

CFES PTO MINUTES – DECEMBER 2, 2020

Attendance: Jeff Ellison, Meredith Petruccelli, Amy Day, Hoang Nguyen, Christina Condelles, Amanda Frake, Michelle Boyle, Danielle Clark, Jessica Lang, Elisa Maas, John Mitchell, Katherine Lombardo, Kara Hyman, Neha Ruparel, and Meaghan Green. (15)

- **Meeting Started at:** 9:30 a.m. virtually on **Zoom**
- **Meeting Minutes:** Christina Condelles presented the **November** meeting minutes. They were reviewed and approved.
- **Review and Approve Budget:** Hoang Nguyen presented the **November 2020** budget and operating expenses so far.
Expenditures included: \$777.89 for enrichment grants, \$213.04 for teacher grants, \$300.00 for district FOCUS group, \$80.19 for 2019-2020 5th grade leave behind project, \$436.00 for teacher gratitude lunch.
Income included: \$1,380.00 from PTO booster donations, \$104.76 from spirit wear sales, and \$1,105.00 from foreign language program registration fees.
The budget was approved.
- **Principal's Report:** Danielle Clark presented several updates:
 - (1) Plans for a virtual Talent Show are approved, as long as permission is given by parents to broadcast images of their child. Mr. Hirt can help create a video.
 - (2) December's character trait is generosity. There will be a coloring contest and students will make cards to send to senior centers.
 - (3) There will a virtual family fun night with a Winter trivia Kahoot on 12/16 at 6:15pm.
 - (4) The next Chat with Clark is 12/16 at 4pm.
 - (5) Thanks to the PTO for the gratitude lunch. It boosted the spirits of the entire staff.
- **Passive Fundraising:** Updates by Chair Jessica Lang:
 - (1) Our profit was \$121.00 from the November Clean Juice fundraiser.
 - (2) We have two fundraisers in December: at Five Below and Chipotle.
- **Book Fair & Spirit Wear:** Updates by Chair Kara Hyman:
 - (1) The CFES Book Fair had \$1,630.00 in sales. We made a 25% profit in Scholastic dollars. We will use some of that credit to buy books for the 3rd grade Read-A-Thon.
 - (2) Spirit Wear sales totaled \$2,500.00. Our profit is \$650.00. We will use some of that to purchase additional shirts and mugs for the PTO to use for prizes or give-a-ways.
 - (3) Kara will deliver the spirit wear orders to families today, 12/2.
- **PTO Report:** Presented by Meredith Petruccelli & Jeff Ellison:
 - (1) The gratitude lunch fundraiser was a big success. We have a surplus in funds that we will use to hold another appreciation event for staff this Winter/Spring.
 - (2) Talent Show: Will hold a separate Zoom meeting to brainstorm format ideas.

- (3) Art Show: Will be held as a silent auction on the website "32 Auctions." Will schedule a separate Zoom meeting to go over plans. Looking for more volunteers. We need an inventory manager, website manager, and artist liaison.
- (4) Approval given to Christina Condelles to work with Mathnasium to schedule a virtual Math Night for students on Zoom, on Friday 1/22.
- (1) **Special Enrichment Grant Vote:** Request for \$1,500.00 for school wide access available to all CFE teachers for the online program "Flocabulary." The grant passed unanimously, with a 10-0 vote for Yes.

- **Meeting Adjourned at:** 11:15 a.m.