

**JR Briggs PTA Meeting Minutes**  
**October 10, 2018**

*President:* Jason Stanton  
*Treasurer:* Greg Belkin

*Vice President:* Michelle Parkinson  
*Secretary:* Jeraldine Lumbert

Meeting called to order at 6:31 PM

Introduction of PTA members and board

***Welcome and Thanks***

**Principal's Report**

Ms. Lilley, assistant principal, reported that the beginning of the school year is going well. The Ready, Set, Glow event raised five thousand dollars. The Walk to School Day went well for all students. Parent/Teacher conferences are coming up. We will be using Signup.com again.

**Secretary's Report**

Jerri Lumbert, secretary, presented the notes, from September's meeting for approval. The minutes were approved as presented.

**Treasurer's Report**

Greg Belkin, treasurer, went over the JR. Briggs PTA Budget Report: Final School Year End of 2018 and JR. Briggs PTA End of September 2018 Treasurer's Report. The reports were approved as presented.

**Administrative Matters**

- **Internal Financial Review Form/Audit Committee**

- \* Jason Stanton, Jennifer Lilley, and Jerri Lumbert will meet prior to November 15, 2018 to go over the paperwork prepared by Greg Belkin, Treasurer.

- **Yearbook**

- \*It appears that we are able to obtain a "standard CD in PSPA format for our portrait photos" in order to switch to Tree Ring. Once we receive the CD we will verify before we officially move forward.

- **Staff Appreciation Luncheon**

- \* The luncheon will be on October 11th, the first parent/teacher conference. We are still in need of supplies. We discussed several options to encourage more participation in this event. We discussed if sign up genius is the best way to sign up for this event or a paper copy with each grade level being assigned a certain food item (i.e. preschool- paper products, Kindergarten-chips).

- **Movie Night**



- \* Karen Vine will chair the event. The movie is . We have purchased the movie license for the event. We will have pizza donated by Brother's Pizza and Village Pizza. There will be a coned off area for blankets in the front. We will be raffling off a copy of the movie too.

- **Holiday Bazaar (Parents/Night Out)**

- \* Kim Knesek, Melissa Rheaume, Jason Stanton and Jerri Wendling are working on this event. It will take place on December 7, 2018. On October 15, 2018, the event will be opened up to the community. We will be sharing the event on social media. We will be creating a Facebook event. Vendors are able to get a chair and table for \$20. Refreshments and dessert will be served.

- **Donation Bin Money Distribution**

- \* Clothes bin located at Briggs. Jennifer Lilley, assistant principal, will email the superintendent to find out the status of the PTA receiving the bin money. Once we find out a flyer will go home explaining the bin.

- **School/PTA apparel store**

- \* We are currently working with Northeast Promotions & Apparel to setup a custom web store with popular items. Additionally, we will be selecting other items from an online catalog to add to the site. There is no cost to the PTA, and we will earn money for each item sold. We also discussed which school moose symbol to use for the items.

### **Open Forum**

- Learn to Skate

- \* Wallace Civic Center in Fitchburg and Gardner Veterans Arena are offering a deal. They will give the PTA ten dollars for every person from JR Briggs that sign up for lessons. Jason will put together something about this event.

- Mini grants

- \* Grades 4th & 5th are looking for \$650.00 for their students to attend A Christmas Carol at the Hanover Theatre in Worcester. The grant will be split between the two grades. Grant was approved.

- \* Pampered Chef

- \* It was brought up if we have ever looked into having Pampered Chef as a fundraiser. Although, Pampered Chef is a great company. We feel it would be in conflict with the fundraiser for Nature's Classroom for the fifth grade.

- Gift Card Raffle

- \*Winner- Brenda Brown

Meeting adjourned at 7:18

***Next Meeting is on November 14, 2018 at 6:30pm***

J.R. Briggs Elementary School PTA

[jrb-pta.org](http://jrb-pta.org)

General Membership Meeting

October 10, 2018 @ 6:30pm

SIGN-IN SHEET

NAME

MEMBER?

