

J.R. Briggs Elementary School PTA

jrb-pta.org

General Membership Meeting

September 11, 2019 @ 6:30pm

SIGN-IN SHEET

NAME

MEMBER?

Jason Stanton, President

(Y) N

Michelle Parkinson, Vice-President

(Y) N

Tiffani Sell, Secretary

(Y) N

Greg Belkin, Treasurer

Y N

Nat North, Principal

Y N

Jen Lilley, Vice-Principal

Y N

1. Katie Bennett

(Y) N

2. ~~Jennifer Lilley~~

Y N not sure

2x: Veronica Meneses

(Y) N

3x: Ricky Rscina

(Y) N

4x

Y N

6. _____

Y N

7. _____

Y N

8. _____

Y N

9. _____

Y N

10. _____

Y N

11. _____

Y N

12. _____

Y N

13. _____

Y N

14. _____

Y N

15. _____

Y N

16. _____

Y N

17. _____

Y N

18. _____

Y N

GC WINNER ★

J.R. Briggs Elementary School PTA

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General Membership Meeting

September 11, 2019 @ 6:30pm

President: Jason Stanton

Vice President: Michelle Parkinson

Treasurer: Greg Belkin

Secretary: Tiffani Sell

Meeting called to order at 6:32 PM

Opening Remarks

- Welcome packet

Principal's Report

- Mr. North, Principal, reported on all the start of year activities and some upcoming events going on at the school.
- New CAPS program Pre-k to 1
- Sneak Peek before school started went well
- Big Band changes
 - New Director
 - New band and lesson structure
- New set of chrome books arrived for 3rd grade this year
- Currently In the midst of the superintendent search - lots of committees and forums to get feedback and find a good candidate

Secretary's Report

- Tiffani Sell, Secretary, presented the June meeting minutes for approval. Minutes were approved as presented.

Treasurer's Report

- Jason Staton, President, reported on behalf of Greg Belkin, Treasurer, who was unable to attend meeting. The Report reviewed and approved to be accepted as submitted.
 - Final report closing out last school year
 - \$10,270.30 Final bank number
 - Noting the final number was about \$2,000 different from the previous year due to the new boosterthon fundraiser payment made at the end of the last school year
 - Treasures report presented with no questions and accepted
- Budget 2019-2020 reviewed
 - Jason Noted the totals seem off and will follow up with Greg to revise

Administrative Matters

- Assistance Request – 5th Grade Genevieve's Fundraiser to Benefit Nature's Classroom
 - Presentation by Katherine Bennett
 - Idea discussion was shared but no commitment yet made
 - Katherine will discuss presented thoughts and ideas to other 5th grade teachers and parents
 - Katherine will return with a concrete fundraiser and what help is needed when decided
- Internal Financial Review Form/Audit Committee
 - Must be completed by November 15, 2019
 - Committee - Jen Lilly, Nat North and Jason
- Yearbook
 - Emily Labrecque will not be running this again this year but is willing to assist. Tiffani Sell will chair the project and Jason Stanton will assist. Additional **Volunteers Needed** to assist with a number of tasks throughout the year.

- Communications Early and more clear
- Make sure the flyer wording is clear
- reminders often
- plan to leverage high school students to take event photos
- 2019-20 PTA School Year Schedule/Calendar
 - See specifics below
- Staff Appreciation Lunch - 10/10
 - Jason Stanton will be running this event
 - **Volunteers Needed** for setup and **cleanup**
 - always done on the first day of each parent teacher conferences
- Movie Night - Friday 10/25
 - **Volunteers Needed**
- Holiday Bazaar - ???
 - **Volunteers and Chair Needed**
 - Jason has lots of information and templates to share and is willing to help
 - If no one steps up, this event will not be continued this year
- Boosterthon Fun Run
 - The school has decided to participate in the Boosterthon Fun Run program in May 2019. This is an 8-day program beginning with a student pep-rally on Wednesday 5/6 and ending with the fun run event on Friday 5/15.
 - Conservative profit estimates, based on the WES event, suggest a profit of \$20,000-\$24,000.
 - **Volunteers needed** to assist in event planning, fundraising and day-of-event assistance.
- Mini Grant Request – Ready Set Glow
 - \$500.00 to pay the full cost of the DJ
 - requested by Mr. Berg
 - No questions, a motion was made and passed
- Approval Request - \$15 to resolve a KidStuff Fundraiser T-Shirt Issue
 - Jason requested
 - No questions, a motion was made and passed
- Reimbursement Request - \$19.98 for freeze pops at Sneak Peek
 - Jason requested
 - No questions, a motion was made and passed
- Reimbursement Request - \$100 for Ashburnham Wine & Spirits Gift Cards
 - Jason requested
 - No questions, a motion was made and passed

