

Robin Hood School PTO
Meeting Minutes
November 12, 2024

- I. Welcome and Introductions [Meeting called to order at 7:03pm](#)
- II. Secretary review and acceptance of previous minutes
 - [PTO Meeting Minutes 10.8.2024.pdf](#)
 - A. Sara motion to approve minutes, Toni second. All in favor, one abstention. Motion passes.
- III. New business
 - A. Bingo night - budget vote needed
 - 1. Mr. Eberly will emcee again!
 - 2. \$750 budget proposed for snacks and prizes
 - 3. Volunteers needed
 - a) [Planned date is Friday, January 24](#)
 - b) [Donations welcome to contribute to prizes - unopened toys like board games, puzzles, etc. Any donation will cover the cost of the Bingo card.](#)
 - c) [Snacks will be suggested donation of \\$0.50](#)
 - d) [Sara motion to approve \\$750 budget, Kate second. All in favor, motion passes.](#)
 - B. Holiday breakfast - budget vote needed
 - 1. [Friday 12/20](#)
 - 2. [Proposed budget - \\$1000](#)
 - 3. [Sign up genius will be sent out for volunteers to pick up items](#)
 - a) [Similar breakfast as what was served the first day of school, maybe a hot chocolate bar with marshmallows, etc.](#)
 - b) [Suggestion to contact Java as they have catered in the past.](#)
 - c) [Suggestion to change date to Wednesday 12/18 so any leftovers will be eaten Thursday or Friday rather than go to waste.](#)
 - d) [Sara motion to approve budget, Toni second. All in favor, motion passes.](#)
 - C. Holiday parade - budget vote needed
 - 1. [Saturday December 7, 11am-12:30pm. Put on by the Stoneham Chamber of Commerce. We usually have a float with the other elementary schools and the 3 mascots ride in the parade.](#)
 - 2. [Sara motions to approve that we participate and Lisa chair, Corinne second, motion passes.](#)
 - 3. [Budget discussion: Goal is to get a vehicle donated \(Stoneham Ford or Melanie\); other PTOs are discussing the holiday parade tonight as well. SELC PTO wants to participate in some fashion as well. Leftover Trunk or Treat candy will be used if candy will be tossed into the crowd.](#)
 - 4. [Lisa motions to approve budget of \\$100 for holiday parade, Melanie second. All in favor, motion passes.](#)

5. Lisa will also contact Whitney re:magnetic sign for the PTO for future needs.
 6. Lisa motions \$100 for sign budget, Melanie second. All in favor, motion passes.
- D. 4th grade moving on - budget vote needed
1. \$3600 proposed contribution by the PTO
 2. \$50 contribution by families for each student
 3. Volunteers needed to run the committee
 4. Ceremony during the school day, party thrown that evening by the PTO and the 4th grade moving on committee. Party includes games, food, and a swag bag with yearbook. Committee interest meeting is Tuesday, January 14 at 6pm on zoom (right before our next PTO meeting).
 5. Some parents have expressed interest in chairing the committee already.
 6. Proposal for 3rd grade parents to heavily participate in the party volunteering, additional calls through 3rd grade room parents. School wide call for volunteers will also go out, any and all volunteers are welcome and encouraged.
 7. Sara motions to approve \$3600 PTO budget for 4th grade, Toni second. All in favor, motion passes. Families will be asked for a \$50 contribution as well.
- E. Art show
1. Proposal to move to February with a cookies and hot cocoa theme
 2. Proposed date of Wednesday, February 12 (early release day, could help with setup in the gym). Concern is potential snow day, backup date proposed of Thursday, February 13. Will need to confirm the gym and Mrs. P are available that date. 2/13 could also be a concern because of the after school program use of the gym.
 3. Corinne has offered to chair the event again and work with Mrs. P to organize.
 4. Proposed budget of \$500.
 5. Sara motions to approve \$500 budget and Corinne as chair and 2/12 date. Toni second, all in favor, motion passes.
- F. Parent teacher conferences
1. Scratch ticket raffle basket (donation) and 50/50 raffle
 2. Conferences are December 4 and 5
- IV. Principal's Report
- A. Please make sure students have coats, hats, and gloves each day!
 - B. Lost and Found is growing rapidly! PTO will spread the word to claim your items or they will be donated.
 - C. Preliminary budget meetings are taking place, details will be released soon. Important decisions will need to be made and advocacy will be needed from parents to fight for what our school needs. Jordan will also look to schedule more budget specific PTO meetings.

