

# Naquag Elementary School PTO Open Meeting Minutes

## April 14, 2016

**President: Jen Barbarino**

**Vice President: Mary Shumway**

**Treasurer: Joellen Andrews**

**Secretary: Briar Panagakis**

**Volunteer Coordinators: Deidre Morgan and Kate Annunziata (absent)**

### Welcome

- President Jen Barbarino began meeting at 6:37pm. Thanked everyone for coming during such a busy time of year.

### Approve March minutes

- A motion was made by Joellen Andrews to approve the March meeting minutes. Deidre Morgan seconded the motion. Minutes were unanimously approved.

### Treasurer's Report

- Joellen shared that we earned \$160 from restaurant night at the Tavern. She broke down the costs by category on the basket raffle expenses. We came in under budget for the event. We do still owe taxes on the ticket sales.
- Joellen also shared that PTO Finance Manager is up for renewal and is her lifeline (see below)
- Current working balance of \$6265.07
- Motion was made by Deidre Morgan to approve the Treasurer's Report. Mary Shumway seconded the motion. Motion was unanimously approved.

### Report of School Organizations

- Principal Dixie Herbst shared that the school community survey opened on Monday and will close tomorrow (4/15). The SIMCO will review the results. She also shared that the school committee had met on Monday evening (4/11) but she hadn't received any updates on that.

### Old Business

- **Box Tops/Labels for Education:** Kindergarten packets have been copied to distribute at orientation. Discussed also sending out a sheet to incoming first and second graders and including a letter about what the PTO does for the school. Consensus was yes, we should do this.
- **Basket Raffle Feedback**
  - Sheet tickets were much easier to work with than the roll tickets used in previous years
  - Shawnee Hollis: Volunteers did an unnecessary extra step in the ticket sales process, but this can be streamlined for next year
  - White glue at the paper plate rainbow station was not a good idea (Mary says this should have been tape, not sure how glue got there)
  - Mary Shumway: We made an estimated profit of \$2703.31
  - The back end (getting baskets to the winners) went very smoothly. Big improvement over previous year. Good idea to have winners write their names and addresses on flowers with basket names in order to receive their prizes.
  - Suggestions: Write down the winners as their names are called (or write basket numbers on the master name spreadsheet). Start calling names earlier. Announce deadline earlier (20 minute

warning, 10 minute warning, etc.).

- Look at pricing for next year. We sold equal numbers of the \$10 sheet versus the \$20 package. The goal is to get everyone to spend \$20, so we may need to offer more tickets at the \$20 price point.
- **Spiritwear:** Jen shared that we didn't make the minimum order for our second order with MyLocker.Net. She advised only doing one order per year going forward. However, the customer service she received was great, and they worked with her to lower costs. Recommends using this company.
- **Square 1 Art:** 123 orders were submitted (38.5% of students placed orders versus 42% last year). Orders totaled \$4275.25, which we received 40% of (minus \$58 we received in cash orders). Rebecca Pratt will be taking over as coordinator for 2016-2017.
- **Fun Run:** Timing hasn't worked out for this year. We may consider this in the future.
- **Red Sox Fundraiser:** Game is tomorrow night! Naquag sold 70 tickets, the most of all three Rutland schools. The tickets came to the school, not directly to the buyers, leading to some confusion. We will know better for next year.
- **Marsh-Harding Scholarship:** Applications are due 5/4, and there are four candidates so far. The committee will meet at 6pm on May 20<sup>th</sup> at the Tavern to review the applications and select a winner. Award ceremony will take place at the Rutland Historical Society.

## New Business

- **Elections:** Jen shared that PTO Board elections will take place at the next open meeting on 5/12, and that there are several positions open. If someone chooses to run for office unopposed, there is a verbal vote. If there are multiple candidates, then voting will be by secret ballot. Our next board meeting will be open to anyone interested in possibly running for a board position. It will be on May 10<sup>th</sup> at the Tavern (at 6:30pm).
- **PTO Finance Manager:** Joellen reiterated that this software is absolutely essential to the Treasurer position. Cost to renew subscription is \$129. Deidre Morgan made a motion to approve this amount. Mary Shumway seconded the motion. Motion was unanimously approved.
- **Secretary Appreciation Day (4/27):** Jen suggested getting school secretary Carleen Smith a small gift card to Sweets and Java. Principal Herbst also shared that Carleen recently got a new kitten, so maybe a cat-themed mug would be nice.
- **Principal Appreciation Day (5/2):** Jen shared the date, but did not discuss details since Principal Herbst was present.
- **Teacher Appreciation Week (5/2 – 5/6):** Luncheon will be on Tuesday, May 3<sup>rd</sup>. Theme is Cinco de Mayo/Mexican and we are hoping to have a nice taco salad bar for the teachers and staff. Jen shared that we will be purchasing more coffee k-cups as a staff gift. Sign-Up Genius will go out on April 27<sup>th</sup> to solicit volunteers and food donations. Jen recommended a budget of \$250 to cover the coffee plus some of the food for the luncheon. Joellen Andrews made a motion to approve this amount. Shawnee Hollis seconded the motion. Motion was unanimously approved.
- **Birds of Prey Enrichment Program:** Principal Herbst shared that this gentleman, who rehabilitates injured birds of prey, has come to Naquag numerous times over the years and the students have always enjoyed his show. He would do two assemblies for a total cost of \$500 on June 16<sup>th</sup>. Briar Panagakis made a motion to approve this amount. Joellen Andrews seconded the motion. The motion was approved unanimously.
- **Folk Singer-Roger Ticknell:** Principal Herbst shared that Mr. Ticknell has been coming to Naquag for years to perform, and that he gets a cultural grant to cover some of the costs. He is scheduled to come on June 17<sup>th</sup>, and the balance due for two shows is \$240. Deidre Morgan made a motion to approve this amount. Joellen Andrews seconded the motion. Motion passed unanimously.
- **Book Fair (May 31<sup>st</sup> – June 2<sup>nd</sup>):** Mary shared that the theme this year is "Groovy." Clifford costume has

been ordered, and Angela De Leon will wear it on Curriculum Night (June 2<sup>nd</sup>). Set up is on Friday, May 27<sup>th</sup>. CORI'd volunteers will be needed for setup as well as running the fair all week. There will be a Sign-Up Genius email soliciting these volunteers.

- **Field Day:** Date has been moved to June 20<sup>th</sup> now that we know the last day of school. We will need to form a committee. The Bubble Man is available on this day, and would do two shows for a total of \$1195. Joellen Andrews made a motion to approve this amount. Mary Shumway seconded the motion. Motion passed unanimously.

### **Open Session**

- Joellen Andrews made a motion to adjourn at 7:51pm. Mary Shumway seconded the motion. Motion passed unanimously.