



***Mission Statement: Sandwich Elementary PTA strives to make every child's potential a reality by engaging and empowering families and communities for all children.***

**Meeting Date:** Tuesday, February 11, 2025

## **Welcome | Introductions**

### **Approve January Meeting Minutes**

- Approved

### **Principal/Vice Principal Report**

- **Forestdale**
  - "Bagels with the boss" winner Gavin. Celebrated fun run efforts.
  - Successful writing celebration
  - 2/14 - ice cream day
  - Feb break 17-21st
  - 2/24 - kindergarten registration
  - 2/26 and 2/27 2nd grade Harwich theater
  - 3/5 5:00 kindergarten information night
- **Oak Ridge**
  - Wizard of oz production, wonderful success. Over 40 students.
  - Today 5th graders showcased American revolution research.
  - 2/14 math facts Super Bowl
  - 5th graders going to a whaling museum in New Bedford.
  - 6th graders will begin selecting their classes for SMHS.
  - Teacher conferences are coming up.

### **Grant Requests - Kendall O'Brien**

*Grade Level Grant Amounts Remaining: \$3,100*

- 5 Grade ( Yvonne Hunt & Kate Pitzdn) are requesting \$1807.80 for the cost of buses to Cape Cod Natural History Museum
  - Ties into ecosystem curriculum - bus, \$12 per student. **Approved.**
- Kim Earle (FD Special Education) is requesting \$1000 for a weatherproof storage bench and items for bench
  - Materials at the ready to make it more functional. Outdoor play space, long term. Nature is calming and reduces stress. **Approved.** Potentially have portable communication boards down the road.
- Mary cox funds to be donated for the family affected by the house fire. Amount to be confirmed and dropped off at Oakridge. Cape Cod Times Neighbor Fund was offered as an option as well.

**Communications** - Shana Tyner | Michelle Ducie

- Need photos/ short descriptions from PTA sponsored events.. Info@sandwichpta.org
- Helpful for families to see how money is put to use, particularly from the Fun Run.

**Fundraising** - Antonia Solitro | Jackie O'Connor

- Basket Raffle updates
  - Sign ups going out to families via social media and newsletters by the end of February/ early March.
  - Friday April 4th basket raffle day. Typically 5-7 pm.
  - No movie this year, a little too chaotic last year.
  - Food options to be finalized - potentially food trucks at rear entrance. Coffee, food, etc. Variety of options.
  - Sign ups will be posted for classroom coordinators, please consider helping. Close to 70 baskets.
  - Volunteers needed. Sign up will be sent out around 3/17.
- Teacher appreciation week
  - Mary Beth, Lauren, Mel to assist with coordinating the week.
  - May 5-9th.

**Events** - Valerie McIntyre | Meaghan Mallon

- Oak Ridge Book Fair is 3/20 & 3/21 with family shopping night 3/21.
- Need confirmation from school for Forestdale Book Fair dates.
- Set up will be 3/19 during the day.
- Mel had a Fall festival meeting today. Looking to combine fall festival with sandwich rec. Sandwich rec will be doing fall fest again. 3k to be allocated towards sandwich rec. Working with principals to give tickets to students in need. October 18th 5-9 pm.

**Cultural Events** - Cyndi Rotondi

- Session 3 garden club starting after break.
- DEI books arrived.

**Membership** - Mary Beth Burwood

- Need 3 people to be at 200!

