



Cottage Street School PTO Membership Meeting Minutes from May 4, 2017

Meeting began at 7:07p.m., adjourned at 7:50p.m.
9 people present

1. Welcome and Introductions

2. Approved April 2017 meeting minutes by voice

3. Treasurer's Report:

a) Report:

- a. Report distributed
- b. Elizabeth reviewed income and expenses.
- c. The Fun Fair was a huge success and brought in plenty of money. The amount on the Treasurer's report for this line item may not be exact due to outstanding items but it's still quite a large amount.
- d. This year, we did not need to raise money for the Teacher Appreciation Week. The Teacher Appreciation Week committee appreciates this.

b) End of the Year Money:

- a. There was a discussion about the large present the PTO buys the school, with the end of the year money.
- b. We have previously done gym equipment.
- c. The idea to buy a new stage curtain was received favorably.
- d. Some of the money is also always put into the "Playground Fund" every year, so that when we do need to replace the playground equipment, we do not need to suddenly raise a lot of money, as those are very expensive.

4. Committee Updates:

c) Cougar Gear and Cougar Day, May 26:

Anne gave the following updates on Cougar Gear:

- a. Anne gave an update that the Campaign sales are going well, \$130 has been raised and the campaigns are now fully funded.
- b. Every additional shirt ordered now will raise \$10 profit.
- c. Not as many bags have been sold, however we can extend the sales deadlines for the bags.



- d. We could possibly give the bags as year-end gifts to the teachers. We can send out an email to the room parents suggesting that.
 - e. It was discussed that now that shirts can be bought at cost, we could possibly get some extras to keep as stock. However Anne brought up that 1) we would have to sink money into the extra shirts and 2) we already have some extra shirts from before, which we need to sell. If we buy extra to stock up, we always end up with more adult stock and no kids stock. It was then decided not to stock up till we deplete the existing inventory.
 - f. The next time we can sell physical Cougar Gear would be at the next Open House.
 - g. There was a case of a parent contacting the PTO, about possibly extending the deadline for the campaign, as her child is in the lottery and she may not need the Cougar Gear after all. Anne suggested we get her child's size and the PTO buys it for her, however Linda mentioned that the lottery decisions have been made today, so the point is now moot.
 - h. It was discussed that there was a slight inconvenience in buying multiple items via the various campaigns: the users need to add each item and check out separately. However Anne explained that this is due to each campaign/ type of shirt being made by different vendors. It was decided that this is not a major problem, because people are used to shipping costs, as well as Anne has provided an option to ship to her free of cost, and she'd send the items with the child.
- d) Programming:**
- a. There is a program scheduled for Field Day.
- e) Teacher Appreciation and Book Fair:**
- a. The events went off very successfully.
 - b. The monetary figures aren't in yet but it appears that the book fair did very well.
 - c. A note was brought up that there was no reminder sent out to the parents of a specific classroom, about which day the Flower Day was, so it was difficult for the parent to remember to send in the flowers. Similarly it was suggested that there should be a reminder prior to each day in the Teacher Appreciation week. It was brought up that the room parents did receive a note from Linda, to send out reminders prior to each event.
- f) Screen Free Week:**
- a. Screen Free week is next week, May 8-14.
 - b. Liv has made a flyer with the events for the week and will be requesting for it to be sent out.
 - c. Students need to sign up for it using the link Mr. Madden has sent out.



- d. Crescent Ridge gift cards have been purchased for this.
- g) **Mother's Day Plant Sale:**
 - a. Mother's Day Plant Sale is on May 12.
 - b. We will come up with a limit on how many plants can be sold to each child. There is a possibility that towards the end of the day we may need to increase the limit.
 - c. More volunteers for this event are welcome.

5. Principal's Report:

Linda Munise gave updates on the following items:

- a) The teachers appreciated the Teacher Appreciation week, and all that the PTO provided to the teachers very much.
- b) The Art Show was a success.
- c) Cottage enrollment freeze: There have already been six children enrolled (who have been sent to other schools) since the freeze, which was just a couple of weeks ago. There will potentially be many more in the next few weeks and over the summer, therefore the enrollment freeze was the right decision.

6. New Business

- a) **Popcorn Fridays:**
 - a. This event still needs volunteers, especially between 7:45 AM – 8:45 AM.
 - b. Volunteers do not need to sign up for the entire hour.
 - c. PTO will request Mr. Madden to send out an email regarding this.
 - d. Almost all the children in school get popcorn and it is an area that requires all the help it can get.
- b) **Relay for Life, May 19:**
 - a. This is an event run by an after school club of the Sharon High School, to support the American Cancer Society.
 - b. It's conducted at the High School track from 2:45 PM – 8:00 PM, has music, pizza, a bouncy house, and is a lot of fun.
 - c. Liv will put a link in Mr. Madden's email.
- c) **Broadway Cougar's Performance:**
 - a. Quick reminder that the Broadway Cougar's performance is on May 24 at 7:00 PM
- d) **Field Day:**
 - a. Field Day is on June 6th.
 - b. It is run by the school and the PTO provides popsicles.
 - c. Liv needs a volunteer to organize the popsicles: call the stores to ensure they have the quantity needed, pick up and drop off to the



school in the morning, coordinate with the aftercare for freezer space, and hand them out in the afternoon to the each student.

e) **Bricks:**

- a. Bricks orders are due by May 19th.
- b. Information will be sent home in the backpacks.
- c. An alum had contacted Anne about how they could order bricks. She has their contact info and will pass it on.

f) **Committee Vacancies:**

The following committees are looking for people to shadow/ take them on/ assistance:

a. **Yearbook:**

- Aparna is taking on Yearbook but will need assistance.
- Liv and Elizabeth suggested that an email could be sent out to the current Fourth Grade parents, that next year's Yearbook, which will be for their Fifth Graders, could use help.
- Lisa has volunteered to help with the Yearbook next year.

b. **Programs:**

- There are a couple of people who will be taking over programing for the next year but more assistance is needed.
- Jen to follow up with someone who has been shadowing this year about her interest in continuing.

c. **Scholarships:**

- A \$750 scholarship is given to a graduating fifth grader after an application process along with an essay is completed. There is a team of readers who read the essays after they've been anonymized.
- Jen currently runs this and would like assistance.
- Elana and Anne have both volunteered to help with the Scholarships.

d. **Hospitality:**

- This program needs coordination three times a year, mainly via Sign Up Genius.
- The person who is running it now has a graduating Fifth Grader and would like help.

e. **Ice Cream Social:**

- The Ice Cream Social committee chair would like to step down, and would like someone to shadow her this year.

f. **Teacher Appreciation Committee:**

- Yully brought up that two members of the Teacher Appreciation Committee have been wanting to step down.
- A couple of volunteers will be needed to shadow them in the upcoming year, so they can take over the following year.



g. Coupon Books:

- Lisa will continue to do Coupon Books this coming year.
- The decision whether to continue to do the Coupon Books after the following year, is still TBD.

Meeting adjourned at 7:50 p.m.