

East Windsor PTO General Membership Meeting Minutes
January 11, 2024 @ Broad Brook Elementary School Cafeteria

1. Meeting called to order at 7:01pm by Jennifer Blanchard.
2. Board members present - Jennifer Blanchard, Sarah Mader, Cindy Brey, Jaimie McBride .
There were 10 adults present.
3. Administrative Business:
 - a. Review of November 2023 meeting minutes - motion to approve by Sarah Mader, 2nd by Jaimie McBride. Motion passed with all in favor.
 - b. Presentation of the Financial Report thru December 31, 2023 - motion to approve by Laura Foxx, 2nd by Tim Field. Motion passed with all in favor.
4. New Business
 - a. Recap Square One Art Fundraiser – total net income between the two schools was \$2,702.56. We should send a thank you note to the art teachers.
 - b. Recap of Holiday Store – still waiting for invoice from vendor. Income was higher than last year. Joyce and Marisa did a great job running the event and pre-shopping to fill in with items from Dollar Tree, Dollar Store and 5 Below. Thanks to donations, every child was able to shop the entire store.
 - c. One School, One Book funding – due to inflation, cost is higher than anticipated at \$1884.69. Motion to reallocate \$384.69 in miscellaneous expense funding and \$1,500 of budgeted expense to cover the cost by Jennifer Blanchard, 2nd by Sarah Mader. Motion passed with all in favor.
 - d. BBS request for principal discretion funds to be used towards Theaterworks performance of Dot the musical in March. Motion to approve \$500 budgeted expense by Jennifer Blanchard, 2nd by Cindy Brey. Motion passed with all in favor.
 - e. EWMS funding request by Melanie Willard from 8th grade Team for \$985.22 to cover the cost of buses for High Meadow trip. Cost of admission for students is \$50 – request also made for any donation to help defray the cost. There are approximately 73 students in 8th grade. Motion to approve funding request of \$985.22 for buses and \$10 per student to help defray cost of admission (final amount to be determined once permission slips are in) from budgeted field trip expenses by Jennifer Blanchard, 2nd by Sarah Mader. Motion passed with all in favor. PTO recommended 8th grade look into running a fundraiser to help defray additional costs and PTO can assist 8th grade team and students with the fundraiser.
 - f. Discussion about overlaps in fundraising by different organizations at the schools. How can we communicate better to try to decrease overlap and make sure we're not running the same fundraisers? Laura Foxx and Tim Field to discuss with other administrators.
 - g. EWMS funding request by Peter Richard from 7th Grade Team for \$500 to cover buses for CT Science Center field trip on 3/15/23. Motion to approve \$500 expense from budgeted field trip expenses by Jennifer Blanchard, 2nd by Sarah Mader. Motion passed with all in favor.

- h. Glow Dance coming up on 1/26 at BBS from 6-8pm. Setup to begin at 5pm. Will send out message to get volunteers to help with setup, check in table, glow item sales, and concession sales. Also ask high school for student volunteers. Need to figure out playlist or DJ, additional decorations, concessions. Price will be \$10 per family; PTO families receive 1 free glow item per child.
 - i. Movie night scheduled for 3/1 at 6pm at EWMS. Need suggestions for movies – possibilities include Super Mario Bros, Trolls, Minions, Migration. Recommend having kids vote again to build excitement. Look to get pizza donations again. Work on better option for cotton candy.
 - j. Additional events: Bingo – looking at April 5th and Somone Special Dance on May 3rd. Building use forms will be submitted. Color run was expensive to run – would need to look at cost saving ideas. Possibility of doing it in the fall in conjunction with BBS Mileage Club?
 - k. Bus Drive Appreciation – tentatively April 23rd
 - l. Staff Appreciation – tentatively May 22nd. Suggestions made of ice cream truck, Kona truck, food truck.
 - m. 4th and 8th grade shirts – maybe look into doing ourselves. Jen will put together numbers from last year to share with Sarah, Jaimie and Cindy.
 - n. BBS Little library – still need to follow up on getting it installed.
5. Motion to adjourn meeting at 8:13pm by Jennifer Blanchard, 2nd by Tim Field.