

# MARLBOROUGH PTO

Marlborough Elementary School  
Wednesday, September 21, 2016  
PTO Minutes (Recorded by Karen Sawyer)

## Call to Order

Kimberly DiSomma called meeting to order at 7:03 pm

## In attendance

Kimberly DiSomma, Denise Champagne, Stephanie Garrett, Jessica Roy, Marin Ranta, Jessica Winans, Karen Sawyer, Carrie Packer, Nancy Visco, Dawn Tavolieri, Dan White, Kim Kelly, Amy Boutilier, Heidi Campbell, Beth Schwartz, Megan Lloyd

## Reading of the Minutes

Karen Sawyer made a motion to dispose of the reading of the minutes. Marin Ranta seconded the motion. The motion passed unanimously.

## Presidents' Report

Meeting Etiquette: Kimberly discussed basic meeting etiquette – no real strict rules, we just ask that everyone be courteous and try and hold new business until the end of the meeting. In general, we will try and keep the meetings to about an hour but the first one is always a little longer.

New Fundraising Ideas: Carrie Packer presented an idea for another fundraiser another PTO is doing with the RedSox. They don't do Saturday games but we could do a Friday night game in June with tickets going for either \$20 for bleacher and \$30 for grandstand (this would be covered in case it rains). The PTO could do a \$5 up charge for each ticket. Minimum order is twenty tickets. Kimberly asked if there was any parking discount and Carrie didn't think so. Carrie suggested that we could see the cost to organize a bus and just roll that up in the cost of the outing. Carrie is going to look into available Fridays in June. Megan Lloyd brought up that she is a member of the Lions Club and they are interested in helping us with some of our fundraising needs if we'd be willing to support some of their efforts like the spaghetti dinner and pancake breakfast. Question was raised about the mini-golf discussed last spring. Kimberly said they didn't seem that busy at the Hebron Maple Fest, didn't really know if it would draw people out but we'd still consider doing it.

Website Update: Website is up and running. Karen Sawyer was finally able to get some pictures out on the home page. Pictures will change from time to time as new events happen and/or things need to be promoted. Just added a "Save Trunk or Treat" right on the home page to hopefully get more volunteers. We are going to try and use the website to promote events, be a one stop shop for forms and information. We will continue to use our facebook page too. Karen has also established a shared drive through Google Apps, just contact her if you have any questions or need access.

Scholastic Dollars: Unfortunately Scholastic didn't have many of the books that Patty Uccello needed so there will still be a considerable amount left to be used before they expire. Nancy

Visco was going to see if she could see when the dollars expired through the book fair page tool box. Dan and Kim will look at the Scholastic catalog to see if there is anything that the school needs. Kimberly mentioned that a staff member inquired if the paper cutters could be replaced. Dan and Kim were going to look into it. Might be able to use the scholastic dollars.

Summer Reading Incentive: Bringing Justin Mazz the magician back this year. Kids really enjoyed him last year. He's going to do two shows on October 7 – one for PreK to 3<sup>rd</sup> grade and the second for 4<sup>th</sup> to 6<sup>th</sup> grade. His material will be age appropriate. This year it was decided that the school would combine summer reading and math programs – in past years a separate ice cream sundae party was held for those that completed the math program. As of the time of the meeting about 232 kids were eligible, just need the final count prior to the assembly.

By Law Committee: Right now we have most of the committee assembled. We are in need of two alternates. We'll have a few meetings to go over the by-laws, shouldn't be too bad they were revised in 2014.

### **Vice Presidents' Report**

PTO Blast: Process has been slow to start this year. Melissa and Stephanie are in the process of taking it over from Mark so the PTO can be more in charge of the process. Trying to bring all these little things back "in house". First blast will have the fall events and then they will do another one for Trunk or Treat.

### **Secretaries' Report**

Senora Schwartz sent a thank you note for all the things the PTO does for the students and staff. Specifically, the multicultural performer and the staff appreciation lunch. Nancy Wood from Richmond Memorial Library thanking the PTO for the museum and park passes.

### **Treasurers' Report**

Jessica Roy reported on items that had been paid out since the last meeting. \$1,000 was paid out for both Science Day and STEM EET. Another \$1,000 was given to the library for passes (\$840) and the summer reading program (\$160). There were 8 teacher reimbursements paid out, 4 for the 2015-16 school year and 4 for the 2016-17 school year. Remaining payouts were for liability insurance, open house petty cash and postage for box tops. Total monies paid out since last meeting totaled \$3,858.76.

