



Brookside Elementary PTO Meeting Minutes

April 28, 2021 ~ Virtual Zoom Meeting

Call to Order: 6:12 PM

Attendees: 7

Katie Muchirahondo called the meeting to order.

Principal's Report:

- Principal Smith was unable to attend the meeting but told Katie that dismissals and arrivals at the school since the reintegration of all students has been better.

Secretary's Report:

- Meeting minutes from November 2020 were not reviewed due to a technical issue.

Treasurer's Report:

- Treasurer's report was displayed on screen and reviewed.
- Report covers 11/17/2020 - 4/27/2021. Not much has been going on other than Box Tops, Amazon Smiles, and Hannaford Bag program.
- Teacher appreciation in May and Fifth Grade End of Year items will be the disbursements out for the next two months.

Motion to accept treasurer's report as written was made by Katie Muchirahondo and seconded by Tiffany Gschwind.

5th Grade End of Year

YEARBOOK (Michelle Clement, Stacey Vellante)

- Only five students are missing information out of 76. Book is almost done. Missing RLA Principal letter, cover art, and remaining one-liners.
- Will need 84 books (76 students + Smith, Howe, Library, 4 teachers, PTO).

5G T-SHIRTS (Katie Muchirahondo)

- Using Dracut Threads again for shirts. Cost is \$7 each. Color is teal/green.
- Sizes already provided to Ann as there is apparently a t-shirt shortage due to pandemic.

5G END OF YEAR (Katie Muchirahondo)

- No carnival this year due to Covid. Dance was considered but eventually vetoed.
- Teachers will be hosting a Sundae Fun Day in their respective classrooms on Friday, June 11th. Funds for ice cream will be coming from the Principal's account.
- Not to include RLA students. PQ: Will RLA be doing something for their graduating fifth graders? PTO: Unsure as that would be up to Principal Hill of the RLA.

- Discussion of purchasing sign for the front of school to use each year including this year.
- Principal Smith to hold Moving Up Ceremony outdoors at Brookside. Scheduled for Monday, June 14th at 9:30 AM with a rain date of Tuesday, June 15. Two guests allowed per student. RLA students included (estimated for all 76 students). PTO is not needed for this event.
- 6/16 is tentative last day of school. This is a ½ day remote.

Current Fundraising

Box Tops (Nancy McDonald)

- Program is no longer clipping tops. Current Box Tops expire in 2022 and they are phasing out the clipping part in favor of an online app.
- Recent totals are \$23 and a check is on the way
- Encouraging parents via Facebook and the website to locate the BoxTops for Education app in their online app store.
- PQ: Is there a way to get more interest in using the online app and scanning receipts? Funds have decreased significantly in recent months.

Upcoming Elections

ELECTIONS (Katie Muchirahondo)

- There are two board members running for their positions again (Katie - president, Nancy - treasurer). Michelle Clement and Stacey Vellante are leaving at the end of this term.
- Tiffany Gschwind is running for Secretary and Susan Moran is running for Vice President.
- Elections will take place at the next PTO meeting on May 19, 2021 at 6PM.
- Still hoping to secure another secretary as that position really has the most work and is the hardest job.
- Candidates must be “virtually” present for the Zoom meeting.

Field Day

FIELD DAY (Katie Muchirahondo)

- Caveat given that we were notified about Field Day on the day of the meeting and do not have much information to provide.
- Principals at all four schools decided to have Field Day this year. Volunteers are needed to sanitize stations and equipment. Parents are not allowed at this event.
- Date is set for June 4th. Proposed six stations. Each grade will have their own field day so at least a 6-hour event.
- PQ: Concern about having valid CORI forms on file as this event will take place in one month and CORI forms need two-weeks minimum for processing.
- Many questions raised including: whether volunteers would need to be vaccinated? How many volunteers? What is the schedule? Will Coach Rivers be able to help in any way?

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Adjournment

- This meeting was adjourned at 7:24 PM. The next meeting will be scheduled for September 2020.
- 6:24 PM meeting adjourned.
Motion to adjourn was made by Katie Muchirahondo and seconded by Michelle Clement.

Zoom Virtual Attendees:

Katie Muchirahondo
Michelle Clement
Stacey Vellante
Nancy McDonald
Tiffany Gschwind
Susan Moran
Matthew Harrison