



# Northfield Elementary School PTO Meeting Agenda

Co-Chairs: Cheryl George & Breinn Robert

Treasurer: Nolan Kitfield

Secretary: Carolyn Baskowski

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The Northfield Elementary School Parent-Teacher Organization is an incorporated, non-profit, 501(c)(3) tax-exempt organization that works to enrich the educational experience for the school community. The PTO works to accomplish this by aiding the Principal and Teachers, by assisting with funding for classroom supplies, school enrichment programs, field trips and activities, and by providing special events to help engage families and build a strong school community.

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## Meeting Date: Wednesday, November 2, 2016, 6:30pm, NES Library

### 1. Welcome & Approval of Minutes

The minutes from the October 5, 2016 meeting will be distributed for approval

### 2. Co-Chair's Report

a. Thank you

### 3. Principal's Report

- a. Report from Megan Desmarais with school news/updates
- b. Questions for Mrs. Desmarais

### 4. Treasurer's Report

- a. Budget Report updates
- b. Fundraising Committee Meeting report

### 5. Teacher Requests

- a. Amy Tibbetts, 2<sup>nd</sup> grade Teacher - \$25, pumpkins for fairy house project
- b. Daphne Clark, Pre-K - \$396, one roll of laminating film
- c. Ashley Fogle, Kindergarten - \$69.53, supplies for classroom fish tank

### 6. Old Business

- a. PTO Banner ordered, was used at Scarecrow in the Park & Pumpkinfest

### 7. New Business

- a. Northfield Fall Festival/Pumpkin Festival?? (insurance)
- b. Concessions at basketball? (Saturdays, 9-1?)

### 8. Fundraisers

- a. Cash Calendar Raffle – winners drawn November; profit \$850
- b. Original Works – artwork and order forms going home very soon (this week); order forms due back Nov. 14<sup>th</sup>; items delivered beginning of December
- c. Holiday Wreaths – order forms going home next week; due Nov. 18<sup>th</sup>; pick-up Nov. 30<sup>th</sup>; will also sell at the Holiday Fair
- d. Raffle Baskets (at the Holiday Fair) – Coordinators are needed for each grade (flyer going home this week); Cheryl will coordinate
- e. Food Table (at Holiday Fair) – Missy will submit donation request to C&S; donations of baked goods and soups will be needed; Breinn will coordinate
- f. Farmer's Market – Monday, November 21<sup>st</sup>; 3:00 – 4:00, Teachers & Staff; 4-6pm, Families

### 9. Events

- a. Scarecrow in the Park report
- b. Pumpkin Carving Night & Pumpkinfest report
- c. Holiday Fair – Saturday, December 3<sup>rd</sup>; Raffle Baskets, Food Table, Wreaths

### 10. Enrichment Programs

- a. LCC grants submitted - Ed the Wizard (\$850 - \$300 = \$550), late Feb/early March; Tom Ricardi, Birds of Prey (\$525 - \$300 = \$225), Jan?; FIREPOND (\$350 - \$200 = \$150), Feb?
- b. Total cost of programs if all grants come through = \$925 (\$1,450 budgeted)

### 11. Playground Report

- a. Meeting held on Oct. 26<sup>th</sup>
- b. On the Warrant for the Special Town Meeting, Monday, December 5<sup>th</sup> – asking the Town for \$10,000 to purchase new swings

**Next Meeting**, Wednesday, December 7, 2016, 6:30pm, NES Library