

PTO MEETING MINUTES

January 12, 2010

PTO Team Members in Attendance: Justine St. John (President), Laura Howrey (Vice-President), Denise Donovan (Secretary), Ginger Gargas (Treasurer), Bernadette McLaughlin (Administrator), Ann Duddy (Faculty)

- **Treasurer's Report** (Ginger) - We have received \$465.00 to-date in donations for the classroom projects. The Box Tops check came in last week for \$601.50. The Holiday Shoppe income this year was \$1,455.79 which was \$55.79 over budget and \$160.90 over last year's total of \$1,294.89 year-over-year. The \$4,795.15 in the Magazine Drive account represents \$4,429.06 for this fiscal year and \$366.09 for FY 2008-2009 that came in over the last few months for renewals. This is down to-date year-over-year from last year \$31.98. The Magazine Drive total income from FY 08-09 was \$5,275.98, which is \$480.83 more than what we have this year to-date, but renewals will continue to come in.
We should be showing a profit of \$391.94 from the Scrips fundraiser; part of the discrepancy represents a check for \$200.00 that must be collected. Ginger will research the additional discrepancy for the next meeting. Library donations came in for \$20.00. The state and federal taxes have been filed and the \$250.00 represents the accountant fee. Enrichment expenses since the last meeting include \$1000.00 payable to "This World Music" for the African Drumming presentation. Field trip expenses since the last meeting include a check to Theater Works for \$1000.00 to reserve the date for the first grade trip, which will be reimbursed net transportation expenses by the parents. The bill was also paid for the grade 3 trip to Plimoth Plantation. Library expenses since the last meeting of \$1,880.56 include \$601.14 for Reading Counts prizes, \$259.13 for new books, \$138.67 for library shelf-markers, and \$66.38 for story supplies. Finally, the teacher start-up fund reimbursements are at \$989.06 to-date.
- **Enrichment Committee** (Justine) - The African Drumming presentation, given on January 5th, was quite successful. The first grade Artist-in-Residence program has been confirmed for later this month.
- **General Updates** (Justine) -
Holiday Shoppe - This event was very successful. Many thanks to all of the volunteers who participated, especially the organizing committee: Jill Jacques, Stacey Charboneau, Denise Donovan and Lee McDonagh. Everyone was pleased with using the stage for the Shoppe and hopes to be able to use it again next year.
Scrips Fundraiser - In one week we netted approximately \$400.00 in profit. We will definitely try it again in the future. We have many good ideas for ways to make the next attempt even more successful.

Magazine Drive - Lee McDonagh is going to co-chair this fundraiser next year. She is looking for someone to work with her. Mrs. McLaughlin is going to put this in the next school newsletter.

PTO Emails - We have sent out a few emails via Constant Contact (many thanks to Laura Howrey for setting this up.) It is a great resource, allowing us to get information out to large numbers of parents, either as a mass group or via grade level. For the most recent email, we had a 62% open rate, which is good. The point was made at the meeting that perhaps teachers should be on the email list so that they are familiar with the material parents receive as it relates to their classes. Mrs. McLaughlin suggested that as she is on the list, she can print out the emails and put them on the back side of the daily bulletin that goes out to all staff.

- **Upcoming PTO Events** (Justine) - The grade 2 Hoops-a-Thon is scheduled for March 4, 2010. The snowdate is March 18th. A flyer will go out soon providing details of the event. We will need a cash box the night of the event to collect the \$5.00 donations at the door.
- **Movie Night** (Laura) - We would like to plan a family movie event at the Maynard theater. We need someone to coordinate the event. It was recommended that the coordinator speak with Lois Cohen in EXCEL as she has organized this type of event in the past. Mark at the library has also done this type of event. The suggestion was also made that we may want to partner with Maynard Park and Rec. We need to research potential costs. We may be able to bring our own DVD. Laura Grundstrom volunteered to make the necessary phone calls and organize the event. Many thanks!
- **Pajama Day/ Food, Clothing Drive** (Laura) - We would like to organize a PJ day at Green Meadow in conjunction with some sort of food or clothing drive. A discussion is had on the best time of year to hold this event. We may do it sometime during the second week of March. It is determined that it is probably best to have a food drive. The local food pantries can provide information on the types of food most needed.
- **Spring Auction** (Laura) - Plans for the auction are going well. The DJ is confirmed. Gillie May has agreed to help put together the auction program book. We have collected approximately 100 items so far. Just about all donors have been contacted. The next 3-4 weeks will be spent following up on donations. In terms of the classroom projects, the goal is to have all gifts completed and ready to be photographed by February vacation. We would like to begin selling raffles tickets for the classroom project at the beginning of March.
- **Staff Appreciation Luncheon** - The date for this event is May 7, 2010. Lee McDonagh and Tracy Fowler will organize the event.
- **Third Grade Ice Cream Social/ DVD** - The tentative date for this event is June 15th. A flyer will go out in backpacks next week for third graders seeking photos for the

DVD. A parent volunteer is still needed to put together the DVD. This request may also go out in the flyer.

- **Parent Library** (Justine) - Teachers have started to gather a list of potential books for a parents' resource library. The big question is where to house the books. The school librarian pointed out that if they are in the school library, the hours during which parents could take out books is restricted by the school day. The suggestion is made to ask Mark at the town library whether room could be made there to house the collection and also to find out whether the town library already has these types of books. Most agree though it would be nice to have the resources available at Green Meadow for parents who come in for meetings, groups, workshops, etc. The question was raised as to whether we should post the list of books on the PTO website so that parents would be more aware of what is available to them. It is decided to attempt an email survey via Constant Contact to see where parents think the books should be housed.

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NEXT PTO MEETING: Tuesday, February 2, 2010 at 7:00 PM (Please note the change of date due to the town meeting scheduled for February 9, 2010)

Dr. Mark Masterson is scheduled to attend our meeting on February 2nd to address the latest information available regarding the school buildings situation.

Our website is www.gmpto.org. Please come visit!