

NES PTO MEETING MINUTES

Northfield Elementary School PTO Meeting Minutes

September 14, 2016

The meeting was called to order by Cheryl George, at 6:36pm

In attendance: Cheryl George, Kelly Gagnon, Holly Stacy, Missy Kalinowski, Megan Desmarais, Nolan Kitfield, Breinn Robert, Deb Potee, Vanessa Berthiaume, Stephanie Lupien, Joanna Singh, Stacy Quinn, Lara Dubin

1. Welcome & Approval of Minutes

The minutes from the August 16, 2016, meeting were distributed and approved.

2. Co-Chair's Report

- a. PTO received thank you's from Ms. Geidel's 3rd grade, Ellenjo Gries and Amy Tibbetts; these were shared with the group
- b. Bylaws – reviewed once a year; changes made to article III, section 3 adding in an exception to allow an officer to serve for one more year after their 2 consecutive terms, if a replacement is not available, serving 5 years total in the same office; article III, section 5, will add 'per incident' after \$250; article III, section 7, will change wording of 'appoint' and will add in procedure for a Co-Chair resigning; article IV, section 2, will put in place a procedure for voting outside of regular scheduled meetings via email, will define 'active' member (this could include a member that regularly attends meetings, volunteers at events and has knowledge of the recent activities of the PTO).
- c. Kelly Gagnon announced that she is resigning from the position of Co-Chair, effective immediately; A new Co-Chair is needed to help Cheryl, anyone that is interested in what the position involves should email the PTO with questions or talk to Cheryl; if there is a volunteer(s), a new Co-Chair will be voted in at the October meeting

3. Principal's Report

- a. See attached Principal's Report

4. Treasurer's Report

- a. The 2016-2017 NES PTO budgeted was unanimously approved
- b. See attached budget reports and fundraising comparison chart

5. Teacher Requests

- a. Ellenjo Gries, 5th Grade – approved for \$80.85 for a subscription to Scholastic News for each student (14)
- b. Tony Streeter – approved for \$20.74 for paint that was purchased to paint outside railings
- c. Updated Teacher Grant Program form – will add in wording to please include receipts for reimbursement; Cheryl will update and send to Megan for approval and then send to entire Teachers & Staff explaining the new program

6. Old Business

- a. School Supplies – update from Kelly, supply ordering went well, still waiting on colored pencils that were on back order; total spent not available yet

7. New Business

- a. Free Cash Programs – Box Tops, Missy Kalinowski & Holly Stacy will coordinate; Labels for Education, Kelly Gagnon will coordinate; Coke Rewards, Sue Fuller is getting more info and Kelly is helping; AmeriGas School Days Program, Missy will look into and sign up the PTO; Tyson A+ Program, Holly Stacy looked into, NES already signed up. Kelly, Missy and Holly will work on a Free Cash Programs flyer
- b. Brian Noble, Town Administrator, stopped by to thank Cheryl and Deb for coming to the recent Selectboard meeting and supporting his decision to remove the trees at the school. He informed us that Northfield's Special Town Meeting will be held on December 5th and encouraged all to attend.

8. Fundraisers

- a. Fit & Fresh - \$158.39 profit; check will be sent within two weeks
- b. Mums – 276 sold; \$753.80 profit; ordered 6 for the front of the school
- c. Bulbs – paper orders due Friday, Sept. 16th; can order online until Sept. 30th
- d. Cash Calendar Raffle – sell in October, draw winners in November; Kelly Gagnon will coordinate, Theresa Tsipenyuk will help
- e. Concessions for Fall Sports – Soccer is every Saturday through October 22nd, Field Hockey and Flag Football are every Sunday through October 16th; discussion about whether or not it will be worth the effort because the expected profit will be low; suggestion to offer just cocoa and coffee, maybe granola bars; no final determination made
- f. Fundraising Committee meeting will be held last week in September (date TBA)

9. Events

- a. Ice Cream Social – total cost \$89.31 for ice cream and whipped cream; toppings were donated by Walmart through Jill Prunier
- b. Welcome Breakfast for Parents on Sept. 8th – total cost \$43.92; Dunkin Donuts in Erving donated donuts and muffins
- c. Teacher's First Day Breakfast – total cost \$113.19 for coffee, breakfast food, candy; received a lot of positive feedback and appreciation from the faculty
- d. Fall Festival – Saturday, October 1st, time will be 3:00pm – 6:00pm behind the school and on playground; will show 'The Great Pumpkin, Charlie Brown' around 6:30pm outside; will be a free event
- e. Scarecrow in the Park – Saturday, Oct. 22, 10am-4pm & Sunday, Oct. 23, 10am-3pm; application has been sent in; questions about serving baked goods and heating cider
- f. Pumpkin Carving Night – Friday, Oct. 28th, 5-7:30pm in the cafeteria; the donor from past years will not be able to get us the donation this year; Cheryl has sent an email to Patterson Farm asking for a donation, they are thinking about it; Cheryl and Missy will reach out to other farms/famers; asked everyone to be on the lookout for possible donors
- g. Pumpkinfest – Saturday, Oct. 29th; 2-9pm, set-up at 11am; Cheryl will apply for food permit through the Montague Board of Health

10. Enrichment Programs

- a. All School vs. split grade assemblies – nice to have all of the kids together; can be challenging to find a program for age ranges Pre-K through 6th grade; adding more programs will increase cost
- b. Ideas – animals, haven't done in a while; BMX, Lara looked into last year, the school does not have a space big enough for their program; suggestions – WOW express, Creature Teachers, Zoo, Baking for Education, Firefighter/prevention program; Cheryl will make a list of at least 6 programs to be voted on at the October meeting
- c. LCC Grant due October 15th

11. Playground Report

- a. Summer Updates – Shed was moved and repaired, total cost \$621.72 (\$300 donation from Home Depot in Greenfield for lumber, \$160.07 donation from Home Depot in Keene for new hardware and lattice, \$211.33 donation from Leader's Home Center in Greenfield for shingles, Deerfield Valley Crane and Refab, owner Caleb Dillensnieder donated crane services); Fire Truck installed, total cost \$59.41 (Brain Wood, Northfield Auto Body, donated sanding and painting, Fastenal of Greenfield donated all new hardware, Home Depot of Keene donated \$138.39 for deck boards for floor and seat); Musical Instruments, total cost \$5,022.85 for the Pagoda Bells, Melody and concrete; stump walk has been installed; fairy garden has new mulch; garden area continues to be improved
- b. Next Playground Committee meeting – Monday, Sept. 19th, 7:00pm, NES Library

Next Meeting

Wednesday, October 5th, 6:30pm, NES Library

Meeting was adjourned at 8:35pm
Submitted by Cheryl George, Chair