

November 2017 GPO Meeting Notes

Attendance: Amy Bois, Lyn Leddy, Molly Patrick, Beth Vischer, Sarah Reardon, Karen O'Donoghue, Carla Rice, Oksana Sabelavoe, Erin Avery, Patti Porter, Melissa Connor

Welcome, Introductions and GPO Overview –Lyn Leddy, GPO President

Guests: none pre-scheduled

GPO Goals for 2017/2018:

- #1) Increase GPO Presence & Interest; #2) Increase Fundraising efforts;
- #3) Tighten up budget

Current Events and Fundraisers (Sept - Dec 2017) Program Progress Reports

- Boxtops Program-Beth Vischer. Raised \$1,859.40 and the check should be coming in December. Have spoken to Jonathan Dowling and Student Council can take over cutting and counting. Second part of contest will begin again in February and we will be training them in January. Dunkin Donuts to Transfer Station-and coffee.
- Original Works slated for Nov-Lyn Leddy. Tamara was trying to get the staff to buy Original Works. Email went out to them. All students have received forms.
- After School Enrichment-Lyn Leddy. There has been positive feedback from parents. Cookie Class doubled, very popular. Terrarium program maxed out. Art program doubled. Chess club opened up to second grade. We need to have minimum of 10 kids to make it work for an outside vendor. If you have more, there is a surplus. Can we make it a fundraiser? Let's move on to that and keep cost reasonable for families. Not all programs will make money, others will have a net profit. Lyn gave cash for deposit, and invoices to Karen.
- Italian Dinner Night-Molly Patrick. Still tallying-roughly \$3500 was made. \$1000 less than last year, but last year they had Election Day where they made \$2000. Molly will let us know the final number. The committee would like to have someone take it over for next year. Molly-exit interview for the committee to determine what worked, didn't, suggestions. "How to" file... Oksana-people are overwhelmed with raffle items and organizing, is there something else we could do. How can we make it easier for the committee? Can we do an auction rather than a raffle? Online auction? Melissa-each classroom could be assigned a theme for the raffle-class can send in money and have one person from classroom buy things or each person donates for that theme. The one person creates the basket. A book can be made of the baskets, so you could post it online ahead of time. This creates enthusiasm for the baskets from the students

because they had a hand in it. Prep everyone for the night. The baskets don't have to be done at the Italian night-so just Italian night and no raffles. People wanted to have it at school instead of Community Oven next year. Let's brainstorm this at the end of the year for 2018-2019.

- Expo Night-possibility of creating baskets to raffle off. Oksana-Bigger Stores are giving away cards-Shaws, Walmart, Market Basket, Lowes. Something to think about for events and raffles.
- Schoola-Nicole Connelly. Collected 30 bags. She is sorting, Boxing and Shipping. Any left over clothing will go to Savers which gives .20 per lb of clothing. Doing another drive in April. No checks have come in from Schoola.
- Veteran's Day Assembly went very well. GPO was going to fund \$33 for extra things that volunteers do not bring in.

Financial Report & Small Grant Requests – Karen O'Donoghue, GPO Treasurer

- Register of website-Amy, on paypal(could be an automatic renewal) but it was cancelled. \$49.95 was going towards the new plan purchase. Golf Email is not working now through the Go Daddy site. We have linked the Golf to the new website, should work through that. Karen will check on it.
- Lyn signed the annual report that goes to the State.
- Small Grants:
 - Third Grade Mrs. Hoppie- \$50. Supplies for Immigration Day. Asking for more explanation and receipts. This could be a result of lack of donations. Carla Rice said Tamara spoke with Amy Ramson-we don't have a budget freeze and looking carefully at monthly spending basis. Amy Bois-said it was hard to get parents to donate things.
 - Grades 2, 3, and 4 Special Education-\$30 Corrinne SinClair. Cuisnaire Rods. Used to reinforce strategy instruction. Amy explained it more. Approved.
 - Third Grade Kate Simons \$50-Units NGSS. Science related. (You buy into the website and then pull from the content)
- Financial Report-Italian Night-some revenue. No expenses. Some Box Tops postal expenses. Laminator is there now. Notepads money. Enrichment money-still need to pay instructors but will see revenue. Have spent \$5700 more this year than we have taken in. We haven't received our money from Italian Night, Original Works and Box Tops. Need to continue to fundraise throughout the year rather than just Fall.

Media/Marketing Report - Amy Bois, GPO Marketing

- *Will website be functioning with a donate now button by 2/1 for Month of Giving campaign?*
 - Ready to go next week with the website.
 - Need to remove financials and put that they are available by request. Explain other ways to donate.

