

## **GPO Meeting Notes December 12, 2017**

**Attendance: Beth Vischer, Tibbey Cail, Karen O'Donoghue, Lyn Leddy, Molly Patrick, Teegan VonBurn, Amy Bois, Jess Sifferlen, Sarah Reardon-Zoom Call**

**Welcome, Introductions and GPO Overview** –Lyn Leddy, GPO President  
GPO group picture

**GPO Goals for 2017/2018:** #1) Increase GPO Presence & Interest; #2) Increase Fundraising efforts; #3) Tighten up budget

**Guests:** Tibby Cail & Jess Sifferlen/ Italian Dinner Night Coordinators Event  
Coordinator picture.

- Jess-Information gathered for next year's Italian Night. Important to get as many volunteers as possible to make sure you have plenty throughout the event. This year they began with 8, but ended up with 2 when all said and done. This year they mostly asked people they knew already. Let's solicit the whole school for volunteers next time. Next year, should coordinators attend GPO meetings leading up to the event?
- Assigning volunteers to solicit businesses was good but some did not have the chance to get to those businesses in time. Worked with the Community Oven-Alyssa Pine, daughter of owner. They have not given the check to us yet and are not responding to messages left. They will continue to contact her for the money. Raffle prizes are challenging-lots of steps involved. Tickets sold at Dump, soccer jamboree, parent conferences.
- Many parents have asked for it to be at the school. Maybe we could just bring in food from a company-cater? Then have raffle items in hallway on tables?
- Tibby- Having it at the restaurant is much easier than at the school. The night of the event made the most money. The game was a success and added to the bottom line. Kirsten and Keirsten really helped with all of the background information and were very responsive when questions were asked. Could have had an extra week to get it all done.
- Suggestions made for future fundraisers: St. Pats-Auction at Atlantic Grill. People might pay more instead of for raffle tickets. Examples of items auctioned/to auction-first pew for different holidays and parking spots, Acorn School-raffle off front of carpool line, lunch with the Principal and four friends, Principal for a day, things that could be given without bugging businesses, staff could create special events that could be offered and auctioned off. Seacoast Community School has done the Sunset Over Portsmouth. Thoughts about this? Raffle baskets?

- Structure of what they did will be put into the current spread sheet.

### **Current Events and Fundraisers ( Nov. 2017-Feb 2018) Program Progress Reports**

- Boxtops Program-Waiting on check to come in. Call about Market Basket contest that usually occurs at one point in the year. Market Basket doesn't seem to know what we are talking about. Will be calling Box Tops headquarters. Need to talk to Student Council about training students in January. Update-Box Tops does not create the Sweepstakes for Market Basket, it is through a third party. They do not know what or when things will happen until the third party sends them the information.
- Original Works-Lyn-Amy Miller ran the program and said it was easy and the company was organized. We don't have the final numbers, but roughly Grossed over \$9400, Net-\$6000. Even though the company is great she suggested we look into other companies to price compare. Mrs. Hanson is retiring next year and will not be here to help with it. We need to make sure the next Art Teacher is aware it is coming at the beginning of the year. Email came from Original Works that stated it was the best year so far since 2009.
- After School Enrichment-From a fundraising standpoint this going well. Kristen Syphers donated her time and supplies and was a net of \$495. The painting vendor charges and donated \$58. Cookies netted \$350. Chess club broke even. Karen stated that enrichment has made a \$2400 profit. Going to have a winter and spring session will include the Seacoast Science Center, basketball, Japanese club to name a few.
- Making Faces Fundraiser-Annie Loomis gave us a check for \$450.
- Country View Fundraiser (Jan 22th-27th)-Karen-the event is set for Monday-Saturday, lunch and dinner only, includes take out. GPO must be mentioned when buying and we need to promote it. Fliers to go out in every mailbox for students. Can people post and #hashtag post when they are at the event(maybe win something if you #hashtag)? Molly will create the flyers, send out a school email, post on our Facebook page, put flier on the Country View bulletin board, etc.
- Feb Month of Giving-Organized by Sarah Reardon.
  - Things to get done:

Molly-Will create a Save the Date

Donate Now button-link it from an email we send.

Have a location in the office to donate cash/checks.

Flyer stating locations where you can donate, how you can donate

check, cash, donate now button in mailboxes and list what we want to fund(technology-k-2 iPads, science programs).

Have some sort of barometer to show how much money is given. Our target will be \$5000.

