



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 7, 2021
General Membership Meeting
7:00pm via [Zoom](#)

1. Welcome/Introductions
2. Principal/Vice Principal Report
3. Vote on Meeting Minutes
4. Treasurer's Report - **Angela Stetson**
 - a. Note on Fraudulent Charges
5. Funds Requests - **Angela Stetson**
 - a. Proposed budget- **\$9750 total**
 - i. Grade level grants - **\$7000 (\$1000 for each grade)**
 - ii. Specials grants - **\$1500 (\$150 for each special at each school)**
 - iii. PreK grant - **\$250**
 - iv. Misc grants - **\$500**
 - v. Special Education Grant - **\$500**
 - b. Discuss and Vote on Approvals:
 - i. Asking approval to spend \$12 on our annual google domain
 - ii. Asking Approval to renew our PTA insurance for \$395
 - iii. Asking approval for \$590 for filing our annual taxes (\$570 for CPA prep and filing fees, \$20 for postage w/ tracking)
 - iv. Mary Cox Fund- I am proposing we put \$1500 into the Mary Cox Fund this year. (It is supposed to be up to 5% of last year's net income, which was \$30500). We use the Mary Cox fund to help support families in need in the Sandwich community
 - v. Misc- We are missing a lot of membership signups (I see all the signups thru Paypal). Many board members still havent signed up, both principals

as well. Reminder that people are not supposed to be able to vote without being paid members.

6. Communications - **Danielle Raciti**
 - a. Vote on meeting dates for 2021-2022
 - b. Meetings proposed to be on the second Tuesday of every month at 7:00 PM via Zoom.
7. Events - **Daisy Lemoi and Angela Klida**
 - a. Magnets:
 - i. To be distributed to all incoming Kindergarten and 1st graders at Forestdale.
 - ii. Typically this is done at the Kindergarten playdate, but the event was cancelled last year due to Covid and not everyone was in school so this was not done. We will cover both populations this year.
 - iii. Distributed to 3rd grade families during 3rd grade walk through night.
 - iv. 4th grade families will receive via homeroom teacher as walk through was not done last year due to Covid.
 - b. Open Houses – Will set up a PTA table in the lobby with flyers.
 - i. Magnets to buy?
 - ii. T-shirts?
 - iii. Confirm dates:
 1. OAK RIDGE – Sept 22nd
 2. FORESTDALE – Sept 21st
 - c. TEACHER CONFERENCES: 10/20 & 11/3
 - i. Typically PTA organizes meals for Teachers during the nightly conferences.
 - ii. Need to approve a budget and a plan.
 - d. SANDWICH RECREATION FALL FEST – FRIDAY OCTOBER 22ND
 - i. Do we have interest in cabin decorating? Need volunteers to help decorate and set up cabin decorations.
 - ii. Approve a Budget? Typically \$200
 - e. TRUNK OR TREAT – DATE TBA
 - i. Do we have interest in having a car at Trunk or Treat? Need volunteers to help decorate and stay during events to pass out Candy. Typically at Oak Crest Cove on a Saturday around Halloween.
 - ii. Approve a Budget? Typically \$200
8. Fundraisers - **Liz Bonino and Sarah Mason (& Daisy Lemoi)**
 - a. **BOOK FAIR DATES:** -
 - i. Confirm with Principals if in school is an option?
 1. If so, determine if changes need to be made to visitor policies, Family night, shopping times.
 2. Oak Ridge confirmed OK. Location needs to be changed.
 3. Forestdale's will be in November.
 - ii. Discuss E*Wallet this year
 1. OAK RIDGE – 10/13-10/19 (no ice cream)
 2. FORESTDALE – 11/10 – 11/16 (Family night/ ice cream)
 3. OAK RIDGE – 3/23 – 3/29 (Family night/ice cream)

4. FORESTDALE – 4/20-4/26 (no ice cream)
 - iii. Requesting use of Scholastic Dollars for book fairs
 1. Request: \$5000 (estimate) for each school
 - b. **T-SHIRTS – FUNDRAISER** - requesting a budget of up to \$10,000 to be used to purchase T-shirts (NAVY w/ Sandwich United Logo) from Cape Cod Textiles. To be sold at events and fundraisers. This would be an initial investment and would be recouped as we sell inventory.
 - i. Determine how we repurchase inventory? Once we receive initial investment back? Once a year?
 - c. **SUGARPLUM FAIRY - FUNDRAISER**– date TBD –
 - i. Can we hold it indoors this year? Restrictions? Friday or Saturday?
 - d. **BOOSTERTHON – FUNDRAISER- 10/24-10/29**
 - i. Update
 - e. **Basket Raffle? – FUNDRAISER/EVENT** – date TBD. Interest and having it? Do we try to plan for an in person event or do we need to consider an online option?
9. Membership - **Alicia Raspa**
 - a. Remind all to sign up to be able to vote
10. Cultural Events - **Alycia York**
 - a. At this time we will need to postpone any events. Will need to connect with those that were holding a credit from March 2020 on.
11. Questions/Comments
12. Adjourn

Next Meeting: Tuesday, October X at 7:00 via Zoom

Your 2021/22 Sandwich Elementary PTA Board

- Co-President: Nathan Burke (working on the other Co-President)
- Treasurer: Angela Stetson
- Secretary: Meredith Fortier
- Fundraising: Liz Bonino and Sarah Mason
- Events: Daisy Lemoi and Angela Klida
- Membership: Alicia Raspa
- Cultural Events: Alycia York
- Communications: Danielle Raciti
- Grants: Meaghann Toomey
- Accounts Payable: Shannon Domurat
- Accounts Receivable: Carolyn Reid