



# Eli Terry PTO Meeting Notes

**September 20, 2023**

**Call Meeting to Order 7:02 by Melissa**

**22 attendees (PTO Board, Principals, Staff and Parents)**

## **Opening Remarks and PTO Board Introductions (Melissa)**

- Overview of PTO and our Mission
  - Welcome to the 2023-2024 school year
  - Our goal is to continue to build a great Eli Terry Community that is strong, inclusive and fun
  - Thank you to all that have joined tonight, and we look forward to partnering with you and the Eli Terry community
- Board Introductions
  - Melissa Peracchio: Vice President
  - Allison Ludlow: Treasurer
  - Kathryn Army: Secretary
  - Katlyn Baker: General Board Member
  - Rachel Goetz: General Board Member
  - Beckah Grant: President (Was not able to join)
- Our Communication Channels (Website, Newsletter, smore, Facebook)
  - We provide communication about PTO activities including upcoming and past events through a variety of channels: PTO website, Eli Terry Smore newsletter, PTO Facebook, and paper flyers as needed
- Review of Past Events (August)
  - Back to School Picnic-August 28 6pm-8pm
    - We had a great turn out and it was a great way to kick off the school year
    - Kids and parents could connect after the summer- children played on the playground
    - We had DJ Doug providing music, and he led games with prizes
    - Worcester Street Pizza Truck was present-attendees could purchase slices
    - Ice Cream Truck was present-free ice cream for all attendees
  - Back to School Lunch for Teachers and Staff (August 28<sup>th</sup> at 11:30 100staff) (Kathryn)
    - We provided a lunch catered by Buckland Grill as a kick-off to the school year
    - Teachers and staff were appreciative
  - Boo Hoo Kindergarten Breakfast-August 30<sup>th</sup> 8:45-9:15 @ Cafeteria (Katlyn)
    - It was great to see so many kindergarten parents stop by for a coffee and pastry and connect with other Kindergarten parents
  - Student Directory (Submissions accepted up until 9/29)
    - Each year Darla Jarvis puts together an electronic student directory by class for parents to use for playdates and birthday party invitations
    - If you are interested in having your child's information included, please fill out the google form. The link is in the Smore newsletter and the PTO Facebook page.

**Approval of May 2023 Meeting Minutes (Melissa)- Meetings are approved**

**Principals Report (Mr. Kenyon and Mrs. Hammer)**

- Thanked the PTO for all they do, Welcome Back Picnic, Luncheon for Staff and Boo Hoo Breakfast so far this year.
- We will have staff and teachers on the PTO meetings this year. Three members of the Eli Terry Community are completing their Administrator Degrees/Certifications and will be joining the PTO calls each meeting: Casey DelVecchio, Rebecca Likar and Vanessa Gallitto.
- Nurses: Alicia and Julie discussed when students need to be kept home from school: 1) If student has a 100 degree fever (they must be fever free for 24 hours without medication before coming back) 2) If student has diarrhea or are vomiting (they must be free of issues for 24 hours, and can return the next full day. ) Runny nose and coughing is okay but if it is hard to concentrate they might be sent home.
- Terry Huck will be on next meeting to discuss the importance of consistent attendance

#### **Current Events:**

- **Movie Night -THIS FRIDAY September 22 (Rachel)**
  - Movie starts at 6:45: Super Mario Brothers
  - Screen will be behind the school on the grassy area
  - Free popcorn available to all attendees
  - Attendees should bring chairs, blankets, drinks, snack and wear warm clothes
- **Surprise PTO Event During School Day- September 29<sup>th</sup> (Melissa)**
  - Event is for the entire school, and event will occur in two waves
  - We will post pictures and events on the PTO Facebook page, and via Smore newsletter
- **Book Fair- October 2nd-6th. Family Night October 5<sup>th</sup> (Allison)**
  - We are excited for the first bookfair of the year
  - Kindergarteners and First Graders will have a chance to bookshop and then come back to purchase
  - Thursday night will be family night
  - If you are interested in volunteering, please sign up via the sign-up genius link provided on the PTO Facebook site, or through the Smore newsletter
- **Eli Terry Spirit Wear Drive- October 13-November 3 (Kathryn)**
  - First of two sales for the year
  - We will have favorites as well as new Eli Terry clothing available for purchase
  - Purchases are made via the website and the items are delivered to the children's classrooms
  - PTO receives 10% back from all sales
- **Trunk or Treat- Friday, October 27 (Katlyn)**
  - Awesome event last year event, so we are bringing it back this year
  - It will look and feel a little different but we are so excited
  - On October 6<sup>th</sup> the registration link- for trick or treating/ decorated trunks or donating candy will be available via Smore and PTO Facebook page
  - 50 slots are available for decorated trunks, but we can expand if needed
  - The event will take place 6:30-9pm in the main parking lot-there will be no parking near playground
  - We are hoping to have a Police Cruiser and Fire Truck for the event handing out treats
  - We will utilize the South Windsor High School Volunteer Club to help with traffic.
  - If you are interested in volunteering for the event, please reach out to us.

