



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.**
- **Vote on Proposed 2023-2024 Meeting Schedule**
 - October 10
 - November 14
 - December 12
 - January 9
 - February 13
 - March 12
 - April 9
 - May 14
 - June 4
- **Superintendent's Report**
- **Principal/Vice Principal Report**
 - Request for CORI checks for PTA Exec Committee
 - Forestdale -

- Oak Ridge -
- **Grant Requests - Kendall O'Brien**
 - Grade Level Grants
 - Approve budgets - \$2000 for each grade level (\$1500 for preschool) & additional \$1000 for subsidized expenses - \$500 for specialist
 - New online submission form (add QR code somewhere?)
 - Nicola Bordelon (nurse) is requesting \$150 for FD and \$150 for OR for S&S gift cards for drinks and snacks for kids
 - Mary Cox Fund
- **Communications - Rebecca Westgate**
 - Confirm events/ happenings dates to create content schedule
 - 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**
 - Fall book Fairs
 - Dates at Forestdale / Oak Ridge
 - Ice Cream Social
 - Subcommittee Needed
 - Open House & Fall Conferences
 - Budget for Teacher meals
 - Sugar Plum Fairy
 - Pick date
 - Subcommittee Needed
 - Basket Raffle
 - More of a fundraiser, need a chair-person to lead this
 - Pumpkin-Carving & Pumpkin Patch
 - Hold at Oak Ridge?
 - Budget approval needed
 - Pick date
 - Subcommittee Needed
- **Fundraisers - Antonia Solitro & Jackie O'Connor**
 - **Boosterthon**
 - Working to simplify info going out to families
 - 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
 - **Community Fundraiser - Hat Sale**
 - Buy a hat - Give a hat (\$1,500)

- **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?"

- **Membership - *Jenny MacFaden***
 - Membership forms available online at SandwichPTA.org
 - Current membership count ~75
 - Ongoing membership drives at Open House(s), Back to School Bash

- **Treasurer's Report - *Cara Foley***
 - End of year Treasurer's report for 2022-2023
 - Debit cards for Events & Fundraising committees
 - Receipt submittal still required
 - New process for Expense Reimbursement
 - Online form
 - Venmo reimbursements where applicable
 - Payments / Donations now accepted via Cash, Check, PayPal, Square, and **Venmo**
 - Treasury Budget approval:
 - Communication Expenses
 - Tax Preparation Fees
 - Amazon Business Prime
 - Misc. Operating Budget

- **Cultural Events - *Sara Aboutian***
 - 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.

- **Questions/Comments -**

Adjourn.

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