**PTO Meeting Minutes**

**October 3, 2016**

**Attendees:**

Stacie Capotosto, Kathy McKinnon, Gina Hatfield, Deanna Pierpan, Melanie Healey, Erin Holmes, Carol Mondello, Beth Koeplin, Chrissie Twombly, Suzanne Bediz, Francesca Segarra, Kendra Dott and Amanda Kuhl.

**Welcome/Introductions:**

This meeting was called to order at 6:35pm. The board and attendees introduced themselves. Stacie Capotosto stood in as PTO President as this role is still currently unfilled. There are no volunteers, to date, for President. Kathleen McKinnon attended to hand over the Secretary position to, volunteer, Gina Hatfield. Stacie Capotosto announced she will no longer be attending the PTO meetings as interim President. Her duties were handed out to the rest of the board as follows:

The Secretary will be composing meeting agendas.

The Treasurer will be monitoring the PTO mailbox, filling funding requests, and managing appeals coming in and arranging Thank You Notes.

The Vice President will be running the monthly meetings.

The Enrichment Coordinator will present funding requests to the board and managing the President’s emails.

The Media Coordinator will be designated as the new administrator for the Essex PTO Facebook page.

**Appeal Update:**

President, Stacie Capotosto, reviewed the business donations received. Any suggestions to add businesses to the appeal should be forwarded to the President email.

**Happy as a Clam 5k Wrap-Up:**

Kristen Bixby shared the details of the race which was held on September 16, 2016. The financial goals of $3250 were exceeded, and, after final donations are received, the total raised was over $4400! The goal of 150 sign-ups was not met. There were 119 total sign-ups for 5k/walk, there were 114 Fun Dash participants. Over 50% of our students ran in at least one of the races. Mrs. Dwyer’s class won the Clam Cup with 75% participation! Looking toward next year, the proposed date is September 15, 2017. Kristen discussed the subject of more advertising in local/regional runners’ oriented sites, perhaps including local colleges, e.g. Gordon and Endicott Colleges. There were no runners, male or female, in the 15-19 age groups. Also, there were no male runners ages 20-29. Also discussed was a lower price for ages 1-14, instating a running club with HS runners as coaches, a possible MAC partnership and enhancing the current sponsorship benefits. The event was a success, promoting health and wellness in our community and raising significant funds to support enrichment activities for our children. Kristen was thanked and applauded for her substantial efforts toward this wonderful event.

**Hoedown Update:**

Erin Holmes began the discussion stating there has been good progress in the preparations for this event. Daisy Nell has been scheduled and prepaid for her appearance. The event details have been briefed with Mr. Carpenter. Donations have also been set, for example, Appleton Farms is donating the hay bales, and Russell Orchards is donating apples and pumpkins for the event. Flyers were sent out by Lisa Randall, and parents were reminded that this a parent supervised event, no drop offs. It was decided that the photo area remain in the space that it was for last year’s event. The date is October 14, 2016, between the hours of 5:30-7:00pm. The media coordinator was asked to include a link to the sign up genius for volunteer opportunities for this event onto the Facebook page. Food and drink cost determined at $1. Also, it was discussed that donation buckets should be placed at the entrance to the event.

**Stem Night Date Discussion:**

Motion passed to change Stem Night from January 20th to March 31st. We will use that night as an opportunity to promote the auction.

**Update Info Request:**

Motion passed for Monthly PTO update to now be named ‘The Buzz’. Approved meeting minutes will now be forwarded to Media Secretary to be posted on FB Essex PTO page, as this posting is a legal requirement for nonprofit organizations.

**Funding Requests:**

Stacie Capotosto presented the single funding request received from Mrs. Curcuru. Request was for ‘alternative seating’ chairs for each classroom. The fund request was for 52 chairs at $20 per chair through Amazon, totaling $1040. Motion to fund 2 step process was passed. The first step will be to purchase and trial 5 of the seats, obtained through Amazon, and then to rotate these 5 seats through each classroom. Second step then being if teachers agree seating is desirable, the PTO will then fund the rest of the request for 52 total chairs.

**Open Positions:**

PTO President Position is still vacant. Motion passed to vote in new Secretary, Gina Hatfield. Also discussed were the enrichment team vacancies, requiring attendance to one meeting, and consisting of mostly remote volunteering, except for approximately 1-2 hours/month. 3 total teams need filled, working with Mrs. Dwyer for grades K and 1, Mrs. Curcuru for grades 2 and 3, and Mrs. Field for grades 4 and 5.

**PTO Meetings:**

PTO meetings are held the 1st Monday of the month at 6:30pm. The next PTO meeting is Monday, November 7, 2016 at 6:30pm in the Staff Room at EES.

**Adjourned at 8:08pm.**

Prepared by Gina Hatfield, EES PTO Secretary