#### **Upcoming Events:**

- **Virtual Paint Night- November 14th (Melissa)**
  - This is the third year we put on this event
  - It is all virtual and provided by the CT art school
  - The CT Art School prepacks bags with all necessary supplies and provides step by step instructions during the zoom event
  - Registration begins 9/29 and is open for 2 weeks

- PTO fully funds the event
- Flash Food Drive- November 13<sup>th</sup>-16 (Beckah)
  - This is the second year we will put on this event
  - This drive occurs the week before thanksgiving
  - Last year it was a great success-all donations go to the South Windsor Food Bank
  - There is a grade wide contest to see which grade donates the most food
  - The 5<sup>th</sup> grade student ambassadors will help with this event
- Holiday Fair- 12/1 (Melissa)
  - Consists of outside vendors selling their crafts items (vendor pay to participate)
  - All items for sale are between \$1-5
  - Students can shop for family and friends
  - Parent volunteers are needed to wrap items and help students shop
  - If kids aren't able to bring in money, they are given Kenyon cash and are able to purchase items from a PTO table of items
  - There will be no raffle baskets this year
  - We are actively looking for crafts-let us know if you are interested
  - The 5<sup>th</sup> graders can help the Kindergarteners shop as they did last year (Likar indicated)
- CCMC PJ Day Fundraiser- December 8th (Kathryn)
  - Statewide event
  - Student and Teachers wear PJs and donate funds to support the Connecticut Childrens Hospital.
  - Parents can donate electronically or by sending in cash

#### **5<sup>th</sup> Grade Committee Update (Caitlin Cincotta)**

- The committee is comprised of parent volunteers and the goal is to make the last year at ET special
- Some of the items/events consist of custom class T-shirts, yearbook, pool party, June fun days and ice cream truck visit.
- The PTO provides a donation to start it all off.
- We will conduct two fundraisers in the fall to get going- Charleston started today and at the end of October the Butter Braid fundraiser will begin.

#### **Treasury Report and Approval of Budget (Allison)**

- **Full report is included below- here are a few highlights**
- -Revenue: Fun Run brings in most of money we use to provide activities for the year (30k goal)
  - Additional revenue includes
    - Corporate matching gifts (if you donate to our PTO your company might match it),
    - Fall scholastic book fair cash rewards a \$2000.
    - Holiday fair-vendor fees
    - Wolf pack-built in fundraiser
    - Box tops- all through an app scan or email, October PTO newsletters will have more specifics about the process)
    - Spirit wear
    - Stop and shop Bags -We are assigned a month where we receive some of bag sales
    - Amazon smile has stopped their program.
    - Interest bank. Flexible best guess.
- Expenses: (Forecasted for the year)
  - Field Day donation- ice pops
  - \$250 year per classroom: field trip tickets or bus or anything that benefits all students in the grade. All certified teachers qualify for this. Last year we spent half and budget.
  - Boo Hoo breakfast

- Kindergarten bags -have extra left over from last year
  - PTO scholarships, Zappala (5 year for 4<sup>th</sup> grader), First Principal scholarship and Operation Grad.
  - Calculators for 5<sup>th</sup> grade graduation gifts
  - Back to school picnic-we were over a little but it was worth it since it brought people together
  - Movie Night: Movie license- we had to pay for the license, and purchased popcorn maker
  - Cleaning of Eli Terry Dog costume
  - Contribution to Cultural Arts Committee- they provide events for schools around district
  - Recess equipment
  - Principal fund
  - Misc. fees-bank fees
  - Staff Appreciation Events
  - Global Play day-games
  - Holidays to celebrate staff
  - Donation to Sunshine committee
  - Storage unit fees
  - Buddy bench
  - Retirement send-off
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- Last page- Bank Balance
    - This is the page that will be shown each meeting- it shows what we made and what we spent
    - At this time, we have plenty of cushion, we want to return what we spend the previous year

