

## 6-23-2021 PTO Meeting

### In Attendance:

Sharon Stoner  
Stacey Newman  
Morgan Firkin  
Tracy Daniell  
Susan Fransen  
Heather Dunn-Levesque  
Emily Herlihy

### Nomination of new PTO officers for 2021-22 School Year

Nominated for President: Susan Fransen  
Seconded and voted in by unanimous vote  
Nominated for treasurer: Heather Dunn-Levesque  
Seconded and voted in by unanimous vote  
Nominated for Secretary: Emily Herlihy  
Seconded and voted in by unanimous vote

Congratulations to the new Asa Adams PTO Executive Committee!

Transition of leadership including the PTO binders that include summaries of events and activities throughout the year.

### Other resources include:

Kate Crane and Jessica Fine in the Asa Office  
Allison Woodard as the Asa Volunteer coordinator

Asa Adams PTO has an official facebook page under the name but most of the time the Asa Adams Parents page is a more effective way to communicate news.

If there is a monthly newsletter put out by the principal adding a PTO section for updates and upcoming events is also a good way to communicate with families.

All official correspondence needs to be approved by the office/ Kate Crane.

PTO Meetings can be held in person or remotely via Zoom at your discretion

If meeting in person and in the school building a room request form will need to be completed with the office

Copies of the 2020-21 PTO Budget are in the binder. As the executive committee you can make any alterations you wish. When you are ready you can present your budget at a PTO meeting to be voted on for approval.

### Highlights of the PTO projects and events:

- Direct funds to Classroom and Specialist Teachers to support special purchases or projects
- School Directory: Forms from past directories are in the google drive

- Diver Ed Field Trip
- Open House Greeting Table and popcorn
- Monthly Coffee Carts for staff
- Art and Literacy Night
- Math Night
- Holiday Craft Fair

(Stacey Newman has the overflow of crafts and wrapping supplies in the attic of her home. Will deliver to whomever is leading this in the fall)

- Spirit Nights: Margarita's/ Governors

Discussed new places to inquire about spirit nights including OBC, The Family Dog

- Swag Fundraiser (Jennifer Parker has led this in the past, further info to come)

- Teacher Appreciation Week:

Gift Card Giveaways

Food

New ideas?

- Art fundraiser

Check in with Sara James on this if she has any new ideas

- Family Fun Nights
- Spring or Valentines Dance

- Memory Book

Suzanne Neville (1st grade) is the teacher contact for this project.

- Cookbooks

Copies of the Asa Cookbook printed in 2020 are in the PTO closet. They can be sold as a fundraiser at any price.

#### Business Information:

Tracy will close out the 2020-21 Fiscal year and then pass along all of the financials and checkbook, debit card and account information for the UCU. Information for filing taxes will also be included.

Tracy will also include the information for the extra insurance purchased to cover PTO events and officers for added reassurance