Deposits so far totaled \$591.70. Most of the deposits include were from School-Pak, parent contributions and paw print magnet sales.

The balance in the checking account is \$15,694.22 and the Certificate of Deposit had current balance of \$9,050.35.

The budget for the 2016/2017 was presented. No major changes were made in regards to what was included. The projected revenue for the bash was reduced and increased for the Election Day Bake Sale. This is the first year we are using AmazonSmile so we were not able to project what kind of revenue it would bring in. A total budget of \$20,353 has been proposed for the 2016-17 school year. The motion to accept the budget passed unanimously.

### **Principal/Assistant Principal Report**

Thank you for the new playground. All the children really seem to love it. Dan says they have been encouraging all the teachers to submit their \$100 reimbursements. Kim said that everyone loved the chalk messages on the first day of school. Dan and Kim will put whatever we need in the Thursday letter it just needs to get to them no later than Wednesday night. The next phase of the playscape was discussed. It will cost about \$37 thousand dollars and it will go between the two existing older playscapes. It is very unlikely that they will be any money in the budget for this next phase. There may be some rental money but most likely the PTO will be asked to contribute a large portion of the cost.

### **Teachers' Representatives Report**

Beth Schwartz said the teachers appreciate the new playground and the teacher reimbursements.

### **Committee/Group Reports**

School-Pak: Michelle Crawford said there were 113 pack sold and about \$230 went to the PTO. It is a pretty easy fundraiser but she is looking into finding a different company for next year

Funds for Fun: In process of putting flyer together. Do we want to include that it is for science programs too? Do we want to display a dollar goal on the flyer as well?

Trunk or Treat: Theresa Brysgel had a meeting with her subcommittee chairs on Monday to discuss plans. We had a sign-up sheet at Open House and we did get some signatures. Trunk or Treat is scheduled for October 29<sup>th</sup> with cars arriving at 5 PM and trunk or treating starting at 6 PM. Theresa gets tons of stuff donated including all the pumpkins they use for the decorating. Theresa would like to have all the volunteers in place by the 15<sup>th</sup> or she may call for it to be cancelled. Ticket order forms should go out within the next week or so.

Election Day Bake Sale: Forms will go home in the beginning of October. Since it is a presidential election we are running extended hours until 12 PM. Hoping to get the Avery Sodas from the Hookers. Need to touch base with Anne.

Winter Book Fair and Ice Cream Social: Book fair is scheduled to start on November 28<sup>th</sup> and run through December 1<sup>st</sup> with breakdown on the 2<sup>nd</sup>. Ice Cream Social will be on Wednesday November 30<sup>th</sup>. Dan and Kim agreed to do a story time on the night of the ice cream social.

Trivia Night: Karen is will to organize this, we just need to figure out exactly what we want to do and when we want to hold the event.

Spring Fling: Considering doing some form of the Winter Bash in the spring. Dawn Tavolieri is talking with people to see if she can get some people interested in helping out. It was suggested they speak with the folks at the Farm at Carter Hill. They have a nice outdoor space which might be nice for an event like this.

#### On Going Fundraisers:

Box Tops

Deadline for next box top contest is October 13<sup>th</sup>. Nancy will announce the winner by October 28<sup>th</sup>.

Paw Print Magnets

Sales ongoing. There is a new person taking this over. Susan Burkhardt is now in charge of Paw Prints.

**New Business**

Jenny Bergeron from Edward Jones has contacted us about doing a presentation for parents about paying for college. People are open to it but might be good to do with RHAM as well. Jessica Sobieralski has agreed to take over the Memorial Garden. There are quite a few areas that need work and she could use some mulch. We might be able to get some supplies donated. Jess would also love to get the original purpose of the garden documented somewhere. Dan suggested asking Suzanne Quint, she might know the original purpose. Denise Champagne made a motion to give Jess a budget of up to \$500. Karen Sawyer seconded the motion. The motion passed unanimously.

We'd like to make the first day of school sidewalk chalk decorating a permanent committee. We'll need to look at doing that when we revise the by-laws.

**Adjournment** –Meeting adjourned at 8:55 pm  
Next Meeting: October 19th @ 7:00