

BROOKSIDE ELEMENTARY SCHOOL PTO

Meeting Minutes

Wednesday, October 9, 2024

6:00 – 7:00 pm - Virtual

Executive Board Members Present:	Amanda Blute, Dawn Hayes, Alycia Knight, Tiffany Parola, Cori Stott
School Staff Present:	Monica Poitras (Principal), Lori Harries (K)
Attendees Count: 12 (Virtual)	

6:04 **Call to Order**

Ms. Stott called the meeting to order and reviewed the agenda the meeting

6:06 **Secretary's Report**

Ms. Hayes provided a recap of the meeting minutes of September's PTO meeting. There were no additional questions or edits made.

Motion to accept the Secretary's Report of 10/9/2024 made by Lori Harries

Motion seconded by Karen Robitaille

Secretary's Report of 10/9/2024 accepted by unanimous consent.

6:12 **Treasurer's Report**

Due to software access issues, Mrs. Parola was not able to provide a full Treasurer's Report for this meeting. The Report will be posted on the BES PTO website before the next meeting, at which point the PTO will review the October and November Treasurer Reports.

Mrs. Parola provided updates:

- The Scholastic Book Fair had gross sales of \$9802 and net profit to Brookside of \$2438
- The Sunshine Fund (a fund maintained by and for the benefit of BES teachers & staff) received a deposit
- The PTO has paid a portion of the bus fees for the K, 1st, and 2nd field trips (at \$5.50/student)

6:16 **PTO Business**

Ms. Stott & Mrs. Blute shared highlights of past and upcoming PTO events and initiatives:

- *Kindergarten Meet & Greet - 9/18/2024*
 - Brookside Kindergarteners and their families gathered to do "build-a-bear" activities to create new Brookside Bears to welcome them to Brookside. It was a well-attended event and new ideas were raised for next year (incl. meet & greet scavenger hunt)
- *Box Tops for Education - Ongoing Fundraiser*
 - The PTO is working to earn \$1000 this year in Box Tops. Simply scan your grocery receipts into the app to earn money for Brookside. Download the app and use referral code CNDY60W0 in October to earn an extra \$5 for the school!
- *Trunk or Treat - 10/18/2024 (rain date 10/25)*
 - On track to have ~35 trunks and ~200 children participating in this year's Trunk or Treat. We continue to seek candy donations, which can be dropped off at the main office.

Collecting online and paper pre-orders for tickets; you can pay cash at the door as well.

- *Turkey Trot Fundraiser - 11/15/2024*
 - BES PTO is using an online fundraising tracker, with incentives, to manage this year's Turkey Trot. Flyers will go home next week. Families can sign children up at getmovinfundhub.com School Identifier Code: [66eb18a90f47a](https://getmovinfundhub.com).
- *Bear Wear - Ongoing through 10/28/2024*
 - The PTO selected Dracut Threads as the vendor for Bear Wear this year, providing a greater variety of options (including sweatpants, hats, and bags) and customization. Flyers will go home next week; all sales will be conducted online or in-store. BES will receive 8% of net sales.

6:34 **Principals' Report**

Mrs. Poitras provided updates on Brookside Elementary School happenings:

- Due to an unexpected teacher vacancy at the Greenmont, Brookside is lending Mrs. Romano to serve as a 5th grade teacher until 11/1, during which time Mrs. Patricia Tobin, a retired principal, will assist Mrs. Poitras with administration duties twice weekly.
 - This has delayed the launch of the 5th grade Student Council until early November, on Mrs. Romano's return.
 - Mrs. Poitras will be addressing new 504 plans during this time
- Field Trips for Grades K (*Parlee Farm*), 1 (*Regent Theater- Don't Let the Pigeon Drive the Bus*), and 2 (*Topsfield Fair*) have gone smoothly and the PTO's pre-payment of the buses has been a help for Mrs. Poitras.
- The Halloween Boo-tique is open through Halloween. Mrs. Harries is seeking new or gently used costume donations, especially for older students and boys.
- The Brookside Halloween Parade will be held at 10:00 on Thursday, 10/31.
- Students have completed fall i-Ready testing; results will be sent home next week.
- Mrs. Poitras and Ms. Stott shared a request for teachers and families to begin taking and sharing photos of 5th grade events for this year's yearbook.

6:43 **Adjournment**

Motion to adjourn the meeting of 10/9/2024 made by Lori Harries

Motion seconded by Brette Gouveia

Meeting adjourned at 6:43pm

All caregivers/guardians/parents of current Brookside students are part of the Parent-Teacher Organization (PTO) and are welcome and encouraged to attend the meetings.