. We just need to confirm with Michelle Ferrari that she had done this for PTO previously, so we aren't doing this when another organization wants to do it. Michelle confirmed we did the T-Shirts for PTO (confirmed 3/21/23).

2) **Revision to the request for Middle School Dance Expenses- Tara Nicholas**

Thank you for all your approvals for the middle school dance expenses, I have decided to keep the disco ball and blue lights, EZ Reacher and donate the candy so we can reduce the expense to \$585.59. The school is always welcome to borrowing these from me!

PTO approved.

3) **Hartland PTO Guidelines**

We do think it will be helpful to have basic guidelines all in one document for PTO members to reference. It can help create a repeatable process to follow and make it easier to get more volunteers.

All processes should be reviewed every three years to ensure they are current.

During the February BOE meeting a question was raised if it was a requirement to have bylaws for the Hartland PTO. The answer was that it is not a requirement.

Updates to the guidelines were made, this is a work in progress document to help us be consistent.

4) **Yard Goat Tickets**

PTO approved to start selling tickets at \$20.00. Erika shared the flyer with the school and brought copies.

5) **Movie Night**

Friday 5/5/23 has been reserved with the school between 6-9pm. We also checked with Town Hall and they are OK with the event. We will need volunteers and gym has to be cleaned up after the end of the movie. Mr. Spagnesi is offering to help with the technical support. Movie license renewal has been tracked down and is \$175.00. This allows the school to also use the license for a full year. Need to vote on all of this so we can get a flyer out. Movie favorite: Encanto.

PTO approved to renew the movie license and have the event. Tara Nielsen and Jennifer Dalene will co-chair this event. Tara will look into candy and this year it makes more sense to use Big Y party pizza. Big Y also will donate \$25 to non-profitable organizations.

Encanto movie choice goes with the Cinco de Mayo theme!

6) **PTO Insurance**

2 quotes provided

a) PTO insurance quote from **ptotoday.com** = \$435.00 per year

b) **AIM companies.com** same coverage for \$180.00 per year

It is the same General Liability coverage/medical payment limit of \$5K/\$1M liability limit (no Deductible). Protects from lawsuit. Medical pays secondary to Health Insurance. Our

events are part of the list of covered events- Movie Night, Costume Parties (aka Trunk or Treat) , Carnivals, Ice Cream events.

PTO approved the \$180.00 annual insurance coverage.

7) In Memory idea for Marcus Rogers:

PTO to purchase a few books to be added to the library in memory of Marcus Rogers. The PTO would purchase books in Motocross, hockey, and lacrosse. The PTO would design a sticker to have it placed inside the book in memory of him.

PTO approved for a budget of \$50.00. Jill will work with the school.

8) Fundraisers to review

a) Spring Cleaning Clothing Sale Fundraiser

People can donate their gently used and outgrown clothes and we can sell them for low prices. If we know someone who is truly in need, we can offer them early bird entry to get free items.

We could use the tables that are used during the book fair set them up in the gym and whatever doesn't get sold we could donate or ask for people to come back and pick up their items.

PTO loves all ideas, there were experiences shared with a similar event to take into consideration before doing this. This one would also require a chairperson assigned. We are going to assign a chairperson to look into future fundraisers as a whole and Katie Mangione has volunteered. Danelle Ayotte also volunteered to look into other fundraising options for next meeting.

b) Shoe Drive Fundraiser

<https://funds2orgs.com/>

Get paid to collect gently worn, used and new shoes in a creative, community-friendly fundraiser.

Range of \$400-\$1000

PTO approved and Tara Nicholas will be the chairperson.

Meeting ended: 8:19pm