

NES PTO MEETING MINUTES

Northfield Elementary School PTO Meeting Minutes

September 13, 2017

The meeting was called to order by Cheryl George at 6:33pm in the cafeteria

In attendance

Cheryl George, Breinn Robert, Holly Stacy, Missy Kalinowski, Beth Messer, Jay Loubris, Amy Tibbetts, Sara Ray, Megan Desmarais, Ramona Pinto, Laura DiLuzio

1. Welcome & Approval of Minutes

The minutes from the August 23, 2017, meeting were distributed and approved.

2. Co-Chair's Report

- a. PTO is presented with
- b. The PTO's mission – to enrich the educational experience for the school community; good to review occasionally
- c. Bylaws – review; present changes, if any, at October meeting; posted on the PTO website; *Bylaws are the guiding principles and policies that govern how the NES PTO is organized and run covering topics such as the makeup of the executive board, how officers are elected, and membership requirements. These bylaws allow the PTO to be consistent and efficient while providing protection from conflict. In addition, the IRS requires the NES PTO to have bylaws because it is an official 501(c)(3) non-profit organization.*
- d. Community Newsletter submission – Cheryl submitted info about Box Tops collection at library and the Holiday Fair ad
- e. Applied for a grant from the Pride Stores - associated with a non-profit agency that helps children in Western MA and Northern CT, apply for a share of our Pride \$50,000 lottery commission; submissions due 9/11/17; Cheryl submitted
- f. Walmart grant – Cheryl will submit application
- g. NES Directory – info sent home; can submit info by email; Staff emailed
- h. School Supplies update – see attached list; spent approx. \$2,000; few items on backorder

3. Principal's Report

- a. See attached info presented by Principal Megan Desmarais

4. Treasurer's Report

- a. 2017-18 budget approved
- b. See attached budget report submitted by Treasurer Holly Stacy

5. Teacher Requests

- a. Reimbursement request from Shannon Miner, 6th grade Teacher - \$80 for 16 book bins
- b. Updated Staff reimbursement/grant form – streamline the form to make it simpler to understand; Cheryl will email staff

6. Old Business

- a. Crosswalk sign update – Stacy Bond contacted MASS DOT, they are not responsible for the signs in the road, only on the side of the road; they are aware of the issue and have been in contact with Police Chief Leighton; there is a proposal of possibly installing a lighted crosswalk in the future

7. New Business

- a. none

8. Fundraisers

- a. Fit & Fresh - \$52.80 profit, was online only; may not offer in the future
- b. Mabel's Labels – ongoing; will receive a check when profits reach \$50
- c. Mums – 335 mums ordered (last year 276); profit over \$900
- d. Bulbs – coordinator, Holly Stacy; catalog when home last week; paper orders due 9/18; order online through 9/30
- e. Cash calendar raffle – Holly Stacy will coordinate, Stacy Bond will help; info needs to go home first week of October; raffle tickets due by 10/26; draw a winner every day in November
- f. Original works – coordinator, Theresa Tsipenyuk; info will go home beginning of November
- g. Box Tops – coordinator Missy Kalinowski; new program info to go out to staff; Missy is creating a trophy that will be awarded to the grade with the most Box Tops collected for the month; for every 100 Box Tops collected, that grade will get one entry into the monthly drawing to win a prize (extra recess, etc.); Teacher will give students a choice of prizes
- h. Trivia Night/Casino Night – possibly in the spring; will discuss further

9. Events

- a. Welcome Breakfast report – very well attended (20+)
- b. PTO Table at Open House – Thursday, October 5th; will have info about upcoming events and possibly snacks
- c. Pumpkin Fair – Saturday, October 28th; focus on pumpkin carving; meeting to discuss details Wednesday, September 20th at 5:30pm

10. Enrichment Programs

- a. Ideas - Indoor Planetarium (Science Night; Cady Coleman), Musical, Animals, Recycling, Eversource; will discuss in detail at October meeting; will decide on programming in October; LCC grants due October 16th
- b. John Porcino – Amy Tibbetts, 2nd grade Teacher submitted the following...*John Porcino is hoping to work in K-5 classrooms again this year. We're hoping for a grant that will allow him to mostly meet the needs of such a large number children. With the grant as is, he'd be able to work with each class for 5 sessions. However, if the PTO is willing to add \$200 to the grant, the state would kick in \$600 more. That would allow for John to see each class 6 times, allowing him to be more thorough.* All present voted in favor to fund this request with the funds coming from the enrichment program budget

11. Playground

- a. Swings ordered; blue and red; arrive week of 11/6
- b. Fire Truck – Craig George fixed seat (used wood instead of composite); cost approx. \$65
- c. Community Preservation Committee (CPC) grants due January 15th; there will be an informational meeting in November, Cheryl will attend; there is funding available for recreational purposes
- d. Next meeting date TBD

Next Meeting

Wednesday, October 4, 2017, cafeteria

Meeting was adjourned at 7:58pm

Submitted by Cheryl George, Co-Chair