Would companies be willing to match donations? We are a 501c3. Email blast?

**Financial Report & Small Grant Requests** – Karen O’Donoghue, GPO Treasurer  
**Media/Marketing Report** - Amy Bois, GPO Marketing

- Small Grants:
  - 1.Barb Simone \$50 for science materials to coincide with Next Generation Science Standards. Money was available at the beginning of the year, but now is no longer. Approved
  - 2.Jackie Jorgansen \$50 14 students supplies for the full day kindergarten class. Approved
  - 3.Alyssa Brady \$40 46 Students. Supplies for science experiments. Approved
- Expenses:Italian Night expenses, Enrichment expenses, Miscellaneous \$380, Notepads, Small Grants \$330,Box Tops expenses, Paypal, Interest Income.
- \$26,085 Checking
- \$28,000 roughly in Money Market
- \$900 roughly Paypal
- First Reading Resource Fund Expenditure \$725

**Follow Up on Action Items from Last Meeting**

- Math Counts status-Teegan- Tracey Cheryl will be running it. Meeting one time a week with the math team including 6, 7, and 8 grades. Six kids have signed up. Lyn- GPO is supposed to pay registration and the school paid it. We need pay GCS \$175. Cheryl will get her stipend of \$700 after it is all done.
- Teegan-Working with Warren in writing a public infrastructure grant from the state. Access control- Would like to closely monitor who is accessing the building. There are 3 different keys for the building because of the additions. Need to be rekeyed and would like to have a proximity card system. Cameras have been installed. In 2015 Homeland Security came to

the building to let us know what we can do to improve. \$46,000 grant because of the extensive pieces to it.

- GCS Donated Book Drive-Molly sent out a Save the Date. We want to do a big push January 2. Another newsletter update will be sent home with students. Plastic bins have been requested as well. Beth and Molly will create the GPO bulletin board for this event.
- Gathering gift cards project from Shaws, Target, Staples, etc-Sarah will wait until after the holidays to solicit businesses for the cards.
- Class theme raffle baskets/trays-line hallways with baskets at Expo Night. Teegan is saying that Expo Night may be a little different. It has created a conclusion of the year a bit early. Thinking of bumping it to June? Sarah-RSA in schools. Children under the age of 16 may not be able to participate in raffles. Need to look into it.

## **8. New Business:**

- **Discussion on approving/rejecting the Fundraising Proposal** offered by Sarah Blaisdell of BEAM Fitness & Tutoring-Teegan was concerned that people felt the tutoring would be endorsed by the school. They could be using a different program than the school. What methods does she use? Amy-Dealing with kids we need to make sure if everything is okay, it's a higher liability. Do we want to fully endorse her under our name? BEAM asked for advertising for a class and Teegan mentioned that it wouldn't go home through the school mailboxes, or teacher's mailboxes. Looking at this through a liability standpoint. Can she do an enrichment program here at the school? She is able to and it is free advertising. Have Sarah contact Lyn about enrichment. We have decided that we will not have any fundraisers around children because of liability. Making Faces asked if she could say I'm donating-so we said we would help promote it. Making Faces had an event. Molly feels we should be careful when we approve one and not the other. We need to create something to put into the Bylaws.
- **Spring Fling** parent only social? (serves as fundraiser and social gathering for GCS parents) Lebel Winery in Portsmouth. Let's talk about this at a later date.

## **9. Discussion and Agreement on GPO obligations for 2017/18**

- GPO Bylaws: Introducing Corrections/amendments/additions to current GPO ByLaws
- Last day of school staff luncheon
- Staff appreciation day

## 10. Open Forum:

- Beth-Thank you notes to Kristen Syphers-donated time and supplies, Annie Loomis
- Should we go to the staff meeting to clarify any issues or questions they have for us. Address reimbursements. Teegan will find out the best time for us to go to a staff meeting.
- Budget Committee Tibbey-Technology was taken out of the budget for staff openings. Does GPO fund technology and it may be coming our way. Teegan-School is trying to replace staff laptops, set of Ipads for younger grades, and infrastructure for WIFI. Feeling the need where things are cut, a lot needs to be replaced. Chris has done a nice job with what he has.
- Teegan-Fogarty Grant of \$19,000 for reading materials. This will not change the Book Drive. We want many books in the school. Reader's Workshop is student driven at their level. Leveling the books is going to be the challenge. They need volunteers to help with this. In the future Fogarty Grant will have teachers fill out applications that want projects funded and have a committee for that.