

Greenleaf PTO Minutes

January 15, 2015

*****Next Meeting: TBD*****

Attendees

Kristina Votto, Becky LaRochelle, Meg Fitzgerald, Cherie Pinardi, Patty Firger, Monique Zillich, Karen Goodwin, Stziol JeBilbao-Richardson.

Scribe(s)

Cherie Pinardi

Treasurer Report

Starting Balance: \$4,058.63

Projected Balance following existing and most expected income, expenses: \$xxx

Details of transactions available for any inquiries. Contact Melissa Griffin at greenleafschoolpto@gmail.com

Income:

- Coupon Books: sold 3 more books, to date \$1687, more than 90 books still outstanding
- Polar Express PJ day: \$172
- Box Tops Fall Fundraiser: \$1627.60 from fall proceeds
- Box Tops earnings from last year's awards: \$1,511.56
- SilverGraphics: \$1894.50 income, expenses TBD
- Holiday Shoppe: estimated \$300, Monique to give update
- Income pending: Rose Fundraiser has earned \$900-\$1100 in the past

Expenses:

- Learning A-Z online. 3 licenses \$299.85
- Gift cards for Volunteers who worked on the play structure: \$50
- Expenses pending: Rug cleaning, safety updates to gym room, playground mulch (delayed over holidays)- estimate \$400

Old Business

Rug Cleaning – Did not occur over Christmas break. Monique Zillich suggested using ServPro to clean the rugs. April vacation will be best time. Estimated cost would be cheaper than cost to have rental equipment and volunteers. Cherie Pinardi motioned for Monique to schedule getting an estimate, Meg Fitzgerald 2nd. Motion passed. Cherie Pinardi will contact company that new rugs came from for cleaning instructions.

Sweatshirt / T-Shirts Orders – Nina will contact Bradford Elementary PTO president to see what company they use.

Playscape Volunteers – Melissa Griffin will send out gift cards for Playscape volunteers without school student picture.

Giving Tree – List of giving tree items will be placed on back of PTO minutes and monthly school calendar. Giving Tree will be updated for Spring with Petals. Action Item – add colored construction paper to giving tree list.

Scholastic Book Fair – to take place week of 3/26. Nina will spearhead.

New ideas: In conjunction with book fair get wish list from teachers/librarian for PTO to purchase.

Students can buy a book to be donated to the school as a birthday celebration donation; action item – gather sticker ideas.

Potential used book fair for Memorial Day concert.

Scholastic \$ from last year – there is a \$935 balance from last year. Meg Fitzgerald motioned to give \$500 scholastic dollars to librarian, Cherie Pinardi 2nd – motion passed. Nina will find information to obtain scholastic dollars and give to librarian.

Fuddruckers Family Fun Night – to happen right before April vacation at N. Andover location. 50/50 raffle suggested. Monique will contact restaurant to gather information.

Script Fundraiser – to be initiated next school year. Action Item – Melissa will reach out to Kathleen Townsend to see what info. She has to prepare for next year.

New Business

Holiday Shoppe – Monique Zillich offered to run Holiday Shoppe for next year. If we sign up early there is a discount. Decision will be made by next meeting.

Rose Fundraiser – raised 900 – 1,100 last year. Will run it this year. Nina will spear head; Cherie will create any flyers needed.

Copy Paper Ruined – Due to a leak 4-5 cases of copy paper have been ruined. No new paper will be received via the school department. PTO was asked to cover cost to replace them. Due to special deal – 10 cases of white / color paper will be ordered. Estimated cost of \$330. Cherie Pinaridi motioned to cover cost, Patty Firger 2nd the motion. Becky LaRoche will relay info. To Pam Hannigan.

All You Need is Love Fundraiser – Becky LaRoche is running in the Miles for Miracles Boston Marathon for Jack. Becky is spearheading the Heart Petal Fundraiser where hand prints (flower petals) will be sold for donations. Each petal sold will provide one entry to a raffle of the Paint Night owl paintings. Action Item – Becky to send Cherie info. So flyer can be created.

Calendar Fundraiser – preparation needs to begin for annual calendar fundraiser. Monique volunteered to make some donation calls; Cherie will ask Melissa to make some calls. Request for donations will also be put on PTO flyer.

Adjournment

Meeting adjourned 5 pm.