Open Forum

- Question - Where is the Mini grant form for requests?
 - Answer - They are located are on the pta website OR can email Jason and he will send out the form

Ashburnham Wine & Spirits gift card giveaway

- Katie Bennett was the winner!!

Meeting Adjourned at 7:28 PM

Next Meeting: October 9, 2019

**JR Briggs PTA 2019-20 School Year
PROPOSED Schedule/Calendar**

<u>Event</u>	<u>Date</u>
Yearbook	All Year
General Membership Mtgs	9/11, 10/9, 11/13, 12/11, 1/8, 2/12, 3/11, 4/8, 5/13, 6/10
Box Tops	9/19, 10/24, 11/21, 12/19, 1/23, 2/27, 3/26, 4/16, 5/21, 6/11
<i>Roll on America Fundraiser (1)</i>	<i>TBD</i>
Staff Appreciation Lunches	10/10 & 2/6
Movie Night	10/25
<i>Holiday Bazaar (2)</i>	<i>???</i>
<i>Bingo Night (3)</i>	<i>1/10</i>
<i>Dance Party (3)</i>	<i>1/31 (Snow Date 2/7)</i>
Game Night	3/6 (Snow Date 3/13)
BJs Membership Drive	March
<i>Bunny Breakfast (4)</i>	<i>3/28</i>
Boosterthon Fun Run	5/6 (Pep Rally), 5/15 (Fun Run)

- (1) Our goal is to plan one Tuesday, one Friday and two Saturdays (Saturday is the best attended) throughout October, November, January and March (same schedule as last year).

- (2) Jason Stanton is not interested in Chairing this event, but is happy to assist anyone that is. There are plenty of notes and event maps that will make this easier to plan this year. It's 'not his thing'. The feedback from the event was that it might be better to hold this in November and on a Saturday morning/afternoon and more promotion outside of Ashburnham is needed. If anyone is interested in volunteering for the event please let Jason Stanton know ASAP.

- (3) The snow date for the Dance Party would be Valentine's day and the following Friday would be during school vacation. I'm not sure if we should just hope it doesn't snow, or plan ahead and schedule it for Jan 31st with a snow date of Feb 7th. Also, if we do this in January, we could push Bingo to December 13th to space out the events a little better.

(4) The 11th is the day before Easter... I think we should avoid this. Many people travel or will be preparing for Easter.
The 4th will be the Community Road Race & Benefit so we can't do it that day.

