



Agenda- 1st Quarter PTO Meeting

In attendance: Nicole Geraghty, Elina Wolf, Hayden Kobert, Kelly McCann, Caitlin Whittington, Bianca Caputo, Christy Ruiz-Castaneda, Erin Delgado, Sarah Phan, Lucy Lako, Becky Kablonski, Cheri BonVardo, Jimena Rivera

✨ **Call to Order @ 8:32am**

1. Welcome & Introductions (Nicole)

- Welcome attendees
 - Nicole's second year serving as PTO President
- Approve May meeting minutes
- Meet your PTO Team
 - PTO members introduced themselves
 - Board emphasized PTO is a collaborative effort and members work together based on availability
- Parent Introductions
 - Parents were encouraged to get to know one another and look for opportunities to connect through PTO activities
- Outline key goals
 - Explained volunteers do not need to commit to an invited event or year; assistance can be provided in smaller ways
 - Event-specific planning will generally take place through committees outside of the general meetings
- Communication
 - Parents were encouraged to use the PTO website, FB, and IG for updates
 - PTO calendar distributed to families was discussed as a resource for upcoming events
 - Quarterly meetings will continue this year, with event planning handled separately by committees
 - PTO plans to provide newsletters approx. twice per year to share accomplishments, fundraising info, expenditures, and activities

2. Principal's / Asst. Principal Address (Ms. Vieira/Mrs. Roberts)

- Share school updates and express what support is most needed from families.
 - Ms. Vieira and Mrs. Roberts had another meeting that morning and were also preparing for Curriculum Night

3. Overview of the PTO - Mission & Goals (Elina)

- Share the PTO's mission statement

- Enhance and support the educational experience at VME and strengthen the connection between home and school
- The PTO is a 501(c)(3) NPO
- Parent involvement is encouraged, whether for an hour, an event, etc
- Brief highlighting 2025-26 accomplishments
 - Reviewed previous year accomplishments and distributed/referenced a year-end newsletter summarizing fundraising, expenditures, events, and activities
- Highlighted the \$45K in 30-day Fundraiser
 - Approx. \$18,800 had been raised at the time of the meeting
 - Fundraising participation includes family/business sponsorships, general donations, and sharing the fundraiser with family and friends
 - Families are encouraged to check whether their employers offer charitable matching or donation programs. PTO can provide nonprofit documentation if needed
 - Fundraising incentives discussed: \$5K - schoolwide incentive, \$10K - class incentive, \$20K - pizza party, \$30K - glow party, \$40K - activity with Jefferson, \$45K - PJ movie day with snacks
 - Additional participation incentives and a final surprise incentive
- Year at a Glance (major events/traditions, teacher/staff appreciation, family events, school enrichment/support, community service initiatives)
 - Reviewed major events, teacher/staff appreciation, family events, school enrichment/support, and community initiatives
 - Emphasized that fundraising directly supports these activities and educational resources

4. Budget Review & Treasurer's Report (Hayden and Kelly)

- Recap Chuck E Cheese Spirit Night
 - Back-to-School night raised \$832.74
 - Consider holding the event next year, potentially with changes to the format or venue
- Review of partnership with Minted and Box Tops
 - Encourage families to use the app to scan/upload eligible receipts and designate VME
 - PTO has a partnership with Minted that provides families with a 20% discount while returning 10% of qualifying purchases to the PTO (available year-round)
- Recent PTO purchases
 - Several subscriptions and resources were reviewed, including resources supporting science, Kindergarten, vocabulary, reading, and student learning
 - Generation Genius was renewed for 5th grade
 - Other subscriptions/resources discussed: Blooket, Fluency and Fitness, Generation Genius, and Flocabulary
- Present the current budget: income, expected expenses, and year-end goal
 - PTO reported approx \$1600 currently in the account
- Discuss any major expenditures or upcoming financial needs
 - Fall Festival venue cost is approx \$2000
 - Additional expenses include pumpkins and decorations for Fall Fest

