

# **NES PTO MEETING MINUTES**

## **Northfield Elementary School PTO Meeting Minutes**

August 4, 2015

The meeting was called to order by Lara Dubin, Co-Chair, at 7:20pm

### **1. In attendance**

Lara Dubin, Cheryl George, Missy Kalinowski, Nolan Kitfield, Deb Potee

### **2. Co-Chair's Report**

- Bylaws have been created and the PTO has filed for 501c3 tax-exempt status (should hear from the IRS in a about month or two)
- Kelly Gagnon ordering school supplies; will let us know if she needs help; use teacherlists.com? (use one month before school ends) would allow parents to access school supply lists easier

### **3. Principal's Report**

- (Tom King not present)

### **4. Treasurer's Report**

- Changing Fiscal Year to August 1 – July 31 (will align more with the school year); we had to provide this information when we filed for our 501c3 tax-exempt status
- Proposed Budget for upcoming school year presented (\$22,925); will move \$250 from Community Social Events to Assemblies
- End of Year Report presented; expenses totaled \$12,205.96; Income totaled \$11,822.13
- Proposed Playground Budget: needs to be discussed; may not make sense to have half the budget in the playground line item; can adjust as needed or fundraise specifically for the playground
- Proposing that our fundraising goal for the upcoming school year be \$15,000

### **5. Teacher Requests**

- None at this time

### **6. Fundraising Committee Report**

- Committee met twice in July; all agreed that the PTO did too much last fall; need to be mindful of parent's other obligations
- Proposing we use Meadow Farms Fundraising for a catalog fundraiser this year; will start end of September, due mid-October, products to be delivered end of October
- Proposed schedule of fundraisers and events attached

### **7. Events**

- Ice Cream Social: Saturday, August 29<sup>th</sup> (rain date, Sunday the 30<sup>th</sup>), 2-4pm on the playground; can get ice cream from Snow's in Greenfield relatively inexpensive; will get ice cream toppings; want to create a fun event for families to get the kids excited for the start of the school year
- PTO will be at the Dickinson Memorial Library bonfire on Friday, Sept 11<sup>th</sup>; will be handing our glow necklaces to all the kids

### **8. Enrichment Programs**

- Cheryl will look into possible enrichment programs for the upcoming school year; LCC (local cultural council) grants due by Oct 15<sup>th</sup> (could be granting requests up to \$500 each)

### **9. Playground Report**

- Ten Spin: will be installed before school starts
- Lara looking into getting the USA map stencil and possibly painting before school starts
- Possible installation of a stump walk using trees on site
- Will have playground meeting this month; looking into possibly replacing the big kids structure and coming up with a new plan for the playground

### **10. Old Business**

- Labels for Education; will look into our points and how to redeem (will contact the current coordinator)

### **11. New Business**

- Shannon Miner (6<sup>th</sup> grade teacher) requesting money to replace bushes next to steps in front of the 5<sup>th</sup>/6<sup>th</sup> grade wing; will try to figure out who will tear out the old bushes and what to replace them with
- PTO will work on a new website (changing domain name to [www.nespto.org](http://www.nespto.org) and change to a different host); Cheryl and Lara will research
- Looking for a new babysitter for upcoming PTO meetings
- Wondering what company will be providing school pictures this year
- Possibly changing PTO Meetings to Thursdays, instead of Tuesdays (might improve attendance)

## **Next Meeting**

Tuesday, September 8<sup>th</sup> (**TENATIVELY**), will post meeting date ASAP

Meeting was adjourned at 8:30pm

Submitted by Cheryl George, Co-Chair

## **2015-2016 NES PTO Events & Fundraisers**

<u><b>MONTH</b></u>	<u><b>EVENT</b></u>	<u><b>FUNDRAISER</b></u>
<b>September</b>	-Welcome Breakfast (9/10) -Open House (9/24, 6-7pm)	-Mums (from Five Acre Farm) (9/2-9/11)
<b>October</b>	-Fall Festival (10/17, 2-5pm) -Pumpkin Carving Night (10/23, 5-7:30pm)	-Meadow Farms Catalog Sale (9/28-10/13) -Pumpkinfest (in Turners Falls) (10/24, 2-9pm)
<b>November</b>	-Teacher's Luncheon (11/12)	-Original Works (11/1-11/13)
<b>December</b>	-Holiday Fair (12/5) (wreaths & poinsettias sale)	-Raffle Baskets & Food Booth (at Holiday Fair on 12/5) -Garden Cinema Movie Day (12/28)
<b>January</b>	-Family Movie Night (1/16)	
<b>February</b>	-Bingo Night	-Bingo Night
<b>March</b>	-Family Reading Night with ice cream social (to celebrate the end of the Read-A-Thon)(3/18)	-Read-a-thon (3/7-3/18, kick-off assembly 3/2)
<b>April</b>	-Playground Clean-Up Day	-Hanging Flower Baskets (from Five Acre Farm)
<b>May</b>	-Teacher Appreciation -Fun Run -Tag Sale	-Carnival
<b>June</b>	-6 <sup>th</sup> Grade Farewell & Graduation -Field Day	

*(Some dates and/or events could be subject to change)*