**Questions: None**

**Meeting Adjourned: 7:48**

**Notes prepared by Kathryn Army: Secretary**

## 2023-2024 Revenue

9/20/23 11:00

	2023-2024		2022-2023		
	\$34,150.00	\$173.15	\$30,555.00	\$50,410.33	
	Estimate	Actual	Estimate	Actual	NOTES
<b>Donations</b>					
Corporate Matching Gifts	\$500.00	\$0.00	\$750.00	\$699.50	
<b>Subtotal</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$699.50</b>	
<b>Event Fundraisers</b>					
Book Fair (Fall)	\$2,000.00	\$0.00	\$2,000.00	\$2,793.50	fall fair in cash
Welcome back picnic	\$0.00	\$60.00	\$0.00	\$0.00	waters
Holiday Fair	\$300.00	\$100.00	\$200.00	\$658.04	vendors and PTO table
Wolfpack	\$250.00	\$0.00	\$100.00	\$290.00	\$2 per ticket; minimum 50 for on ice flag
Fun Run	\$30,000.00	\$0.00	\$25,000.00	\$44,318.75	
<b>Subtotal</b>	<b>\$32,550.00</b>	<b>\$160.00</b>	<b>\$27,600.00</b>	<b>\$48,060.29</b>	
<b>Ongoing Fundraisers</b>					
Box Tops	\$100.00	\$0.00	\$200.00	\$64.40	
Spirit Gear	\$750.00	\$0.00	\$1,000.00	\$888.00	
Stop & Shop Bags	\$100.00	\$0.00	\$100.00	\$170.00	
Amazon Smile	\$0.00	\$0.00	\$350.00	\$489.13	
<b>Subtotal</b>	<b>\$1,050.00</b>	<b>\$0.00</b>	<b>\$2,200.00</b>	<b>\$1,611.53</b>	
<b>Other Revenue</b>					
Interest Income	\$50.00	\$13.15	\$5.00	\$39.01	
Miscellaneous Income	\$0.00	\$0.00	\$0.00		
<b>Subtotal</b>	<b>\$50.00</b>	<b>\$13.15</b>	<b>\$5.00</b>	<b>\$39.01</b>	
<b>GRAND TOTAL</b>	<b>\$34,150.00</b>	<b>\$173.15</b>	<b>\$30,555.00</b>	<b>\$50,410.33</b>	

## 2023-2024 Expense Report

9/20/23 11:00

Surprise Event

### Classroom Programs

	2023-2024		2022-2023		Notes
	2022-2023	2022-2023	2022-2023	2022-2023	
	Budget	Actual	Budget	Actual	
Field Day	\$50.00	\$0.00	\$50.00	\$0.00	treats for students
<a href="#">Fifth Grade Committee</a>	\$2,000.00	\$0.00	\$2,000.00	\$2,250.00	increase from \$1200 to \$2000 for 2022/23
Grade Level Programs (\$250/class)	\$6,250.00	\$0.00	\$6,250.00	\$2,609.18	25 classes at \$250 per class to be spread across full grade
<a href="#">Teachers Expenses (\$100/certified)</a>	\$4,500.00	\$600.00	\$3,500.00	\$1,734.98	23/24 \$100 to all certified staff (approx 45)
Kindergarten BooHoo Breakfast	\$225.00	\$236.91	\$250.00	\$212.24	returning for 2022/23
Kindergarten bags for spring visits	\$500.00	\$0.00	\$1,500.00	\$1,338.94	shirts, books
<b>Subtotal</b>	<b>\$13,525.00</b>	<b>\$836.91</b>	<b>\$15,050.00</b>	<b>\$8,145.34</b>	

### Donations

ET PTO Scholarship - high school	\$500.00	\$0.00	\$500.00	\$500.00	
Eisenberg Scholarship - high school	\$500.00	\$0.00	\$500.00	\$500.00	
Operation Safe Graduation	\$500.00	\$0.00	\$500.00	\$500.00	did not participate in 2021/2022
Calpza Retirement Essay Gift	\$100.00	\$0.00	\$200.00	\$200.00	to a 4th grader; 2x 2022/23, 1x 2023/24
5th Grade Calculators	\$1,200.00	\$0.00	\$1,200.00	\$1,047.41	TI-30XIIS
<b>Subtotal</b>	<b>\$2,800.00</b>	<b>\$0.00</b>	<b>\$2,900.00</b>	<b>\$2,747.41</b>	

### Events

Welcome Back Picnic	\$2,000.00	\$2,418.68	\$1,250.00	\$942.56	Ice Cream Dream truck; prizes
EOY Family Picnic	\$1,000.00	\$0.00	\$1,250.00	\$1,140.00	
Surprise student event	\$3,400.00	\$500.00	\$0.00	\$0.00	
Book Fairs	\$250.00	\$0.00	\$75.00	\$302.74	labels for teacher wishlists/handouts; fund eWallet for BOGO overage
Movie Night	\$600.00	\$249.91	\$0.00	\$0.00	
Trunk or Treat	\$250.00	\$0.00	\$250.00	\$419.73	bags, candy/treats, activities & prizes
Ice Cream Social	\$750.00	\$0.00	\$250.00	\$653.12	
Holiday Fair	\$200.00	\$0.00	\$150.00	\$252.75	
Fun Run	\$2,000.00	\$0.00	\$1,500.00	\$2,224.88	Medals, pom poms, printing, popcorn, bounce house obstacle
Arts & Crafts Night	\$1,600.00	\$0.00	\$1,500.00	\$1,584.00	CT Art School / Hammer & Stain
<b>Subtotal</b>	<b>\$12,050.00</b>	<b>\$3,168.59</b>	<b>\$8,625.00</b>	<b>\$9,955.78</b>	

