



*Sharon Center School PTO
Board Meeting Minutes*

Board Meeting Date: August 14, 2024

Call to order: at 5:24PM with the following members in attendance: Anna Crews Camphouse (President), Nikki Blass (Secretary), and Lisa Pedersen (Co-Secretary).

Approval of Minutes: Motion was made by Anna, seconded by Nikki, to accept the minutes from the August 1st meeting as written. Motion carried by unanimous vote.

Treasurer's Report: None submitted.

Principal/Board of Ed Report: Principal Tomkalski could not attend. Anna read her report to the group.

- Thursday, September 19th will be the date for the annual open house and back to school picnic. This year may incorporate some parent workshops. No additional information was given regarding what the workshops would be and what involvement, if any, was needed by the PTO.

Committee & Project Reports:

- Sharon Playhouse
 - Anna followed up with Meghan Flanagan regarding funding through Region One budget. No official response was given. Anna will follow up with the Superintendent directly.
 - Sharon Community Foundation may have funding available if Region One is unable to incorporate it into their budget. Anna will follow up after discussing with Superintendent. Application deadline is unknown.
 - While it is the desire of the board to continue the relationship with Sharon Playhouse, funding through the PTO is currently unavailable. Priority for PTO funds is to contribute to a fund for each class to help offset cost of 8th Grade trip to Washington DC.
- Back to School Picnic
 - Quantity of paper goods already on hand to be confirmed.
 - Questions remain regarding the extent and timing of the workshops proposed by the Principal including, if snacks or small bites would be more appropriate than a full picnic.

- Nikki to reach out to Sharon Farm Market regarding donation or reduced pricing of meats and rolls, if needed, after clarification from Principal.
- Anna will follow up with Karen regarding parent contribution request letter.
- Room Parents
 - Role of room parent to be defined pending conversation with the Principal.
 - Back to School Picnic would be ideal time to recruit interested parents and new PTO membership.

Old Business:

- Review of By-Laws & Roles of board members
 - By-Laws not reviewed. Item tabled until all board members are present to discuss.
 - Role of President - Anna noted her intention as President is to foster transparency so all board members are fully aware of all PTO activities and communications. Role of President to be one of guidance, follow up on open items, and as spokesperson for the PTO as a whole.
 - Role of Vice President – tabled until Karen is available to contribute
 - Role of Secretary – Nikki voiced concerns of her being able to fulfill the duties of Secretary due to significant restrictions on the amount of time she has available. Lisa noted that the role of Co-Secretary should be in support of the Secretary such that at least one of the two would be available for taking minutes. Nikki to determine to what extent she wishes to remain involved as either a board member or regular member.
 - Role of Treasurer – tabled until Vanessa is available to contribute
- Fall Fundraisers – tabled for discussion at next meeting.

New Business:

- Meeting with Principal to discuss PTO activities over the coming school year. Proposed to discuss the following in detail at the next Board Meeting on September 4th :
 - Back to School Picnic – what is the intent of the workshops? If workshops will take a significant amount of time, would it be better for PTO to provide snacks or small bites in the classrooms rather than a full picnic?
 - Principal & Popsicles – what is the intent of this? What PTO involvement is needed?
 - Room Parents – what is the intended role of the room parent? Will need this information to be able to recruit participants.
- Membership recruitment proposed to be started at Back to School picnic. Anna to create a sign-up sheet for contact information and list of PTO activities and goals.
- PTO meeting schedule for the 2024-25 school year – regular meetings to be held the first Wednesday of each month at 6:30PM, at the school, beginning in October. There will be no meeting in December, and June meeting will be held

only if needed. Regular meeting dates to be October 2nd, November 6th, January 8th (moved to second Wednesday due to New Year's holiday), February 5th, March 5th, May 7th, April 2nd, and June 4th (if needed). Additional Board meetings will be held as needed, including on September 4th.

Meeting adjourned at 6:30pm.

Next Board meeting to be September 4th at 6:30PM at the school.

Minutes respectfully submitted by Lisa Pedersen.