- Go Daddy set up with 3 years, 50% of one year. Able to put \$49.95 towards it from the existing plan. There was a charge \$93.65 to the account as well. Some confusion as to what this charge is. The new plan is less expensive than the other one. Our plan is auto-billed each year.
- Stock images are \$60, \$143.64, Word Press is free. Jodi Holt has donated her services.
- Volunteering link? Under current events. Also, if you want to volunteer send us an email.
- If you have something to promote, bring to Amy to give ideas and create the marketing for it.
- Can we do a kickoff in January with month of giving. Party? Tag her name on the website. Thank you card.
- Amy will be able to make all of the updates necessary. Once things are changed then she can go live with the website.
- Has the URL changed? No. Password not changed and we have a link from the school website.

Follow Up on Action Items from Last Meeting

- Will Sara Huestis be Chairing Scholarship Committee & establishing the timeline. - Lyn Leddy. Sara will be chairing and it starts in March. Her son is graduating the following year so she will not be there next year. She will be training a new person this year. Could she send us monthly updates?
- School Book Fair info: What is the breakdown for how GCS acquires money/credits? - Amy Bois. Patti-Have at least \$8000 sales, if we sell \$2500 or more-25% of sales in cash or 50% of scholastic dollars or a combination of both. Sue Bacon was taking the cash and using it for things not in the budget. This past year she did use \$1000 scholastic dollars. Lyn-Lucy Calkins program (Each classroom needs appropriate leveled books. The classrooms do not have it. Are the scholastic dollars available for those purchases?) Karen met with Sue and Vicki about their money from the GPO. \$2200 left over from last year from the GPO funds. Media center is helping to fill the classroom libraries and need the funds. Sue Bacon knows what is best for the reading program and library and what to use from the Book Fair. Can we have a book drive at the school? Let's ask Sue Bacon if this is something that can be useful? Then do we have volunteers to level the books? They can tell us what the need is in the classrooms.
Molly and Oksana said they would head this up.
- Assessing the needs of Title One & Media Center & seeing if there is wiggle room for helping w/ classroom book needs. - Karen O'Donoghue Sue said that she is happy with her school budget.
- GCS laminator status- the staff loves it!!! We received a thank you from them.
- Math Counts status 7th/8th grade(math team that competes at UNH) - Tamara Hallee, Principal-Carla-Chris Caron surveyed the students and

there is interest enough for a coach. Amy Bois suggested Micah. Should be a stipend position but it is not in the budget for this year. Stipend can be \$700-\$1500. No staff member has volunteered even with the stipend. Can we have a parent? We need to ask Tamara what the requirements are for a coach.

- Ski Club status - Tamara Hallee, Principal & Lyn Leddy. Erin Avery will be heading it up. Ski Club is parent run. At this point we are at 30 students and can have a max of 50. Parents have volunteered to chaperone. John Marshall will be there every time. No money is exchanged. We pay the bus company after we use the bus. Packets for Ski Club are coming in.

Discussion and Agreement on GPO obligations for 2017/18-Discuss at a later date.

- GPO Bylaws: Introducing Corrections/amendments/additions to current GPO ByLaws-decided to complete this at an outside meeting.
- Last day of school staff luncheon
- Staff appreciation day

New Business:

- Fundraiser at Country View Restaurant - Karen O'Donoghue. Sandra on board for this. It is usually a week long and 15% of proceeds go to the GPO. January is a possibility. Week of 21-27. Nick and Charlies also does fundraisers.
- Fundraiser: Greenland night in Dec at Making Faces (Annie Loomis) w/ 10% donated to GPO - Lyn Leddy. Amy is marketing for it. Patti asked if you can purchase something during that day, can we still get the 10% to the GPO. Amy says that Annie will be doing that.
- Details about the GCS spending freeze by Financial Administrator - Tamara Hallee, Principal & Lyn Leddy & Molly Patrick. Amy Ramson is hoping to lift the soft freeze in early Spring, although that may not change. Hiring of the kindergarten teacher and not qualifying for Title 1 funding has created this. They are prioritizing expenditures for the school. We thought about sending out an email to staff about the budget and let them know that we have to prioritize with the grants coming, but decided not to.

Open Forum:

- Lyn-Need to be more mindful of how we spend our money.
- Carla said she would be willing to talk to all parents not just Special Education parents. Talk about education and what is important, not just academics, other social and emotional.