

Loranger - Jameson

Parent Teacher Organization



Meeting Minutes

Date/time: Monday, 4/4/16 | 6:00 pm
Location: Jameson library
Attendees: Kim Beaudoin, Mark Beaudoin, Nicole-Jo Charette, Sean MacWilliam, Barbara Roberge, Samantha Sauls, Nicole Arey, Buffi Webber, Teresa Androkitis, Ashley Martin, Andrea White, Lisa St. Louis

Treasurer's Report

Kim provided an overview of the [April Financial Report](#).

Summary:

- Beginning balance of \$5,763.98
- Total expenses of \$4,153.97 (field trips, wish list, Mad Science, Penny Social, etc.)
- Total deposits of \$4,900 (dance fundraisers)
- Future anticipated expenses of ~\$1200 (Teacher Appreciation Week, field trips)
- Future anticipated deposits from Kohl's grant and Box Tops
- Total projected balance: \$5,210.01

Faculty's Report

Mrs. White/Mrs. Roberge/Mrs. Lees report

Teacher	Grade	Amount/Detail	Status
Deb Maksut	Speech	Yoga cards - \$33.76	Pending approval

- Ms. Hopkins (music) is establishing an annual membership to [NAEIR](#). NAEIR offers large quantities of markers/sharpies/trinkets/books, etc.
- Group discussed membership to [Ruth's Reusables](#). Consider using the Rec bus to coordinate a trip to Ruth's for teachers.

Principal's Report

Mr. Flaherty, Ms. Fletcher, and Mr. Shabo were unable to attend. No report this month.

Old Business

- Box Tops:
 - Keep sending them in—they'll be submitted in the next school year
 - The check from the last submission should arrive sometime in April
 - Contemplating doing the snow cone machine for winners of last contest. Maybe during a Field Day?
- Penny Social considerations for next year:
 - More seating for attendees
 - More tables – horseshoe setup?
 - Shorten the length of time in calling tickets: perhaps Mr. Shabo picks from one location and winners come to the prize table?
 - Make \$1 tickets easily distinguishable (perhaps a different color?)
 - Clearer posters, signs, and instruction—consider laminating
 - PTO members should be easily distinguishable (aprons? lanyards?)
 - Secure a volunteer to take pictures of kids, winners, baskets for Facebook/website. Perhaps a group photo at the end?
 - Clearly communicate in flyer that there is a specific time for ticket sales as late attendees didn't realize this
 - Consider extending event timeframe as it usually runs over
 - Consider being more descriptive with the event name. Instead of *Penny Social* – maybe *Penny Raffle*, *White Elephant*, other?
 - Attempt to procure more tangible prizes next year as the kids enjoy them more than the gift cards. Giant whoopee pie was a huge hit.
 - Look to begin asking for donations at the end of the summer (before local shops close up and to give larger businesses more time to process the requests)
- Water Cooler:
 - Original plan was to have a maximum of 10 bottles at each school. However, it hasn't been delivered that way. The water company has been replacing based on demand/usage.
 - Kim has communicated with delivery man and has asked that they leave no more than 6-7 (Jameson) and 10 (Loranger) replacements when they come for empties

New Business

- Officer nominations will occur at the May 2 meeting with elections occurring at the June 6 meeting. Available positions: Treasurer, Secretary, Vice President.
- Discussed including a note in the Fall PTO Welcome Letter to solicit parent donations. This method has worked well in the past for parents who don't have the time to spare but would like to make a monetary contribution.
- Discussed purchasing an item for each school with excess budget dollars. Ideas: projector, PA system, curtain for Loranger stage. Kim will look into obtaining cost estimates before bringing items to the PTO for consideration.
- Kindergarten screening occurs 4/11, 4/12, 4/13. If you're interested in volunteering at the PTO table, please contact Kim. Details (stats, dollars raised, event pictures) to be collected for flyer.
- Next PTO Dance is slated for May 20. Mr. Shabo will DJ, concession table will be set up, Hawaiian theme selected.