### PTO Expenses

Babysitting	\$0.00	\$0.00	\$250.00	\$150.00	
Constant Contact E-mail Service	\$0.00	\$0.00	\$0.00	\$14.14	processed cancellation for 2022/23; cancelled 4/23
Cultural Arts	\$2,500.00	\$0.00	\$2,500.00	\$1,500.00	
Equipment donation	\$500.00	\$0.00	\$250.00	\$483.22	22/23 - recess items
Officers & Directors Insurance	\$600.00	\$0.00	\$600.00	\$535.00	
Principal Fund	\$500.00	\$0.00	\$500.00	\$923.60	22/23 - staff tshirts for tiedye
PTO Miscellaneous	\$1,000.00	\$402.35	\$750.00	\$1,556.24	copy fees, mascot cleaning, other miscellaneous as needed
Bank Fees	\$25.00	\$6.00	\$20.00	\$24.20	
Bus Driver Appreciation	\$375.00	\$0.00	\$0.00	\$366.00	end of year gifts
Thankful Thursday Gift Cards	\$150.00	\$0.00	\$0.00	\$125.00	
PAWS raffles	\$100.00	\$0.00	\$0.00	\$73.77	fidgets, toys
Global Play Day	\$300.00	\$0.00	\$0.00	\$315.93	board games, puzzles
Administrative Professionals Day (3)	\$150.00	\$0.00	\$120.00	\$141.81	gift cards, plants
Nurses Day (3)	\$150.00	\$0.00	\$120.00	\$150.00	gift cards, plants
Custodian YE gift (4)	\$0.00	\$0.00	\$0.00	\$0.00	TBD
Principal Day gifts	\$200.00	\$0.00	\$0.00	\$200.00	gift cards
Staff Appreciation Week (Spring)	\$3,500.00	\$0.00	\$4,750.00	\$3,254.02	breakfast, lunch, snack, gift, gift cards
Teacher Welcome Back Luncheon (Fall)	\$1,250.00	\$1,039.30	\$1,250.00	\$1,344.55	fall 23 - buckland grill, costco
Spirit Gear	\$0.00	\$0.00	\$1,500.00	\$1,500.00	k shirts
sunshine committee- teachers	\$500.00	\$0.00	\$500.00	\$300.00	11/22 relish by Kristen
Storage unit fees	\$700.00	\$0.00	\$600.00	\$696.00	paid 2/22/23 thru 2/28/24
Levi's Memorial Table	\$0.00	\$0.00	\$2,000.00	\$1,832.05	
Buddy Bench & Books	\$1,200.00	\$1,208.13	\$1,200.00	\$0.00	
Retirement gifts, yard sign	\$150.00	\$0.00	\$0.00	\$121.34	
<b>Subtotal</b>	<b>\$13,850.00</b>	<b>\$2,655.78</b>	<b>\$16,910.00</b>	<b>\$15,606.87</b>	

## 2023-2024 Expense Report

9/20/23 11:00

Surprise Event

GRAND TOTAL

2023-2024		2022-2023		Notes
2022-2023	2022-2023	2022-2023	2022-2023	
Budget	Actual	Budget	Actual	
<b>\$42,225.00</b>	<b>\$6,661.28</b>	<b>\$43,485.00</b>	<b>\$36,455.40</b>	

**Notable Updates**  
9/20/2023 11:03:45

**Revenue Updates**

Description	Amount
Holiday fair vendor deposits	\$100.00
Welcome back picnic water sales	\$60.00
Interest	\$13.15
<b>TOTAL</b>	<b>\$173.15</b>

\$50,692.85 Current balance  
\$0.00 5th grade  
**\$50,692.85 PTO balance**

**YTD**      **Revenue**  
\$173.15      July/August/Sept

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**\$173.15**

**Expense Updates**

Description	Actual
Welcome Back Picnic	\$2,418.68
Buddy Bench & Books	\$1,208.13
Staff welcome back lunch	\$1,039.30
Teacher reimbursements	\$600.00
Mystery Event deposit	\$500.00
Printing fees	\$365.84
Popcorn machine	\$249.91
Boo Hoo Breakfast	\$236.91
Checkbook binder & treasurer envelopes	\$36.51
Bank service charge	\$6.00
<b>TOTAL</b>	<b>\$6,661.28</b>

**YTD**      **Expense**  
\$6,661.28      July/August

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**\$6,661.28**