

Braintree Integrated PTO Agenda
October 24, 2008, 11:30 AM – 1PM

- I. Welcome/Introductions and Sign-in:
 - a. In attendance were: Alicia J., Ellen G., Delys P., Monique H., Janelle K., Christine H., Dawn M., Sheelagh C.

- II. Co-President Comments-Dawn M
 - a. Times for next morning meeting:
 - A. We discussed the swapping day/night every other month and thought that worked well
 - B. We decided to do the next day meeting on a Friday in Ellen's room at the school at 10:30AM because that works well for everyone and Ellen's room is available...we will be able to have children as the room next to Ellen is empty and some noise won't be an issue.
 - C. We decided to skip a December meeting (as we normally do) because of the holiday. Anything that needs to be discussed in December will be taken care of through e-mail. The next day meeting will be in January.
 - D. Meeting date/time will be January 16th @ 10:30 in Ellen's room at the preschool.
 - E. We can bring food for ourselves and the kids.
 - F. Parents should bring something to keep their kids entertained.
 - b. There was a discussion of the food policy
 - A. Argument was made that PTO events should be exempt from school's food policy as long as parents can be there with the children.
 - B. If we are not exempt from the policy we may have to choose a non-school location so that we can bring food as buying food through the cafeteria is significantly more expensive.
 - C. Ellen will send a formal request for Paula Down to attend our November evening meeting so that we can discuss the policy further.

- III. Co-President Comments – Lyn M (Lyn's message was read by Dawn)
 - a. Braintree Fund For Education (BFFE):
 - A. Baja Band (Buffet) Night Fundraiser Ideas:
 1. Wine of the month
 2. Omaha Steaks Gift Cert
 3. Flowers of the month
 4. Cheese of the month
 5. PS3
 6. PSP
 7. iPhone/Blackberry Storm

- B. VOLUNTEERS NEEDED: To man tables at the Baja Band Night
 - b. VOLUNTEER NEEDED: for Fall teacher appreciation, whoever does this needs to speak with Ellen for ideas how it worked last year and because Ellen is checking with the school to see if it's OK for us to bring in food for the teachers with the new food policy.
- IV. Yankee Candle Review - Monique H
- a. The profit made on the Yankee Candle Fundraiser was \$2962.93
 - b. This is less than last year...possibly due to economy, others running similar sale...
 - c. VOLUNTEERS NEEDED: to distribute the candles when they come in...Monique will send an email then.
- V. Treasurer's Report- Sheelagh C
- a. Treasurer's report document attached reviews funds in and out for this month.
 - b. The Bubbleman was paid twice, he called Chrisi to let us know and Sheelagh confirmed. We decided to have him apply the money to next year.
 - c. The department of Health donated the funds for the permit for Spooktacular.
- VI. Halloween Spooktacular – Delys P
- a. We talked about having something for the kids to do while they are there and decided not to because of cost and no idea of turnout. Maybe next year if this is done that would be something to add.
 - b. Must mention to all people entering to please watch their children and don't let them touch the pumpkins especially after they are lit.
 - c. Must mention to everyone that there is no smoking on school grounds.
 - d. Question was asked why a flyer wasn't sent to all parents asking for volunteers to bake for bake sale. We decided an email would be sent to all parents e-mails from classroom list asking for help.
 - e. Chrisi has pumpkin stamp and ink we can use for admission stamp. She will bring it on Sunday.
 - f. Donations were given by: Braintree 10, Hanover Mall Cinema, Bugaboo Creek, Shaws, Stop and Shop, Fisher Experience, Kondeidermeister, Richmond Hardware.
 - A. The kids at the meeting colored cards to send as thank yous to all businesses giving a donation.
 - B. Alicia will send out the thank you cards on Monday.

