



Sandwich Elementary PTA- Building a Community for our Families.

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

Note: Membership [signup here](#).

Tuesday, September 12, 2023

General Membership Meeting

6:00pm Forestdale Library

- **Welcome/Introductions - Introductions of all board members and administration.**
- **Approve June's meeting minutes. Sarah made a motion to approve June meetings.**
Seconded, motion approved.
- **Vote on Proposed 2023-2024 Meeting Schedule**
- [Kara motion to approve meeting schedule change, seconded. Motion approved.](#)
 - October 10 6pm
 - November 14 4pm
 - December 12 6pm
 - January 9 6pm
 - February 13 6pm
 - March 12 4pm
 - April 9 6pm
 - May 14 6pm
 - June 4 6pm
- **Superintendent's Report**
- [Joseph Maruszczak reported goals to have the best teachers in front of our children to meet](#)

their academic needs and social emotional needs. Optimistic moving forward as a district - emerging learning lab from pandemic. Data from MCAS, benchmarks kids are starting to recuperate from covid. Playground project: There have been some unfortunate delays, but good progress is being made with the company. Gameplan to wrap up at forestdale by end of month. K-2 should finish footings for equipment and paving pathways to play area and paving for the racing track for pre-k playground. Once paving is complete the pour and place will be set. Oak Ridge current playset will be demo'd by October 31. Blue Knight highlights a weekly email from Joseph Maruszczak will be sent on Wednesdays, a great weekly update for all schools.

- Oak Ridge basketball court: Additional research needs to be completed. Joseph Maruszczak will work with current executive board to research and get the project moving forward and get it done. Trish Hill reported that initial plans and specs were done but will need to be revisited. Daisy Lemoi reports that 15 thousand are in the fund. Heather Walsh from Sandwich Basketball Board would like to work together and help aid the project.

- **Principal/Vice Principal Report**

- Request for CORI checks for PTA Exec Committee - Good for three years. Forms located in the office and online. ID is required to be presented at the office of each school..
- Forestdale - Mr. Dintino reported that the year is off to a great start. K-2 started last week and was joined by the preschool students at the start of this week. Forestdale welcomed a new Assistant Principal Kara Schofield. 9/15 is picture day, Grades 1 and 2 will start iready diagnostics this week. Hearing and Vision screenings will start next week for k-2. 9/28 will be the Open House, 4:30- Kindergarten, 5:30 First Grade, 6:30 Second Grade. Volunteers are welcomed and needed at Forestdale Library. Please reach out to Mrs. Scott.
- Oak Ridge - Mrs. Hill was present at tonights meeting. SHe also reported a great start to the new school year. She reports the students have done well getting settled despite the heat. She is thankful to the parents for sending in the reusable water bottles with thier students as well as the coolers with ice and popsicles were supplied by the district. Thursday 9/14 is instrument pick up for any students participating in music lessons and band this year. School picture day is 9/21. Open house is 9/19 6pm-8pm. A new curriculum is in place for Oak Ridge. ARC is the new reading program and Ready Math

from iredy is the new math program being utilized.

- **Grant Requests - Kendall O'Brien**
 - Grade Level Grants
 - Approve budgets - \$2000 for each grade level (\$1500 for preschool) & additional \$1000 for subsidized expenses (subsidized funds will not roll over, funds will need to be requested by 12/31.) - \$500 for specialist Megan motion to approve budget increase, seconded. Motion approved.
 - New online submission form (add QR code somewhere?) Google form will streamline the submission form.
 - Nicola Bordelon (nurse) is requesting \$150 for FD and \$150 for OR for S&S gift cards for drinks and snacks for kids Melissa made the motion to approve, seconded. Motion approved.
 - Mary Cox Fund - Set up to assist families in need. 1900 proposed budget. Jackie made the motion to approve the proposed budget, seconded. Motion approved.

- **Communications - Rebecca Westgate**
 - Facebook, Website, and Newsletter. A great digital presence. Over 3000 engagements, newsletter 71% open rate.
 - Confirm events/ happenings dates to create content schedule - Improved calendar for upcoming events is being worked on.
 - Add PTA website + logo to event backdrops and promotional items (swag, shirts, hats, etc.).
 - Add Instagram account to be managed by fundraiser/ events/ communications staff.
 - Media consent form for use of images of students- does PTA need it's own form or can PTA be included in the district's consent form?

- **Events - Angela Klida & Valerie McIntyre**
 - Back to School Bash - Possible postponement to 9/29 due to impending weather. PTA and both schools will send out information.
 - Sixth Grade step up
 - Meaghann Toomey and Heather Walsh were present at tonight's meeting to discuss 6th grade step up events. \$3500 was requested for class gifts, breakfast, a day at oak crest cove as well as transportation between schools. Angie made the motion to approve funds, seconded. Motion approved.
 - Fall book Fairs Forestdale: 11/9-11/17 Oak Ridge: 10/12-10/17
 - Dates at Forestdale (Spring ice cream social) / Oak Ridge (Fall ice cream social)
 - Ice Cream Social
 - Subcommittee Needed
 - Cash vs. Scholastic Dollars: Fall - Cash: Scholastic Dollars will be taken to fund future book fairs: Spring
 - Trish Hill Motion to approve up to 10k of scholastic dollars to be used/divided among all teachers at each school. Seconded, motion approved.
 - Open House & Fall Conferences
 - Budget for Teacher meals - up to \$1000 for each school.
 - Kendall made the motion to approve 41000 for each school, motion seconded. Motion approved
 - Sugar Plum Fairy
 - Pick date _ moved to next meeting
 - Subcommittee Needed
 - Basket Raffle
 - More of a fundraiser, need a chair-person to lead this
 - Pumpkin-Carving & Pumpkin Patch
 - Held at Oak Ridge
 - Budget approval needed - 1500 budget proposed.
 - Pick date TBD
 - Subcommittee Needed
 - Kendall made a motion to approve funds, motion seconded. Motion approved.

