



**PARENT TEACHER ORGANIZATION (PTO)
Meeting Minutes – May 10th Executive Board**

Meeting Name	Merrymount PTO Executive Board Meeting		
Meeting Objective	General Updates and Planning		
Date & Time	Thursday, May 10, 2018 6:00 PM – 7:00 PM	Location	Merrymount Elementary School – Media Center
Facilitator/Chair.	Stephanie Gallegos, Alexis McLean	Note taker	Jen Andre
Attendees:	Teresa Altavesta (late), Jen Andre, Jenn Curran, Stephanie Gallegos, Katelyn Lynch, Alexis McLean, Mrs. Pegg, Mr. Rogan; Not Present: Kristin Healy, Julie Slinger		

I. Officer Reports

- Reviewed Financials – See April Financials/P&L reports
 - Reported an issue with Red Sox ticket sales - currently unable to account for \$200. If unresolved, event will not be profitable. Presidents continuing to work with Chair (Kristin) to research/resolve.
 - Celtics ticket deposit – Deposit not received, check will be cancelled and reissued
 - Anticipate needing \$4-6k for the start of the school year to cover anticipated expenses and potentially apparel orders and Wish List items.
 - Wish Lists:
 - Teacher Wish List Items to be reevaluated in Fall. Wish Lists were extremely varied from big ticket items like laptops to tissues and did not include details like models (if applicable), prices or benefits. In the future, Board to request additional information
 - Discussed setting up Sign-Up Genius or Amazon Registry for certain Wish List items or for common needs to allow parents to contribute directly throughout the year as they are able. All were supportive, but Mrs. Pegg would like to get staff feedback, since historically many don't feel comfortable asking parents for help.
 - Questioned why Cafeteria cleaning supplies require PTO funding. Why wouldn't this be funded out of a general QPS maintenance/operating budget and be consistent across schools? Mrs. Pegg to look into it further. Board agreed to contact other school PTO's about their experience if needed.
 - Discussed purchasing new folding tables for the gym (2-3) as current tables are very old, are used heavily for events and are in disrepair.
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II. Old Business

- Box Tops Contest – Underway. Board suggested stats be posted regularly to increase competition. Steph will follow-up with Carla (chair).
 - Textile Challenge – Agreed to continued promotion across all channels, including Association distribution, FB shares, etc.
 - Apparel Update – Agreed too late in the year to purchase. Goal is to order/purchase over the summer to have inventory ready for sale at Kindergarten Orientation and Open House. Top items still sweatshirts, car magnets, hats, water bottles. Need someone to lead effort and research companies, compare pricing, etc.
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III. New Business

- June Elections – Elections to take place at last PTO Meeting of the year on Thursday, June 14th. Candidates can sign-up through SUG or email to the Board. Group discussed clearly stating expectations of Board positions in election communications (e.g. time commitment, meeting attendance, chairing events). To avoid confusion, June election will be limited to Board positions only. Committee Chairs will not be selected or elected at this meeting. Board agreed that the Committees needed to be evaluated and refined. Committee and Event Chair descriptions should be shared at the last General meeting, Open House and first meeting of the year any interested parties can sign-up/contact the Board.
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- Voting – Agree that election voting, counting and announcement of the results, will take place at the June 14th PTO Meeting. You must be present to vote. Votes should be counted by 2 members of faculty and observed by a parent not currently on the PTO Executive/General Board or running for a Board position.
- LivFitness and Christine Cotter Fundraiser Proposal – Board was appreciative of the parents' thoughtfulness and willingness to contribute, but agreed that the PTO could not formally endorse or communicate it as a PTO event. The decision was made based on it not broadly appealing to MM families due to high cost and limited spaces. Also, formally endorsing and communicating as a PTO event would set a precedent with other businesses, which requires further thought and guidelines. Parents are welcome to communicate the event and distribute flyers before/after school and promote independently.
- Board agreed that it would be interested in a family friendly Yoga or Fitness event (afterschool, weekend), offered at the school for a price per student/family (\$5-10). This may also align to the School Improvement Plan – Wellness. Potential parent volunteer opportunity for next year.
- Association Fundraising Opportunities – Agreed not to pursue raffle at Spring Fling. Discussed the PTO working the shack for one (possibly 2) nights this summer. Agreed to wait until after elections to formalize.
- Fundraising & Volunteers – Discussed the need to further define/broadening these Chair positions/committees. Expansion of Fundraising to business sponsorship of events (and advertising) and Grant identification and writing.
- Bike Rack – Deferred/take offline

IV. Open Forum

V. Adjournment – The meeting was adjourned at 7pm by Alexis and Stephanie.

Future Topics: