

ENS PTO MEETING AGENDA
OCTOBER 2021
MINUTES

1. Welcome:
 - PTO really needs the help going forward with volunteering. It is a lot of work: example concession stand: from 4-8 not in addition to getting supplies, cash box, donation, man power. Even if you can only participate for a part of an event- any help is greatly appreciated.
 - Burn out will happen sooner than later, if Board cannot get more involvement with fundraisers.
2. Treasure Report- Michelle
 - Transactions this fiscal year starting 9/1/21 (2 runs of concession stand) : \$1891.80- net proceed
 - Expenses:
 - \$146.25 for Mom ball bin
 - \$25.00 balloons first day of school
 - \$5,313.32, Essex Tech Foundation for the golf tournament
 - Beginning balance for 2021-22 school year: \$24,224.00
 - Current balance (as of this morning): \$20,455.74
3. Old Business
 - Class of Apparel shop- hoping for more of an update, but don't at the moment. Ended October 3rd. Reach out to get final numbers on what sold, owner unable to get to us by this meeting.
 - May run again in spring after acceptance letters go out.
 - Heather- May consider looking into another company before next apparel fundraiser. This needs to be a fundraiser that a company can set up an online store.
4. New Business
 - Concession stand- years past, PTO has only run concession stand for Homecoming. This year, Mike Murphy the new Athletic Director, reached out to all the clubs to see if they would be interested in running the stand- they all declined. So he reached out to the PTO a few days before the 1st game with just a few days noticed. Mike just reached out again on Monday- he is unable to get any of the home games covered and would the PTO like to do all the home games? Don't want to say no- but it is a lot of work.
 - PTO uses Sign up Genius: donations, volunteer shifts
 - Set up starts at around 4 for a 6pm game. Unloaded and into the concession, organized and set up, coffee and popcorn made.
 - Table outside of concession stand- where PTO sells merchandise, "information center" for parents.

- Very busy entire game: especially during ½ time. Usually run out of pizza shortly after ½ time.
 - Usually shut it down between 3rd and 4th quarters. And then clean and pack up depending on where we can store our supplies for that time.
 - Order pizza- from Danvers Pizza and Subs. Trying to keep it simple as possible. No hot dog machine.
 - Have had cider donuts, hot cider, coffee, hot coco, Gatorade, candy does really well.
 - Oct 22nd Homecoming set up: set up starts at 1:30 because it starts right after school. Lots of other games going on: volleyball, soccer, etc. Concession stand will be open 3-8pm.
 - Frank/Barbara have hotdog machines to use for Homecoming game.
- School Committee Meeting:
 - October 14th
 - Superintendent Heidi Riccio asked Heather and Nikki to attend this meeting.
 - Board maybe has been nominated for something, but will find out confirmation for this meeting.
- Chipotle Fundraiser:
 - Saturday, October 30th at Northshore Mall in Peabody, 4-8pm approximately
 - Did this last year as well
 - Start advertising next week
 - Order and tell it's for Essex Tech, and we will receive 30%
 - Easy fundraiser, last year around \$400.00.
- Virtual Charcuterie Class
 - Saturday, November 13th
 - Advertising that in a few weeks
 - With time, info. Once participants pay, will receive list of ingredients needed for board.
 - Maybe look into a cocktail class for winter/Holiday season
- Open House:
 - Saturday, November 20th
 - Time- still looking for confirmation
 - Two sessions: morning and afternoon
 - Will have a table for selling merchandise: decals, tumblers, hoping maybe to get coffee mugs. Shortage of supplies and demand.
 - Looking for suggestions for stuff to sell.
- Hawk Holiday Hope:
 - What is Hawk Holiday Hope:
 - The school request children names from DCF (similar to Giving Tree @ the mall) as wish list, needs/wants, and sizes.

- Each teacher is assigned to children. Kids in those teachers' classes, shop for those kids. On the 10th, the Essex kids bring down donations, assembly/wrap those gifts. Then 18-wheeler comes and picks up the presents.
- PTO usually sponsors a few children too.
- Thursday, December 9th Decorate
 - Need many, many volunteers to decorate the entire school. PTO has pizza, coffee stuff for the volunteers.
 - Will have Sign up Genius for this event.
 - There is no plan 😊 for decorating. Kind of designate an area: cafeteria, hallway, gym, media center- and decorate to make it how you want.
 - Called Winter Wonderland
 - Have to wait to sports stop around 6 to set up to about 9:30.
- Friday, December 10th Pep Rally
 - Couldn't attend last year because of Covid.
 - Will get details from school for this.
 - In the past, only PTO Board can attend the 10th to package gifts.
- PTO has in the past few years, students in our own school committee are in need. So we also "adopt" a few of our own. Have given gift cards. Last year due to Covid, we gave \$1000.00 to the school, to go to the students in need.

Next Meeting: November 2nd at 6:30pm