Jason Stanton, President

Y N

Michelle Parkinson, Vice-President

Y N

Jerri Lumbert, Secretary

Y N

Greg Belkin, Treasurer

Y N

Nat North, Principal

Y N

Jen Lilley, Vice-Principal

Y N

1. Erica Callahan

Y N

2. Karen Vine

Y N I paid 😊

3. Michael Ann Short

Y  N New to town

4. Becky Allen

Y  N New to PTA

5. Chrissy Stanton

Y N

6. Tiffani Sell

Y N

7. Robin Murphy

Y N

8. Jean Cervia

Y N

9. Melissa Rheume

Y N

10. Kelli H / Sobichau

Y N

11. Ryan Monaghan

Y N



12. Brenda Brown

Y N

13. Chrystal Maguire

Y N

14. Kim Besek

Y N

15. \_\_\_\_\_

Y N

16. \_\_\_\_\_

Y N

17. \_\_\_\_\_

Y N

18. \_\_\_\_\_

Y N

# JR Briggs PTA 2017-2018 Budget Report: Final School Year End 2018

Ending August 31, 2018 Bank Balance: \$12,338.67

Event Name	Spent 2016-2017	2017-2018	Current Spend	Current Income	Event Result	Profit/Loss
PTA Dues	N/A	N/A		\$ 244.00		\$ 219.00
Bank Account Interest	N/A	N/A		\$ 5.70		\$ 0.47
Movie Night	\$ 105.00	\$ 200.00	\$ 83.44	\$ 535.10	\$ 451.66	\$ 451.66
Bingo Night	\$ 25.00	\$ 200.00	\$ 64.33	\$ 167.75	\$ 103.42	\$ 250.00
Bunny Breakfast	\$ 1,497.00	\$ 1,500.00	\$ 1,459.67	\$ 1,629.00	\$ 169.33	\$ 1,200.00
Dance Event	\$ 1,148.00	\$ 1,400.00	\$ 1,019.72	\$ 1,005.00	\$ (14.72)	\$ (14.72)
Games Event	\$ 1,050.64	\$ 1,400.00	\$ 1,097.18	\$ 850.00	\$ (247.18)	\$ (247.18)
Mini Grants	N/A	\$ 5,200.00	\$ 3,395.51	N/A		N/A
School Supply Initiative	\$ 1,500.00	\$ 2,000.00	\$ 1,986.67			TBD
Ready Set Glow Night	\$ 200.00	\$ 350.00	\$ 250.00			N/A
PTO Software and Dues	\$ 129.00	\$ 130.00	\$ 189.00			N/A
Website Maintenance			\$ 168.00			
Staff Appreciation Day		\$ 250.00	\$ 130.63			\$ 250.00
Misc. Supplies			\$ 44.91			
<b>TOTAL:</b>	<b>\$ 5,654.64</b>	<b>\$ 12,630.00</b>	<b>\$ 9,828.29</b>	<b>\$ 4,436.55</b>	<b>\$ 462.51</b>	<b>\$ 2,109.23</b>

## Additional Planned Activity:

Event Name	Current Spend	Current Income	Expected Revenue
Bags to School (Spring)		\$ 793.00	\$ 850.00
Worcester Railers			TBD
Coupon Fundraiser			\$ 2,100.00
JRB Apparel		\$ 240.00	240
Roll on America		\$ 1,000.00	\$ 1,000.00
Box Tops	\$ 55.66	\$ 1,259.50	\$ 1,300.00
Yearbook	\$ 447.84	\$ 648.00	\$ (42.00)
BJs Fundraiser		\$ 210.00	\$ 185.00
<b>TOTAL:</b>	<b>\$ 503.50</b>	<b>\$ 4,150.50</b>	<b>\$ 5,633.00</b>

## Mini Grant Tracker:

Mini Grant Name	Current Spend	Approved Spending
4th Grade Dice & Cards	\$ 158.59	\$ 150.56
2nd Grade A-Z Spending	\$ 94.95	\$ 94.95
Grade K EcoTarium	\$ 650.00	\$ 650.00
Grade 1 Acton Disc Mus	\$ 650.00	\$ 650.00
5th Grade Science Center	\$ 300.00	\$ 300.00
4th Grade Beaver Brook	\$ 400.00	\$ 400.00
3rd Grade Sturbridge Vllg.	\$ 650.00	\$ 650.00
<b>TOTAL:</b>	<b>\$ 2,903.54</b>	<b>\$ 3,395.51</b>

## JR Briggs PTA End of September 2018 Treasurer's Report

Ending September 30, 2018 Bank Balance: \$10,296.53

Event Name	Proposed 2018 2019 Spend	Current Spend	Current Income	Event Result
PTA Dues	0		\$ 370.00	\$ 370.00
Bank Account Interest	0		\$ 0.47	\$ 0.47
Movie Night	\$ 350.00			
Bingo Night	\$ 150.00			
Bunny Breakfast	\$ 1,750.00			
Dance Event	\$ 1,400.00			
Games Event	\$ 1,200.00			
Mini Grants	\$ 6,000.00			
School Supply Initiative	\$ 2,000.00			
Ready Set Glow Night	\$ 300.00			
PTO Software and Dues	\$ 130.00			
Website Maintenance	\$ 200.00	\$ 41.85		\$ (41.85)
Staff Appreciation Day	\$ 250.00			
Parents Night Out	TBD		\$ 80.00	\$ 80.00
Misc. Supplies	\$ 200.00			
Bags to School (Spring)				
Worcester Railers				
Coupon Fundraiser				
JRB Apparel				
Roll on America				
Box Tops				
BJs Fundraiser				
<b>TOTAL:</b>	<b>\$ 13,930.00</b>	<b>\$ 41.85</b>	<b>\$ 450.47</b>	<b>\$ 408.62</b>