- The Geraghtys are kindly donating mums, which will be full profit for the PTO
- There will be pumpkins available for purchase ahead of time
- Mums and pumpkins will be picked up at the Fall Festival
- Allow for questions
 - We were advised to make the PTO budget available for review and questions

5. Upcoming Events & Volunteer Opportunities (Caitlin)

- Provide spirit wear update
 - The new spirit wear store is fully online, and orders ship directly to families
 - The 'online store' is open year-round
 - Spirit wear is not a PTO fundraiser; the PTO does not receive proceeds from these sales
 - The goal is to keep spirit wear affordable and provide students with opportunities to show school pride
 - Parents are welcome to suggest future designs
- Fall Fest
 - Will be held at Farmer Mike's
 - The venue provides activities, and various food trucks will be onsite
 - Pumpkins and mums will be available
 - Event off campus - a lower number of volunteers will be needed
- Holiday House volunteers/form committee
 - Significant volunteer support will be needed for student shopping, gift wrapping, organization, and general assistance
 - Parents were encouraged to invite grandparents, relatives, and friends who may be able to volunteer
 - Parents interested in specific events should complete the volunteer interest form so committee leaders can contact them when planning begins

6. Misc. (Nicole)

- Recap Staff Lunch
 - PTO hosted a catered staff lunch before the start of the school year
 - Approximately 60 staff members attended
- Recap Tears and Cheers
 - T&C was held outdoors with a tent; iced coffee, orange juice, and pastries were offered
 - Board discussed the possibility of changing the location or format in future years based on school procedures and parent feedback
 - The outdoor format was intended to make it easier for parents to participate on the first day of school, as parents are not allowed to walk children into the school.
- Faculty & Student Thanksgiving Lunch
 - The PTO will host the Faculty & Student Thanksgiving Lunch
 - Last year, approximately seven volunteers helped organize the event
 - Volunteers can work in shifts rather than committing to the entire day
 - Parents interested in helping were encouraged to sign up
 - The November PTO meeting will also provide an opportunity to prepare/decorate for the Thanksgiving Lunch

- **BookFlix Grant Request**
 - Carrie Smith, Library Media Specialist, submitted a request for approximately \$1,500 to fund BookFlix for Kindergarten through third grade
 - BookFlix pairs fiction with related nonfiction and is intended to support reading comprehension, vocabulary, research skills, and literacy development
 - The Board discussed whether the program overlaps with existing resources and whether classroom teachers would use it in addition to the library
 - The Board also discussed the importance of determining usage and effectiveness before committing PTO funds
 - Follow-up: PTO will obtain additional information from Ms. Smith regarding teacher access, intended use, usage, and overlap with existing programs before making a funding decision
- **Campus Improvements**
 - The PTO reviewed campus improvements, including signs, banners, garden improvements, and outdoor Adirondack-style seating
 - Discussed whether the newly purchased chairs could be placed outside for Curriculum Night
 - Follow-up: PTO will confirm with school administration whether the chairs may be placed on campus for Curriculum Night

7. Open Discussion/Parent Questions & Ideas (All)

- Suggestions, questions, or concerns
 - The Board encouraged parents to provide feedback regarding PTO activities, communication, meeting times, and events
 - Quarterly meetings are intended to address PTO wide matters, while individual event planning will be handled by committee outside the general meetings
 - Parents were encouraged to complete the volunteer interest form to be contacted regarding upcoming committees and events

8. Closing Remarks (Nicole)

- Our next meeting is November 18
- Remind parents of any follow-ups (volunteer forms, committee signups, etc.)
 - The Board thanked attendees for their participation and encouraged continued involvement throughout the school year
 - The November meeting will also allow volunteers to prepare the room for the Thanksgiving Lunch scheduled for the following day

✨ **Meeting Adjournment @ 9:15am**