

Essex North Shore PTO
April 13, 2021 Minutes

1. Welcome

- a. In attendance: Co-Presidents: Nikki Champagne, Heather Thifault, Vice- President: Lara Helene, Secretary: Jennifer Brown

2. Treasurer's Report: Heather and Joe Thifault have been maintaining the financial reports as there is no current treasure.

a. Transactions:

Expense: Class of 2020 signs: \$2863.60

b. Balance:

- a. Starting balance of March 1, 2020: \$16,014.09
- b. Balance of today, 4/13/22020: \$20,249.39

d. 501(c)(3) reclassification update: everything has been filed. Last update from lawyer is that PTO should be hearing back soon. Everything has been filed, all forms submitted, documents/paper trail back from 2019 has been sent in. Waiting to hear from IRS to review and change status, and then we can register with the state.

3. New Business

a. Fundraising

i. Spring Backyard Makeover Raffle Updates:

- a. \$8835.00 for current sales
- b. 17 days left before raffle
- c. only thing left to buy is the \$1000.00 Lowes gift card, 2-\$150 to Market Basket & Total Wine; already purchased Yeti cooler for \$400.00; donated: Northeast Nursery, cornhole boards, Cole Landscaping: mulch and delivery \$450.00,
- d. PTO hasn't spent any of "our" money as PTO received \$1500.00 towards purchases for this fundraiser.
- e. as of today: 213 people have bought tickets
- f. current tickets sold: 6,783
- g. Live stream of opening up email of Rallied Up selected winner

ii. Golf Tournament update and raffle ideas:

- a. Heidi Riccio reached out to Dean & the school will be working along for the tournament.
- b. PTO will be doing a raffle for the tournament similar to the Backyard Makeover.
- c. Ideas of : another set of cornhole boards, donated set of golf clubs along with a gift certificate to a restaurant like Pellana.
- d. Monday, July 26th at Ferncroft
- e. PTO to be there? Do raffle at end of tournament

iii. Apparel Shop Dates for Acceptance Mailings and Commitment Mailings:

- a. Mailing are thick and won't work with acceptance letters being sent out. File is being sent to Heidi and she will print out and send out with acceptance letters. The ones that PTO had made, will be sent with package that all the forms parents have to be mailed out.
- b. Reached out to Rob from Universal to remind him of dates and that the store will be open for

two weeks.

c. Shop dates: from April 19-May 3rd

b. Teacher Appreciation ideas

i. update on Salem Five Grant: Nikki hasn't heard back from Brad

ii. Teachers: almost 300 this year

iii. This year we would like every teacher to receive something: gift card \$25.00/per teacher = \$7,500.00; will speak to Heidi to see what kind of gift card is best suited for all teachers.

iiii. Last year: 25/\$30 gift cards with raffle

c. Senior Scholarships (amounts, time frame, essay, quantity)

i. Need to send guidance what we would like to do

ii. Two years ago: PTO did four (4) \$250.00 scholarships; Last year PTO did four (4) \$500.00 scholarships

iii. This year: four (4) \$1000.00 scholarships open to all graduating students: college or trade bound

iiii. Need to decide essay topic: What are your future plans?

iiiii. In past guidance awarded scholarship. This year, PTO will screen essays and choose as it is money coming from the PTO. Essays will be submitted to us by student ID number so PTO members can not identify the students submitting applications.

iiiii. Laura will draft essay and submit to guidance with a deadline of Monday/Tuesday next week.

d. Senior Breakfast: Muara is looking for help, partial or full payment. Estimate is roughly \$650.00 for a breakfast during senior week. PTO has already spent \$2863.60 for senior signs and \$4000 in scholarships. See if we can get parents to donate by a drive to help and then PTO help possibly, donate by \$100.00.

i. What if PTO does video that parents/guardian can record message for their senior that can be played during the senior breakfast at \$10 to help cover the cost of breakfast?

e. Senior Sign pick-up updates: still have to get update on sign distribution.

f. By-Laws update:

a. We need to get By-Laws done. Received outline from lawyer. We need to file for the state. And also when we fill the open two positions.

g. Open positions

i. Treasurer & Vice President

a. will post open positions before next meeting after we clarify the job descriptions.

ii. Confirm other positions staying and can fulfill their responsibilities

a. Nikki Champagne: returning Co-President

b. Heather Thifault: returning Co-President

c. Laura Helene: not returning/son graduating

d. Jennifer Brown: returning Secretary

Next meeting: May 4, 2021