**Treasurer's Report** - Cara Foley

**Sandwich Elementary PTA FY 2024**  
**Treasurer's Report**  
07/01/2024 - 06/30/2025

<b>1 Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Direct Donation	\$26.93	-	\$26.93	-	\$26.93
Sandwich UKnighted Merchandise	\$205.00	-	\$205.00	-	\$205.00
Mabel's Labels	\$54.88	-	\$54.88	-	\$54.88
Fun Run 2024	\$76,352.94	\$13,314.72	\$63,038.22	\$75,000.00	-\$11,961.78
Basket Raffle	-	-	-	-	-
Box Tops	-	-	-	-	-
Lego Club	-	-	-	-	-
Restaurant Partnerships	-	-	-	-	-
Garden Club	\$750.00	\$65.07	\$684.93	-	\$684.93
Minted	-	-	-	-	-
Celebration Board	\$475.00	-	\$475.00	-	\$475.00
<b>1 Fundraising Totals</b>	<b>\$77,864.75</b>	<b>-\$13,379.79</b>	<b>\$64,484.96</b>	<b>\$75,000.00</b>	<b>-\$10,515.04</b>
<b>2 Other Income</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Bay State Textiles	\$930.30	-	\$930.30	-	\$930.30
Amazon Smile	-	-	-	-	-
Membership Dues - SEPTA	\$2,969.72	\$879.50	\$2,090.22	\$3,000.00	-\$909.78
Interest Income	\$20.90	-	\$20.90	-	\$20.90
<b>2 Other Income Totals</b>	<b>\$3,920.92</b>	<b>-\$879.50</b>	<b>\$3,041.42</b>	<b>\$3,000.00</b>	<b>\$41.42</b>
<b>3 Events</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
<b>Cultural Events</b>					
Vento Chiaro - Grade 3/4	-	\$1,000.00	-\$1,000.00	-\$1,000.00	-
Redhawk Dancers	-	\$2,000.00	-\$2,000.00	-\$2,000.00	-
General Fund	-	\$840.85	-\$840.85	-\$7,000.00	\$6,159.15
<b>Cultural Events Totals</b>	<b>-</b>	<b>-\$3,840.85</b>	<b>-\$3,840.85</b>	<b>-\$10,000.00</b>	<b>\$6,159.15</b>
<b>School Events</b>					
Sugar Plum Fairy 24/25	\$7,249.99	\$6,983.86	\$266.13	-\$6,209.34	\$6,475.47
Sugar Plum Fairy 25/26	-	\$1,169.83	-\$1,169.83	-	-\$1,169.83
Uncategorized PEX Expenses	\$20.01	\$805.73	-\$785.72	-	-\$785.72
General Event Fund	-	\$1,400.00	-\$1,400.00	-\$20,000.00	\$18,600.00
Back to School Events (General Event Fund)	\$84.99	\$2,575.45	-\$2,490.46	-	-\$2,490.46
6th Grade Step Up	-	\$69.95	-\$69.95	-	-\$69.95
<b>School Events Totals</b>	<b>\$7,354.99</b>	<b>-\$13,004.82</b>	<b>-\$5,649.83</b>	<b>-\$26,209.34</b>	<b>\$20,559.51</b>
<b>Book Fairs</b>					
Book Fair - FD	\$5,793.40	\$5,379.95	\$413.45	-	\$413.45
Book Fair - OR	\$8,244.00	\$8,623.33	-\$379.33	-	-\$379.33
<b>Book Fairs Totals</b>	<b>\$14,037.40</b>	<b>-\$14,003.28</b>	<b>\$34.12</b>	<b>-</b>	<b>\$34.12</b>