- D. Fish tank updates - please check out the Robin Hood PTO curriculum site. Fish Tank has started in 3rd grade, will start in 2nd grade next week, K and 1 will start December 2. Ask your students and teachers how it's going during conferences!
 - E. Conferences are coming up in December - Jordan will be presenting curriculum information in the library during conferences.
 - F. Parents have been emailing about after-school behaviors from students who are not Robin Hood students. SRO Emily has been working with Jordan and we are hoping there will be improvements soon. Stoneham Police has asked that parents call the non-emergency number while the behaviors are occurring so they can come by and investigate.
 - G. Coffee hours will hopefully start before Thanksgiving break (so next week).
- V. Treasurer's Report
- A. + October 2024 Projection vs Actual
 - B. + 2024-2025 Cumulative Summary / Nov Meeting Update
 - C. + 2024-2025 RH PTO Summary - Nov Update
 - 1. Fundraising update: a little over \$10,000 so far this year
 - a) Direct drive has additional donations through employee matching, we are now at \$3748.
 - b) Apparel sale netted \$648
 - c) Calareso's \$2065 raised
 - d) Rebecca's Nut Free \$1925 raised. Fabulous partnership and a great company to work with.
 - e) Textile bins through end of October has raised \$918
 - f) Box Tops raised \$202
 - 2. Enrichments team has been busy! Spreadsheet shows items that have been scheduled and paid for.
 - 3. Events:
 - a) Trunk or Treat sold \$1370 in tickets and came in under budget so we netted \$286
 - b) Pumpkin patch expense will decrease once sponsor money comes in and will be reflected next meeting
 - 4. Teachers Fund:
 - a) Teachers have been making their requests early this year and we have spent around \$2300 of the fund.
 - 5. Bank balance as of end of October: \$85,772
- VI. Committee Reports
- A. Lending library
 - 1. Work in progress, PTO will be sorting through the used books next week. Books will be sold to Book Oasis and the Used Book Superstore in Burlington. Some of the books will be used in the lending library. Mailbox will be used to "mail" books to the next student who wants to borrow it, a shelf will be in the lobby organized by grade level for students to borrow from.
 - B. Trunk or Treat recap

1. Went great! Lots of attendance, community involvement! 3 different businesses donated gift cards. Shout out to Dr. Mickey's for donating the bags and toothbrushes. Another shout out to Amanda for all of her amazing help!
2. Feedback link will be posted on Facebook for anonymous feedback from families.

C. Book Fair

1. Lisa Mashburn will chair the book fair this year and we will be using Fantastic Book Fairs instead of Scholastic.
2. Book fair will be the week of March 5 which is conference week
3. Kyla will contact Scholastic to let them know we will not be scheduling a fair this year.
4. Follow-up questions from last meeting:
 - a) Wishlists - teachers have a teacher book-buying fund with their own link for parents to contribute funds. Teachers can then purchase items for their classrooms. Proposal for a "teacher time", right before breakdown on Friday, for them to choose any additional items that haven't been donated.
 - b) e-Wallet for students - not currently available. Kids can create a wishlist while shopping at the school and then give the list to parents or have the book fair volunteers hold it for the parent.
 - c) Kids who are unable to purchase a book - could create a "teacher fund" for students, or the PTO could set aside around \$10 per student who couldn't purchase a book otherwise. Could also accept change from purchases if parents give approval.

D. Enrichments [W Enrichments_Booked.docx](#)

1. Kindergarten did Eyes on Owls and will go to Franklin Park Zoo in spring
2. First grade will do Davis Farmland
3. Second grade will go to Wheelock Family Theater
4. Third grade will do the Duck Tour, already had the Eversource enrichment, will also a walking tour with the Stoneham Historical Society
5. 4th grade will go to Gillette and also usually goes to the SHS drama performance
6. Author visit is booked and scheduled! Jenn Rice is handling this event (thank you Jenn!)

E. Fundraising

1. Direct Drive
2. Mabel's Labels
3. Dave and Buster's (November)
 - a) Flier will be sent home with information on Power Cards. Can buy a \$10 or \$20 card, 50% of that money goes to the school. Cards don't expire and can also be used towards birthday parties, etc.
 - b) Fundraiser will run first week of December through December 20
4. Box Tops for Education

F. Garden Club

1. Thank you to Casio for cleaning up the sign in the circle! He is also going to try and repair the paint.
2. Lauren will replant the pots with winter greenery

G. Community Awareness

1. Coat drive is ongoing through January 5. Already brought over around 50 coats, bin is full again. Any jacket is acceptable, as are snow pants.
2. Food Drive went really well! SACS Food Pantry picked it all up last week.
3. Candy donation went well! 85 pounds of candy was donated to a women's shelter. Potential for additional partnerships with the shelter organization.
4. Giving Tree - Lindsay will be working with Michelle to organize. Mrs. Mac will provide some information as will the Salvation Army. Salvation Army donations are needed prior to the items for the families provided by Mrs. Mac.
5. Crayola initiative will be set up in the new year to accept crayon and markers to be repurposed.

VII. SEPAC

- A. November 25 7pm on zoom
- B. Guest speaker from the Aspire Center at MGH who will present on Executive Functioning
- C. Caregiver survey will be coming out soon asking for feedback from families on their experience with special education in Stoneham

VIII. Unfinished Business

- A. Next meeting is January 14 unless a December meeting is needed.
- B. Holiday gifts:
 1. At the suggestion of Mr. Weymer, donations will be pooled for staff to ensure holiday gifts are equitable among staff and no one gets forgotten. We want to make sure that all staff, including support staff, feel appreciated.
 2. Surveys have gone out to teachers to ask what they like, etc.
 3. Sign up genius will be sent out for things like gift cards. PTO can share pictures of what each staff member received so it can be shared with families.

Motion to adjourn made by Sara at 8:52, second by Melanie. All in favor, meeting adjourned.