VIII. Family Fun Days/Weekly Enrichment review – Christine H

VII. Halloween Preschool Party – Alicia J

- a. We decided the limit per party should be upped to 25
 - b. Discussed food policy...some kids will not be able to eat at the party because they are allergic to eggs and all treats we got are not OK for them. The parents of these children can't bring in food for their child because of the food policy therefore this child will have nothing to eat when the other kids are enjoying their treats. There should be something we can do about this situation so that all kids are happy.
 - c. VOLUNTEERS NEEDED: to man tables at the party.
 - d. Dawn and Sheelagh be in charge of the 10-11 party.
 - e. Alicia and Janelle will be in charge of the 11:30-12:30 party.
- IX. School Advisory Board – Sheelagh C
- a. Flyer circulation procedure
 - i. All flyers to be distributed through the school system must be approved by the Assistant Superintendent
 - ii. There is approximately a 1 week lead time for this process and you must specifically state what the funds will be used for.
 - b. There is no link to our site on the Braintree schools site.
 - c. There was some discussion on purchasing a domain name to point to our existing GPO village site.
- X. SEPAC Workshops – Sheelagh C
- a. We decided to donate \$100 as we have in previous years.
- XI. Other business
- a. The preschool is currently short 1 PT person and the other is going out for an unknown period of time for surgery.

Next Meetings Date/Time:

November 19, 7PM, Room 119

January 16, 10:30AM, Room 119

Braintree Integrated Preschool PTO Treasurer's
Report
October 24, 2008

Number or code	Date	Transaction description	Payment, Fee, Withdrawal	Deposit, Credit	Balance
Balance from	9/23/08				\$3,776.40
	12/2/08	Deposit t-shirts		\$6.00	\$3,782.40
282	10/9/08	Office Max Spooktacular	\$27.58		\$3,754.82
283	10/17/08	Department of Health Spooktacular	\$35.00		\$3,719.82
284	10/17/08	Delys Poynton Spooktacular	\$20.99		\$3,698.83
	10/18/08	Deposit Yankee Candle		\$7,271.00	\$10,969.83
311	10/18/08	Yankee Candle	\$4,243.07		\$6,726.76

Yankee candle sales \$7,271.00

Cost \$4,243.07

Profit \$3,027.93 * this number is \$65.00 higher than Monique thought she is checking on an over-payment so the correct # may be \$2,962.93

Halloween Spooktacular Event

Progress so far:

- We have permits from Town of Braintree Park Dept for Track facility & from the Health Dept for the Bake Sale.
- Park Dept. will open restrooms & provide canopies/tables- we may need to bring our own chairs for the admission/raffle/registration tables.
- The gates will be locked by bleachers to direct public to enter by restroom entryway.
- Lights will go on at dusk.
- Alicia to head bake sale. Check if Alicia needs anything for that. Thermos to be collected at Richmond Hardware. See Jeremy in rental dept.
- Donations for prizes for pumpkin competition from Shaws, Shop & Shop, Fisher Exp. Bugaboo Creek, Konditor Meister, Richmond Hardware,...
- Lyn McPhail will be overseeing the 50/50 Raffle

Volunteers still needed for:

This will very much depend on the turn out we get. The weather is looking good now for Sunday afternoon, so hopefully this will be to our benefit and prompt people to come. We still need people to volunteer for clean up. It gets dark fast between 6-6:30 pm, so the faster we cleanup the better. It doesn't have to be a lot, even just picking up some litter. Help folding the canopies/tables.

Safety:

- We all have a responsibility as representatives of the Preschool to keep everyone safe. I ask you all to be vigilant and ask parents not to let their children touch the pumpkins, especially when lit.
- No pets permitted on the track.
- If anyone has a question you are unable to answer on Sunday, call my cell. I will have it on me.
- No smoking on School grounds.

Final Details:

See volunteer schedule, make sure everyone knows where they are meant to be and at what time.

There will be prizes for 1st, 2nd and 3rd places for each of the 3 categories for the pumpkin competition and also one overall 'best in show'.

I have 25-30 envelopes from Bugaboo Creek that can be used as runner up prizes for the best 10 in each category.

Our judges are Our State Rep. Joe Driscoll and Mayor Sullivan.

The Forum will be around from 4-4:30pm.

Any questions?