

**Richmond Consolidated School  
PTO Meeting Minutes  
September 10, 2013**

By: Kara Bertelli Smith

**Attendants:** Michelle Smith, Melissa Roller, Tracy Crawford, Grace Daley, Beth Smith, Louise Brogan, Danielle Mullen, Kara Bertelli Smith, Penny Saupe, Gretchen Winsor, Principal Monica Zanin, Jennifer Jennings, Josh Bennett, Joad Bowman, Rachel Kanz.

**Treasurer's Report & Budget:**

Grace Daly represented the Treasurer tonight. Priscilla Osinga is our treasure for 2013-2014 but she was unable to attend tonight's meeting.

Grace reviewed the budget for the year which is currently at \$18,370.00 because we had money roll over from the past year. The amount allocated to PTO is \$4200 which covers the BBQ, movie license, the family directory, end of the year pool day, and the extra events such as the ice cream social, etc.

The money we are fundraising this year goes to next year's budget. Grace also discussed the bus reimbursement – for each field trip the teachers request \$3.00 (local trips) or \$5.00 (out of town) from the parents for each child to help offset the bus fees. The PTO will fund up to the cost of a school bus for field trips.

Tracy Crawford stated that just because a field trip is not on the schedule doesn't mean you can't ask for a field trip or event. The PTO will always review it and vote on it.

Monica Zanin talked about the REEF grants. The PTO will give an advance payment if a REEF grant is awarded but the payment has not been received yet.

Grace mentioned other reimbursement programs we have. The toner recycling, cell phone reimbursement, etc.

Monica noted the 7<sup>th</sup> and 8<sup>th</sup> grade Washington DC trip does not come out of the PTO budget. The 7<sup>th</sup> and 8<sup>th</sup> grades do their own fundraising that goes towards their trip.

**Principal's Report:**

Monica Zanin said the beginning of school was a great start! The focus has been on the climate, expectations, and beliefs – CARES.

The long term goal is to connect more w/ the community and families. The middle school will continue coffee hour w/ senior citizens of the community. She wants to see the kids giving back and is looking for more ideas to make this work. There was a discussion about combining the town hall newsletter w/ the school's newsletter. Monica would like to initiate a family lunch and invite the community.

The school council team changes every two years. Last year their focus was on the school improvement plan. This year they will focus on community and how to bridge the gap w/ out of district placements.

Benchmark testing is currently taking place. The school has safety nets so that if a student is not progressing extra help will be offered.

## **Fundraising:**

Tag sale: Saturday 9/7 the school had a tag sale that was organized by Pam Glass. We charged \$25.00 per space. This event went really well. Plans are being made to do it again in the spring and make this an annual event. There was discussion about the tag sale the church holds in the summer. Profits were ~\$400. We had 10 sellers and a couple families donated their profits to the school. The only cost was an Eagle ad for \$54.00.

Fall Fundraiser: Cathy Gamberoni is heading this (absent from meeting). This year we will be offering "Better World" again. Sale starts 9/23 and runs through 10/7. We will continue to include the direct donation letter. This year incentives for top sellers will be offered. Other ideas: school wide magazine sale, the big coupon book (Louise will look into this and have a table at the craft fair).

Box Tops: The summer box top collection is due 9/16/13. Winner will be announced at the BBQ. Melissa will be seeking volunteers to help her w/ the counting. Melissa also suggested offering the box top collections to the community and including it in the town weekly email.

Tracy is trying to bridge the gap between the teachers and the PTO. She will send a weekly email to the teachers with PTO updates of events.

Craft Fair: The craft fair is Saturday, November 2<sup>nd</sup> from 10 AM to 4 PM. This is our biggest fundraiser of the year. We will have ~50 crafters, a silent auction, Chinese raffle, lunch will be offered. Each grade will be responsible for putting together a raffle basket to sell at the silent auction. Admission fee is \$2.00 per person. Crafter tables are \$35.00 each.

The Scholastic book fair is a large part of the craft fair. This is typically running the week before the craft fair and all day Saturday. This year we will cut it down to two days during the week and all day Saturday. Last year we made \$2,000 and also earned points for book purchases for the teachers in addition to the teacher wish list being fulfilled. WE ARE IN DESPERATE NEED FOR SOMEONE TO ORGANIZE THE BOOK FAIR THIS YEAR.

## **Events:**

### *Welcome Back BBQ:*

The BBQ is Thursday, September 19<sup>th</sup> from 5:30 to 7 PM. Tracy will send out a list of needed food donations and the needed volunteer list. We are still in need of volunteers for all aspects of the BBQ. We will also mention that Richmond t-shirts, water bottles and car magnets can be purchased. The Open House will follow from 7 to 7:30 PM.

Melissa Roller offered to send out a personalized invite to the new families. Melissa will touch base w/ Natalie for addresses. Matt Kerwood, the selectmen and the fire department will also be invited.

Tracy will get the volunteer list for the PTO table from Bianca Daigle. Beth Smith also requested a table for the garden community. She will be selling Peas on Earth shirts.

The PTO will have a 50/50 raffle and a group of kids will organize donations for "Save the Pandas".

An announcement will go in the weekly newsletter so that families will bring cash to this event.

Dining to Donate: Kara will organize an event soon.

The next meeting will be on Tuesday, October 8, 2013 at 5:30 PM.