JR Briggs PTA 2018-2019 Profit and Loss: Final Report

For the September 2019 PTA Meeting

September 1, 2019 Account Balance: \$10,270.30

Name	2018 2019 Budget	Current Spend	Current Income	Event Result
Amazon Fundraiser			\$ 13.20	\$ 13.20
Bank Account Interest	0		\$ 4.60	\$ 4.60
Bingo Night	\$ 150.00	\$ 39.27	\$ 400.35	\$ 361.08
BJs Fundraiser			\$ 210.00	\$ 210.00
Box Tops		\$ 119.4	\$ 845.28	\$ 725.88
Bunny Breakfast	\$ 1,750.00	\$ 1528.97	\$ 1,467.75	\$ (.04)
Clothing Donation Bin			\$ 283.75	\$ 283.75
Coupon Fundraiser		\$ 1,262.50	\$ 3,310.00	\$ 2,047.50
Dance Event (1)	\$ 1,400.00	\$ 2,637.32	\$ 3,107.00	\$ 469.68
Games Event (2)	\$ 1,200.00	\$ 1,562.68	\$ 1,409.00	\$ (153.68)
Holiday Bazaar/Parents Night Out	\$ 650.00	\$ 584.14	\$ 1,049.89	\$ 465.75
JRB Apparel			\$ 223.5	\$ 223.50
Mini Grants	\$ 6,000.00	\$ 4,275.00		
Misc.	\$ 600.00	\$ 434.91	\$ 195.00	\$ (239.91)
Movie Night	\$ 350.00	\$ 323.94	\$ 471.50	\$ 147.56
PTA Dues	0		\$ 210.00	\$ 210.00
PTO Software and Dues	\$ 130.00	\$ 184.50		
Ready Set Glow Night	\$ 300.00	\$ 300.00		\$ (300.00)
Roll on America			\$ 1,000.00	\$ 1,000.00
School Supply Initiative	\$ 2,000.00			
Staff Appreciation Day (3)	\$ 250.00	\$ 274.95	\$ 60.00	\$ (214.95)
Website Maintenance	\$ 200.00			
Yearbook			\$ 165.95	\$ 165.95
TOTAL:	\$ 14,680.00	\$ 113,527.58	\$ 14,426.77	\$ 5,419.87

Mini Grant Name	Current Spend	Approved
4th and 5th Grd. Hanover Theater	\$ 650.00	\$ 650.00
4th Grd. Beaver Brook Trip	\$ 375.00	\$ 375.00
Kindergarten Ecotarium Trip	\$ 650.00	\$ 650.00
1st Grd. David Farmland Trip	\$ 650.00	\$ 650.00
2nd Grd. Brattleboro Trip	\$ 650.00	\$ 650.00
3rd Grd. Sturbridge Village Trip	\$ 650.00	\$ 650.00
Specialist Mini Grant	\$ 650.00	\$ 650.00
TOTAL:	\$ 4,275.00	\$ 4,275.00

JR Briggs PTA 2019 2020 Budget
For the September 2019 PTA Meeting

Name	2018 2019 Budget	Proposed 2019 2020 Budget	Current Spend
Bunny Breakfast	\$ 1,750.00	\$ 1,750.00	Approved at May 2019 PTA meeting.
Boosterthon	N/A	\$ 2,000.00	New to 2019 2020 budget. Approved at May 2019 PTA meeting.
Box Tops	N/A	\$ 125.00	Approved at May 2019 PTA meeting.
Bingo Night	\$ 150.00	\$ 150.00	Approved at May 2019 PTA meeting.
Dance Event	\$ 1,400.00	\$ 1,400	Approved at May 2019 PTA meeting.
Games Event	\$ 1,200.00	\$ 1,200.00	Approved at May 2019 PTA meeting.
Holiday Bazaar/Parents Night Out	\$ 650.00	\$ 650.00	Approved at May 2019 PTA meeting.
Mini Grants	\$ 6,000.00	\$ 6,000.00	Approved at May 2019 PTA meeting.
Misc.	\$ 600.00	\$ 600.00	Approved at May 2019 PTA meeting.
Movie Night	\$ 350.00	\$ 400.00	Approved at May 2019 PTA meeting.
PTO Software and Dues	\$ 130.00	\$ 250.00	Approved at May 2019 PTA meeting.
Ready Set Glow Night	\$ 300.00	\$ 300.00	Approved at May 2019 PTA meeting.
School Supply Initiative	\$ 2,000.00	\$ 2,000.00	Approved at May 2019 PTA meeting.
Staff Appreciation Day	\$ 250.00	\$ 350.00	Approved at May 2019 PTA meeting.
Website Maintenance	\$ 200.00	\$ 200.00	Approved at May 2019 PTA meeting.
Yearbook	N/A	\$ 200.00	Approved at May 2019 PTA meeting. NOTE: Some people sent us checks and asked us to purchase books for them, so we need some money in the budget to account for this "pass-through" transaction.
TOTAL:	\$ 14,980.00	\$ 13,250.00	

- There are other initiatives and actives the PTA does, besides from those listed here. However, those activities (such as BJs Fundraiser) do not incur expenses.