

# NES PTO MEETING MINUTES

## Northfield Elementary School PTO Meeting Minutes

Tuesday, August 16, 2016 NES Library

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

### 1. In attendance

Cheryl George, Missy Kalinowski, Nolan Kitfield, Carolyn Baskowski, Kelly Gagnon, Deb Potee, Megan Desmarais, Stacy Quinn, Theresa Tsipenyuk

### 2. Approval of Minutes

The minutes from the June 9, 2016 meeting were distributed and approved.

### 3. Co-Chair's Report

- a. Megan Desmarais, our new NES principal, and Kelly Gagnon, our new co-chair, were welcomed by the group.
- b. Meeting day for the upcoming school year - first Wednesday of the month at 6:30pm in the NES library. Only the September meeting will be on the second Wednesday, the 14th.
- c. Updates from June meeting - using Google Drive to store PTO documents in addition to Dropbox; rug for music room is all set and ordered

### 4. Principal's Report

- a. News about the school - see attached report from Mrs. Desmarais
- b. Questions for Mrs. Desmarais - Missy asked about a meeting that Superintendent Miller had said she would arrange for the first grade parents with the two first grade teachers. This hasn't happened yet. Megan was not aware of this.

### 5. Treasurer's Report

- a. see attached budget reports
- b. Budget for this coming year school year (2016-2017): 1. The addition of \$1,000 to the 'teacher request' line item was discussed. 2. Discussion was had in regards to where to put the playground money not spent from last year and what to put in the budget for this current year. It was decided that approx. \$9,000 will be moved to the PTO savings account (this is where funds are put that are raised specifically for the playground) and the line item for 'playground' would be changed from \$6,000 to \$3,000 for the upcoming school year.
- c. Final budget for the 2016-2017 school year will be voted on at the September meeting

### 6. Old Business

- a. Changes to by-laws – Cheryl and Kelly will be reviewing the bylaws and proposing any changes at the meeting in September
- b. School Supplies update - next year more clarity needs to be given to teachers regarding brands and how much to request from families
- c. Labels for Education - Kelly will be the coordinator for the upcoming year, the program will be ending this school year

## **7. New Business**

- a. Email from Robin McKeon regarding the Ragnar relay race that will take place on August 26 & 27, they are in need of 20-25 volunteers to do 8 hour shifts for this race. For each shift, Ragnar will give \$110 to the charity of one's choice (PTO). It was decided that Cheryl will put an email out regarding this opportunity.
- b. Jill Prunier would like to have an ALS Ice Bucket Challenge at Ice Cream Social. Now that the PTO is a 501(c) non-profit organization, and, unfortunately, the PTO cannot endorse this event at the school, also concerned about liability

## **8. Teacher Requests**

- a. Emily Arena- 5th grade Scholastic magazine on the election, 1 for \$9.95 plus tax/S&H, 13 for \$38.87 plus tax/S&H. PTO voted to approve this request for 13 magazines for Ms. Arena's class.

## **9. Fundraising**

- a. Baseball concessions - profit \$551.63
- b. Golf Tournament - profit \$1,654.79
- c. Fit & Fresh - online only fundraiser, orders until August 29th, PTO receives 40% profit
- d. Mabels Labels - online only fundraiser, ongoing PTO receives 20%, will receive a check every month when profits are over \$50 (under will carry forward to the next month)
- e. Fall Mums - Aug. 31-Sept. 9, delivery Wednesday, Sept. 14th, \$6.50. Will be posted on Facebook this weekend as well as the bulbs
- f. Fall Bulbs - Aug. 31-Sept. 16, online ordering available
- g. Cash Raffle - Sell in October (Fall Festival, Pumpkinfest), pull winners in November ("win cash for the holidays")
- h. Fall Sports – concessions on Saturdays and Sundays at soccer, field hockey, football

## **10. Events**

- a. Ice cream social - Saturday, August 27th, 2-4pm, playground. Snows gives a 10% discount for 3 gallon tubs. PTO will buy four of these tubs.
- b. Welcome Breakfast - Thursday, September 8th, 9am, cafeteria, need a volunteer to help in the morning. Megan offered to do this.
- c. Fall Festival - October 1st
- d. Scarecrow in the Park - Oct.22 & 23, \$45 for a 10x10 spot. Sell cider? Cheryl will contact the coordinator to find out what items we could sell if we do a booth.
- e. Pumpkin Carving Night - Friday, Oct. 28th, 5-7:30pm
- f. Pumpkinfest - Saturday, Oct. 29th, 2-9pm, only charged PTO \$50 for a 10X20 spot

## **11. Enrichment Programs**

- a. LLC Grant due by October 15th
- b. Ideas for programs will be discussed at September's meeting

## **Next Meeting**

Wednesday, September 14th, 6:30pm, NES Library

Meeting was adjourned at 8:40pm

Submitted by Carolyn Baskowski, Secretary