

Greenleaf PTO Minutes

Nov 13, 2014

Attendees

Kristina Votto, Melissa Griffin, Monique Cary-Zillich, Meg Fitzgerald, Rebekah LaRochelle, Joanne Parker, Risa Kapp, Jen McGrath, Sharon Wood, Cathleen Townsend, Valerie Hobbs, Derrick Brown, Melissa Najuch-Brown, Itzi Richardson

Scribe(s)

Melissa Griffin & Kristina Votto

Agenda

1. Treasurer Report
2. Rug cleaning
3. Kidstuff coupon
4. Scrip Fundraiser & Holiday Shop Fundraiser
5. Thank you to parents who put together the new slide
6. Holiday Concert
7. Giving Tree for teachers
8. Family night fundraiser at Fuddruckers
9. Next monthly community fundraiser
10. Support Mrs. LaRochelle running the Boston Marathon
11. Gently used book sale and proceeds to go to DIY makeover of library
12. Website

Treasurer Report

Starting Balance: \$3,299.72

Projected Balance following existing and most expected income, expenses: \$2,498.94

PTO to apply for Tax Exempt Status. Details of transactions available for any inquiries. Contact Melissa Griffin at greenleafschoolpto@gmail.com

Income:

- October PJ day fundraiser \$169, plus received new money that evening, more income to be recorded
- Raffle Baskets and Face Painting at Spooktacular \$196
- Coupon Books Fundraiser current total set to earn \$1250; money still trickling in, estimated another couple hundred in earnings
- Income still pending: Box Tops Fall Fundraiser (TBD), Box Tops earnings from last year's awards (Dec) & SilverGraphics(Due Nov 17)
 - Motion by treasurer and seconded by all that we are in a good position to allow entire income from SilverGraphics fundraiser to go to the Literacy Closet

Expenses:

- Scholastic News. Cost for the year: \$1331.27
 - Determined that in the past this was covered by Scholastic Book Fair dollars; to revisit options for this year

- Rugs for Classrooms, received. Expense plus shipping: \$2127.92
 - Teacher thank you notes received by PTO, Great photos of the kids on their new rugs!
- Spooktacular: \$152.17
 - PTO pulled together a last minute First Annual Fall Event
 - Determined fun for all, kids enjoyed the activity to replace in-school festivities
 - Made profit of \$43.81
 - Motion to do this again next year approved by all
- Misc expenses for other fundraisers/ongoing : \$135.67

Old Business

Kidstuff Coupon Fundraiser

- Ended Nov 7, money and books still coming in, expected earnings over \$1250
- Company said to keep all books, distribute as needed and continue to sell throughout year, not required to pay for these
- Need to order NH books
- Books purchased over the initial sample book to be determined by PTO and distributed to teachers to distribute to students
- Teachers to solicit return of books and/or any other money from sale of books coming in

Slide

- Thank you George Richardson & Eric Simmons for working for days on removing the old slide and installing the new slide. Both went well beyond. Motion by many approved to purchase Dunkin Donuts gift card thank you to be given to them along with photos of students in front of the new slide.
 - Photos coordinated by Jen McGrath & Rebekah LaRochelle
 - Melissa Griffin will purchase \$25 gift cards for each
- Mary Brown spoke with Vinny from Haverhill Parks and Recreation. He will follow up with DPW and have someone come out to pick up and dispose of the old slide. He offered to help in the future if we have any issues with the playscape.
- Ulti Play who is the distributor will send someone from their facility to inspect and make sure the slide was installed correctly.
- PTO to purchase more mulch to make the landing safer for kids

New Business

Rugs & Safety

- For classrooms who did not receive new rugs, PTO proposed and motion approved to schedule a cleaning for the others, including the Music Room and the PE Room.
- Cleaning will be done over Winter Break – Eric LaRochelle, Melissa Griffin, Nina Votto, and others will coordinate. Details to be worked out over the next month. Volunteers to be solicited.

- PTO will also inspect and replace safety cushioning around basement heating units, particularly in the PE Room.

Holiday Concert

- Update from Music Teacher, Risa Kapp
- Scheduled for Dec 11
- Found free space at the old Bradford College Auditorium
- Discussed possible Raffle or Donation of Can Goods at the concert, to be discussed further

Website & Web presence

- Risa Kapp & Melissa Griffin updated content on <http://greenleaf.haverhill-ps.org/>
- PTO minutes & fundraiser content to be updated regularly
- KC Budd updates the FB PTO page with content and announcements
- Kathleen Townsend suggested having forms, announcements, & Calendar etc available online
 - Meg Fitzgerald to re-institute monthly calendar to then be posted on the website
 - Melissa Griffin will work with Risa Kapp to update content, perhaps a new tab for Calendars or link to HPS community calendars, need to determine who to contact to update community calendar

Giving Tree for Teachers

- Also available under PTO tab on website
- Derrick & Melissa Brown will be creating a visual giving tree for the school entrance where parents can see what teachers need for their classrooms
- This will be completed by end of Thanksgiving Recess

LaRochelle Boston Marathon Support

- PTO enthusiastically agreed to support teacher Rebekah LaRochelle who is running on behalf of teacher Jen McGrath's cousin's 1 year old son who has cardiomyopathy.
- LaRochelle is running in the April Boston Marathon with miles for miracles
- Discussed options for fundraising and support
 - Pennies for Patients – using a clear receptacle so kids can see progress
 - February is Heart Month, our community fundraiser day kids can wear red
 - All you need is Love – hang purchased hearts decorated by students to show support, hearts purchased by students, decorated, then PTO to hang in hallways
 - All the funds collected in Feb will go to sponsor LaRochelle

Upcoming Fundraisers

- Silver Graphics, ending Nov 17
- Holiday Shoppe, week before Winter Recess
 - Coordinated by Monique Cary-Zillich
 - Volunteers needed
 - Hosted in Music Room
- Scrip Fundraiser
 - Tammy Fonesca coordinating, details TBD
- Family Night Fundraiser at Fuddruckers
 - After the holidays, MidWinter Social Event
 - Raffle to be held at Fundraiser

- Kristina Votto to coordinate
- Next Monthly Community Friday Fundraiser
 - Dec 19 – Polar Express PJ Day
 - Teachers to integrate Polar Express activities throughout day
 - Kids pay \$1 to wear PJs

Proposed Fundraisers/Support to discuss further

- Gently Used Book swap or sale, proceeds to go to library
- Book Fair for March
 - Possibly during ½ day
 - Scholastic Dollars for books for classrooms
- Bingo for Books after school activity? Buy bingo cards, players win donated books
- PTO set aside amount (proposed \$300) for librarian to purchase additional books for library, librarian usually attends used book sales, amazon books sales, etc.
- A-Z Readers
 - Leveled Books for Beginners
 - Proposed one license for each grade
 - Kristina Votto to look into details
- Kawanis want to donate money to HPS, looking for suggestions for how to help
 - Monique Cary-Zillich is the contact
 - Suggestions: Adopt a Family at each school, money for each school for funding classroom needs, specific needs of district as a whole, not just Greenleaf
- King of Grace Church wants to help
 - Discussed that this wouldn't be prudent, accepting financial donations from religious organizations for secular school crosses lines of separation of church and state

Next Meeting

December 11, 2014 at 4pm

Adjournment

Motion to adjourn by Kristina Votto at 8:15 pm