

**MHES Parent Teacher Organization, Inc.**

**Thursday, Oct 13th, 2022 at 6:00 p.m. - 7:30 p.m.**

**Website: [medfieldheightspto.com](http://medfieldheightspto.com) | Email: [medfieldheightspto@gmail.com](mailto:medfieldheightspto@gmail.com)**

**Zoom Meeting Information - Meeting ID: 820 2339 3525 || Passcode: 566511**

***Minutes***

**Attendance:** Erin Bolton, Jennifer Jarvis, Cathy Chiavacci, Denise Stanley, Austin Carpenter, Amanda Kaniowski, Attia Goheer, Megan Diffenderfer, PJ Disclafani, Lin Van-Kim, Michelle Moore, Jody Fleury, Morgan Kain, Victoria Olivier, Van-Kim Lin, Judi Breidegam, Carlyle Brown, Suzanne Schlattman, Ayrika Fletcher, Roger Hughes, Tila (?)

**Opening Activities (Welcome)**

Introductions

- I. Call for support from new families; this is a rebuilding year for the PTO
  - A. Coordinators Needed : Looking for people who are interested in taking on one of these roles : (1yr commitment- *Annual Fundraising Chair, Media Chair, VicePres.* / One-time opportunities: Bookfair, Claire's Fundraiser, Holiday Drive, Annual Fundraiser, ect)

**Reports**

- I. Financial Update
  - A. FY23 starting balance of \$14,628.69 (\$3000 of that needs to be held in reserve)
  - B. Current balance: \$12,985.75
  - C. We are still getting monthly revenue from donations

**Unfinished Business**

- I. Previous Events
  - A. **Homeroom Parent Meet-up - Oct 12th - Thank YOU!!**
    - 1. Rebecca met with volunteers yesterday
    - 2. Might still be missing one or two homerooms
    - 3. Because it's been so long that we've been together, we have to try to connect
    - 4. Look out for an email from your homeroom parent.
  - B. **Claire's shout-out!!**
    - 1. Next year, send a flier with Claire's to ask for money; many people would give money who don't participate in Claire's
    - 2. 950+ items sold from Claires; \$6600 from the fundraiser will go to the school

**New Business**

- I. Upcoming Events

- A. Claire's Organization/Pick-up Night: Wed. Oct 26th - 10 am to 6pm (Sign-up Genius)**
  - 1. Overview of how the Claire's distribution goes: in pairs, one person reads off the list, the other packs the items
  - 2. Might not be best to bring little kids
  - 3. Sign-ups for Book Fair and Claire's, posted in chat
- B. Book Fair: Mon. Oct 24th thru Fri. Oct 28th - (Sign-up Genius)**
  - 1. 9:30am- 11:30am/ 2pm- 3:30pm/ 3:40pm - 4:40pm/ \*Wed- 5pm- 7pm
  - 2. two registers, make sure there is one experienced parent present for each shift
  - 3. This is how we get the books for birthday presents to give to students
  - 4. How to give money for kids who don't have money - envelopes are at the front desk and to teachers.
  - 5. Give money at the front office and ask for the Book Fair. Science room 325. Will be delivered on Thursday (Friday is a PD day).
- i. Literacy Week: Mon thru Thur - Zoom Read-A-Loud -7pm (Promote)**
  - i. Zoom read-a-loud Sun-Thu @ 7pm
  - ii. Poster or shout-out for teachers + staff (Nov. 11th)
  - iii. 15th-19th American Education Week
  - iv. Tuesday - staff appreciation
  - v. Wed - MHES t-shirt day
  - vi. Thu. - staff baby picture day
  - vii. Fri - dress like a teacher day
- ii. Literacy Night: Wed. Oct 26th - 6pm (Promote)**
  - i. PTO will provide snacks and water. Kids go to their classrooms for craft and read-aloud. Some kids need a gluten-free option for snack. Wear your pajamas!
- iii. School Family Council Meeting: Thur. Oct 27th - 6pm (Promote)**
- iv. Character Parade: Fri. Oct 28th - 2:45pm (Promote)**
  - i. Character Parade on Friday of Literacy Week @ 2:45. No masks, no weapons. Extra costumes for donations? Bring donations to school. Nothing on Monday.
- v. American Education Week - Mon. Nov 14th thru Fri. Nov 18th**
- vi. Holiday Drive: Kick-off Nov 2022**
  - i. Smaller this year (maybe 15) - trying to capture students truly in need
  - ii. Confidential - Only Denise and Social Worker know
  - iii. Donation upfront - we use our PTO debit card
  - iv. Sales tax - we are still waiting for our tax exempt card, but we have the older one
- vii. MHES Giveback "Initiatives" - Wish List, QR Code, grant writing**
- viii. School Updates**
- ix. Other Concerns - Restaurant Night**
  - i. Restaurant Night**
    - 1. Austin Carpenter + Di Ter Avest = Restaurant Night Coordinators!
    - 2. Specific months we don't want a fundraiser
    - 3. We do have a list of past partners
    - 4. We usually aim for 20%; 10% usually isn't worth it

5. We should send her a list of past
  6. Pizza Trust, Clark Burger?
  7. Adult-focused cocktail night?
- ii. General Fundraising
1. Asking for money is tough for us!
  2. Grant-writing - we need a volunteer
  3. We are not Title 1
  4. Online drive - we will run it if someone wants to run it!
  5. AmazonSmile - yes! We need to set that up
  6. Spring Fun Run (school-sponsored)
  7. Bingo Night - sell food, donate prizes (March 16th, 6:00-7:30)