<b>3 Events</b>	Income	Expenses	Year to Date	Net Budget	More/-Less
<b>3 Events Totals</b>	\$21,392.39	-\$30,848.95	-\$9,456.56	-\$36,209.34	\$26,752.78
<b>4 Fund Requests</b>	Income	Expenses	Year to Date	Net Budget	More/-Less
Grade Level Grants (Forestdale)	-	\$2,600.00	-\$2,600.00	-\$7,500.00	\$4,900.00
Grade Level Subsidies (Forestdale)	-	\$375.00	-\$375.00	-\$3,000.00	\$2,625.00
Grade Level Grants (Oak Ridge)	-	\$7,000.00	-\$7,000.00	-\$8,000.00	\$1,000.00
Grade Level Subsidies (Oak Ridge)	-	\$2,075.00	-\$2,075.00	-\$4,000.00	\$1,925.00
Specials Grants (Forestdale)	-	\$624.75	-\$624.75	-\$3,500.00	\$2,875.25
Specials Grants (Oak Ridge)	-	\$856.50	-\$856.50	-\$3,500.00	\$2,643.50
Special Education	-	\$833.00	-\$833.00	-\$1,000.00	\$167.00
Misc Grants	-	\$604.97	-\$604.97	-\$1,000.00	\$395.03
SEL (Oak Ridge)	-	-	-	-\$500.00	\$500.00
<b>4 Fund Requests Totals</b>	-	-\$14,969.22	-\$14,969.22	-\$32,000.00	\$17,030.78
<b>5 School Expenses</b>	Income	Expenses	Year to Date	Net Budget	More/-Less
Field Day - OR	-	-	-	-	-
Field Day - FD	-	\$250.00	-\$250.00	-\$3,000.00	\$2,750.00
Mary Cox Fund	-	\$1,000.00	-\$1,000.00	-\$1,900.00	\$900.00
Teacher Appreciation	-	\$2,264.00	-\$2,264.00	-	-\$2,264.00
Oak Ridge Water Stations (Carryover)	-	-	-	-\$5,000.00	\$5,000.00
Teacher Lounge Update Project	-	-	-	-	-
Stock the Teacher's Lounge (\$500/mo)	-	-	-	-	-
Terrapin Turtle Book Publishing	-	-	-	-\$1,000.00	\$1,000.00
School Supplies	-	\$2,211.18	-\$2,211.18	-	-\$2,211.18
School Allocation from 23-24 Fun Run (FD)	-	\$725.00	-\$725.00	-\$10,000.00	\$9,275.00
School Allocation from 23-24 Fun Run (OR)	-	-	-	-\$10,000.00	\$10,000.00
<b>5 School Expenses Totals</b>	-	-\$6,450.18	-\$6,450.18	-\$30,900.00	\$24,449.82
<b>6 PTA Operating Expenses</b>	Income	Expenses	Year to Date	Net Budget	More/-Less
Membership Expenses	-	\$165.54	-\$165.54	-\$900.00	\$734.46
Communications Expenses	-	\$2,271.26	-\$2,271.26	-\$1,500.00	-\$771.26
Treasury Expenses	-	\$1,532.84	-\$1,532.84	-\$750.00	-\$782.84
Bank Account Transfers (CBCC -> PEX)	\$15,000.00	\$15,000.00	-	-	-
Rebates	-	-	-	-	-
<b>Fees</b>					
PayPal Fees	-	\$53.45	-\$53.45	-	-\$53.45
Square Fees	-	\$2.96	-\$2.96	-	-\$2.96
Venmo Fees	-	\$79.80	-\$79.80	-	-\$79.80
Bank Service Charges & Interest Expense	-	\$406.00	-\$406.00	-	-\$406.00
Uncategorized Bank Charges	-	\$137.99	-\$137.99	-	-\$137.99
<b>Fees Totals</b>	-	-\$680.20	-\$680.20	-	-\$680.20
<b>6 PTA Operating Expenses Totals</b>	\$15,000.00	-\$19,649.84	-\$4,649.84	-\$3,150.00	-\$1,499.84
<b>Grand Totals</b>	\$118,178.06	-\$86,177.48	\$32,000.58	-\$24,259.34	\$56,259.92

Bank Account Balances	07/01/2024	06/30/2025	Last reconciled	Summary for the Period		
Checking - SEPTA	\$115,601.26	\$138,339.29	01/31/2025	Starting Total		\$190,485.54
PayPal	\$9,582.36	\$12,066.45	01/31/2025	Income	\$118,178.06	
Checking Forestdale PTSA	\$8,004.71	\$7,969.71	01/31/2025	Expenses	-\$86,177.48	\$32,000.58
Savings - SEPTA	\$47,702.72	\$47,688.62	01/31/2025	Ending Total		\$222,486.12
SEPTA Venmo	\$6,266.74	\$10,137.24	01/31/2025			
PEX - Prepaid Expense Cards	\$3,327.75	\$6,284.81	01/31/2025			
<b>Totals</b>	<b>\$190,485.54</b>	<b>\$222,486.12</b>				

*Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.*

Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Questions | Comments

- No questions or concerns.

### Adjourned:

- 6:37 pm
- Next meeting 3/11 at Forestdale, 6:00 pm

### *Your 2024/2025 Sandwich Elementary PTA Board*

**Co-Presidents:** Lizz Bonino | Melody Way

**Treasurer:** Cara Foley

**Fundraising:** Antonia Solitro | Jackie O'Connor

**Events:** Valerie McIntyre | Meaghan Mallon | Angela Kilda

**Secretary:** Lauren Comley

**Grants:** Kendall O'Brien

**Communications:** Shana Tyner | Michelle Ducie

**Accounts Payable:** Kate Bizorik

**Cultural Events:** Cyndi Rotondi

**Membership:** Mary Beth Burwood