- Teacher Appreciation Week (May 2-6). The PTO has budgeted \$200 for each school (135 teachers). The plan is to do something for all 5 days of the week and use funds allocated (and possibly send a note home for donations). Ideas discussed:
 - Children send in special notes for teachers
 - Nacho salad bar, yogurt bar, ice cream sundae bar (solicit parent volunteers to watch classes in the afternoon while teachers partake)
 - Coffee/donuts
 - 5-minute massage: look at local massage schools for reduced rates
 - Other? Contact Kim with additional ideas.

Adjournment

The next PTO meeting is scheduled for May 2 @ 6:00 p.m. in the Jameson library. See you there!

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Loranger-Jameson PTO - Monthly Financial Report

April 2016*

Beginning Balance

\$5,763.98

Expenses

Date	Check #	Who	Description	Category	Amount
3/7/2016	1021	Christina O'Neal	Peaks Island field trip	Field Trip - 1st Grade	\$172.80
3/7/2016	1022	Loranger School	Grades 4-5 - computer mice	Teacher Wish List	\$84.00
3/7/2016	1023	Heather Putnam	childcare	PTO Expense	\$25.00
3/7/2016	1024	George Shabo	floor hockey trophies	Floor Hockey	\$200.00
3/7/2016	1025	FOKO	Loranger organ program	Organ Program	\$500.00
3/7/2016	DEBIT	Wal-Mart		Fundraiser - Penny Social	\$9.06
3/14/2016	DEBIT	State of Maine	annual report filing	PTO Expense	\$35.00
3/15/2016	DEBIT	National Bingo Bag Fact	tickets	Fundraiser - Penny Social	\$45.32
3/15/2016	DEBIT	Sam's Club	concessions at the social and dances	Fundraiser - Dances	\$11.14
3/16/2016	1026	Mad Science		Mad Science	\$2,015.00
3/18/2016	DEBIT	Wal-Mart		Fundraiser - Dances	\$12.66
3/25/2016	DEBIT	Wal-Mart	bike	Fundraiser - Penny Social	\$52.72
3/25/2016	DEBIT	Target	raffle items	Fundraiser - Penny Social	\$82.48
3/26/2016	1027	Candice LaSalle	CLYNK bags	CLYNK	\$9.24
3/26/2016	1028	Kristin Zecchinelli	box tops postage	Box Tops	\$39.61
3/28/2016	DEBIT	Wal-Mart	popcorn, markers and crayons	Fundraiser - Penny Social	\$18.35
3/29/2016	DEBIT	Wal-Mart	tape, paper bags, tickets	Fundraiser - Penny Social	\$10.95
3/29/2016	DEBIT	Sam's Club	concessions at the social and dances	Fundraiser - Dances	\$40.56
3/30/2016	DEBIT	Michael's		Fundraiser - Penny Social	\$19.63
3/31/2016	--	n/a	reconcile adjustment (CK 1765)	Uncategorized	\$29.99
4/3/2016	1029	Loranger School	7th grade field trip	Field Trip - 7th Grade	\$500.00
4/3/2016	1030		VOID	--	\$-
4/3/2016	1031	Southworth Planetarium		Field Trip - 6th Grade	\$173.25
4/3/2016	1032	Kim Beaudoin	items for penny social	Fundraiser - Penny Social	\$54.03
4/3/2016	1033	Samantha Sauls	items for penny social	Fundraiser - Penny Social	\$13.18
Total Expenses					\$4,153.97

Deposits

Date	Who	Description	Category	Amount
3/26/2016		Pre-K-2 Dance	Fundraiser - Dances	\$644.00
4/2/2016		Pre-K-2 Dance	Fundraiser - Dances	\$436.00
4/2/2016		3-5 Dance	Fundraiser - Dances	\$800.00
4/2/2016		Penny Social	Fundraiser - Penny Social	\$2,935.00
3/31/2016		VOID - check 1011	Teacher Wish List	\$85.00
Total Deposits				\$4,900.00

Ending Balance

\$6,510.01

Teacher Wish List

Starting Balance \$436.77
This Month's Requests \$(1.00)
Ending Balance \$437.77

Future Expenses and Deposits

Date	Who	Description	Category	Amount
--	--	Teacher Appreciation Week		\$(400.00)
--	--	Field Trips	Pre-K, K, and 3	\$(900.00)

Total Projected Expenses and Deposits \$(1,300.00)

Total Projected Balance \$5,210.01

* reconciled to bank statements as as of 3/31/16

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