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# BES PTO Meeting Minutes

November 13th, 2019

First Meeting called at 3:35 PM by Jeni Reed, Vice President

Second Meeting called to order at 6:02 PM by Dianna Black, President

## Attendees

3:30PM Dianna Black, Jeni Reed, Claudine Lund, Tim Rice, Krista Tessymen, Nikki Jackson

6:02PM Dianna Black, Shannon Ellis, Rachel Giunta

## Agenda

October Meeting Minutes unanimously approved.

### Principal's Report

1. New Vice Principal to be Julie Couch and she will start on December 9th. Various staff changes taking place due to Mrs. Laroche coming back from maternity leave and the anticipation of Ms. Roberts going out on maternity leave in February. We are in need of some long term substitute. We have a reading position open.

### Treasurer's Report

1. Current Account Balance \$2,812.88
2. Amazon Smile earned \$16.36
3. Trunk or Treat donations \$53.05
4. One expense of \$28 for a zip up sweatshirt exchange as the wrong size was ordered.

### Items Discussed

1. Meadow Farms Fundraiser
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Sales so far are \$1,700. The fundraiser closes out on November 18th, 2019. We have no way of knowing how many items sold, could earn between 30%-40% of sales depending on number of items sold. At this point the earning minimum is \$500 if no more sales are made. We need to improve communication with teachers about the fundraising objective. The teachers do their own fundraising for their classrooms so there doesn't seem to be a clear understanding how the PTO will use the funds. We as a group agree that we need to have a larger lead time in order to prepare the catalogs etc and we should be attaching a flyer to each catalog about the fundraising objective.

## 2. PTO Insurance

Rachel and Dianna have explored alternate insurance options for our group. Current coverage is general liability only with The Hartford. Rachel advises the group should have at least general liability as well as director's & officer's coverage. Rachel has recommended using the group program through PTO Today and Dianna has also received a recommendation from a different independent agency that PTO Today is the most comprehensive program for the cheapest price. We have until December 12th, 2019 to finalize the change of insurance carriers. Current insurance expense is \$615. PTO today's plan would cost just under \$500 and would INCLUDE director's & officer's coverage as well as accidental medical.

## 3. Box Tops-November Collection

Rachel submitted the school's box top collection, we expect to receive a check for \$51.30. Next submission deadline is April 1st.

## 4. Holiday Craft Fair

Missing Santa suit has been found. 32 Vendors will be in attendance, craft fair runs from 9AM-2PM. The PTO is responsible for concessions only. We will have coffee, hot chocolate, donuts, croissants, muffins (donuts, croissants, muffins are all donated by Hannaford). Expected attendance is around 300 people. Shannon is making chili for the event. We will have one crock pot of meatless chili and 4 crockpots of hamburger chili. Drinks-water, coffee, hot chocolate, juice boxes to be sold for \$1 each. Bowls of chili to be sold for \$3 each. We will also have hot dogs for sale, and chili dogs for sale. Shannon, Dianna, Rachel, Christina, and Nikki to

work concessions at this event. Shopping will need to be done for juice boxes, sweeteners for coffee, creamer, hot dog buns, napkins, etc.

## New Business

### 1. Unpaid Lunches/Free & Reduced Lunch Form Assistance

Rachel disagrees with paying delinquent balances at year end as we have no control over the amount of the expense we would be responsible for. She would be willing to donate time to help others in need to complete the free and reduced lunch forms so they can be submitted and either approved or rejected from a resource that is already in place to provide assistance. The group as a whole decided to table this item to school year end to see what the delinquent amount ends up being.

### 2. BINGO Night-Proposed by Rachel Giunta-this has unanimous approval. We will be moving forward with this event. Rachel will be the chairperson. Event to take place in January, TBD

# BINGO

**Objective:** A family friendly event that would also act as a fundraiser.

**Target Participation:** 100 players or about 10% of the school community

#### **Items Needed:**

Microphone (Sound System), tables, chairs, bingo game consisting of calling cards, chips, playing cards, five-raffle prizes consisting of one grand prize and 4 smaller prizes. We would concurrently run a concessions stand and also conduct a 50/50 raffle.

#### **Anticipated Cost:**

\$29.74 with an Amazon Prime Membership. Recommended Item to purchase is: Bingo Royale Bundle Complete Bingo Set with 1,000 chips, 100 cards, and jumbo deck of calling cards-All-Inclusive Kit for Schools, Rec Centers, Senior Homes, Charity Events, and Large Group Games. It has 406 ratings and is rated at 5 stars. I

would also recommend purchasing another 1,000 chips for \$9.75 (this is included in the total estimated cost listed above) In addition to raffle items-cash prize could be the grand prize, maybe \$50? Other raffle ideas could be a gift certificate from [www.restaurant.com](http://www.restaurant.com) (Alton Village Pizza available \$10 certificates only cost \$4 or Gauchos Churrascaria (Manchester) has \$15 certificates available for \$6), \$25 visa gift cards, or some type of children's toys. Winner of game will be able to pick the prize.

### **Estimated Revenue:**

Based upon research, playing Bingo at a local bingo hall such as Funspot could cost anywhere between \$1 up to \$10. The charges vary from price per game or price per card. I'd recommend using the pricing strategy per card in lieu of a per game charge. A charge of \$3.50 per card seems reasonable and players would be able to purchase/play more than one card at a time to increase their chances of winning. Maximum estimated revenue from playing card sales would be \$350. In addition, the concessions stand revenue I would estimate to be around \$525.

Drinks \$1.25

Slice of Pizza/Hot Dogs \$2.50

Homemade baked goods \$0.50 each

Popcorn \$1.00

Potential Revenue Per Person: \$5.25

**Location:** BES Gymnasium, day and time are TBD

**Personnel Needed:** Two to sell cards at the entrance, two or three people working concession stand. One bingo caller. Set up Crew & Break Down Crew.

**Organization:** Need shopper to get prizes, concession stand items, someone to solicit homemade baked goods, someone to solicit donations. Someone to request use of facility.

**Summary:** For a single expense of \$29.74 this equipment can be used over and over again to generate revenue for the group. It's a fun event for families to attend that raises funds at the same time, it is not a direct ask for money. I believe

incorporating a family friendly event that is a fundraiser will be very successful and generate a positive buzz within the community. Respectfully submitted for consideration by Rachel Giunta.

### 3. Early Release-December 4th, 2019

We will be providing a coffee cart with muffins, cupcakes, goodies, etc for the teachers to enjoy during their professional development time with Mike Anderson. Set up in the teacher lounge. Shannon said she would be available to assist in setting this up.

### 4. Teacher Wellness Drive

Dianna will work on donations letters to Target, Walmart and Hannaford for tissues, hand sanitizer, plastic utensils, and cleaning products. The following franchises Target, Walmart and Hannaford require a three week lead time. Krista to put together a list of item of the week.

### 5. Bulletin Boards

Some of the members have noticed that the PTO has bulletin boards that haven't been updated. We have a bulletin board by the GYM and outside the library. Shannon has expressed interest in being able to decorate and utilize the bulletin board space we have.

MEETING ADJOURNED

## Next Meeting

1. Next Meeting is **December 11th, 2019 at 3:30 & 6PM**. 3:30PM & 6PM meeting to be held at the BES Library.

If you have a thought or idea that you would like to discuss at the next meeting be sure to reach out to a board member or community at large member to get added to the upcoming agenda.