- **Fundraisers - Antonia Solitro & Jackie O'Connor**
 - **Boosterthon October 27th**
 - Working to simplify info going out to families
 - Volunteers Needed - CORI required for day of event
 - Already received helpful feedback from teachers via survey (not just about Boosterthon)
 - Discreet prize handouts (too many sad kids)
 - Preference for solicitation of \$ to parents NOT come directly from teachers
 - Minimal disruption to school day is ideal (no BT people in classrooms, videos can be shown at teacher convenience)
 - More accessible options for students with mobility issues (thinking about flattest ground to put the Fun Run)
 - This year doing the most support from BT, following years would like to take on more
 - Teacher survey feedback
 - they need ample warning of time needed for videos and activities in the classroom
 - Delivering prizes silently and covertly is ideal - is there a way around this?
 - Many claim it has much improved in the last few years and are happy with how it runs
 - Needed by administration: total number of students and teachers, lunch schedules needed.
 - **Community Fundraiser - Hat Sale**
 - Buy a hat - Give a hat - proposed budget of 1,500. [Blue beanies with S logo. Melissa make motion to approve funds for buy a hat give a hat fundraiser, motion seconded. Motion approved.](#)
 - **Ongoing efforts:**
 - Minted - social blast leading up to holidays
 - Bay State Textiles
 - Mabels Labels social blast
 - **Ideas for this year**
 - Trivia Night
 - Taste of the Town
 - Lego club
 - Lego Contest
 - Teacher Appreciation Element in Fall
 - 6th Grade step up Planning
 - **Feedback from teacher [survey](#)**
 - Lots of positivity regarding even sending the survey, the wishlist idea, and stocking of the fridge/meals/coffee this year
 - Family obligations and long commutes prevent many from coming
 - Is there a way for teachers in each grade to divide up the years' worth of meetings so each only has to come to 1?
 - Most open to the idea of the PTA setting up parent volunteers for each classroom
 - Used to have them in past but then COVID and "who's managing that?"
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- **Membership - Jenny MacFaden**
 - 81 current members

- o Membership forms available online at SandwichPTA.org
- o Current membership count
- o Ongoing membership drives at Open House(s), Back to School Bash
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- **Treasurer's Report - Cara Foley**
 - o End of year Treasurer's report for 2022-2023 \$41,00 raised last year.
 - o Debit cards for Events & Fundraising committees
 - Receipt submittal still required
 - o New process for Expense Reimbursement
 - Online form
 - Venmo reimbursements where applicable
 - o Payments / Donations now accepted via Cash, Check, PayPal, Square, and **Venmo**
 - o Treasury Budget approval: \$3750 was requested for treasury operating expenses. Kendall made the motion to approve, seconded. Motion approved
 - Communication Expenses
 - Tax Preparation Fees
 - Amazon Business Prime
 - Misc. Operating Budget

- **Cultural Events - Sara Aboutian**
- Sarah requested to have surplus from lasy years budget forwarded for this upcoming year. Trish Hill made the motion to approve, seconded. Motion approved
- Sarah requests \$10,000 budget for each school for cultural events. Trish Hill made motion to approve funds. Seconded. Motion approved.
 - o Events Scheduled:
 - FORESTDALE: 11/9- Red Hawk singers and dancers**
 - 4 Shows, one/grade level.
 - Details to be worked out

 - OAK RIDGE: TBD- Red Hawk singers and dancers**
 - Will schedule meeting with OR and Red Hawk to create a plan for presentations.

 - Vote to reallocate last year's cultural events from Oak Ridge surplus to this year.** SPF has grant for Red Hawk this year. Oak Ridge would like to do annual presentation for 2 grades/year moving forward, but it is ideal to present to all grade levels this year.

Josie Scott attended tonights meeting to share with us an upcoming cultural event. A virtual visit with author Peter Reynolds. Each class will receive a 45 minute session that includes a reading, interactive drawing and . Q and A session. Dates are TBD.

- **Questions/Comments -**

Adjourn. 7:19pm

Your 2023/2024 Sandwich Elementary PTA Board

Co-Presidents: Lizz Bonino & Cyndi Rotondi
Treasurer: Cara Foley
Fundraising: Antonia Solitro & Jackie O'Connor

Events: Angela Klida & Valerie McIntyre

Secretary: Melissa Shevory

Grants: Kendall O'Brien

Communications: Rebecca Westgate

Accounts Payable: Kate Bizorik

Cultural Events: Sara Aboutian

Membership: Jenny MacFaden