



November 2, 2023 PTO General Meeting

6:30 - 6:35 Call to Order & Acceptance of September Minutes

- September minutes accepted

6:35 - 6:45 Welcome, Introductions, and Board Positions (descriptions on back)

6:45 - 7:05 Principal Updates and Q&A

- Parent/ Teacher conferences ongoing and throughout the month of November- in school or at home- Election day 11/02 full day of conferences. Parents are encouraged to reach out to to set up these conferences w/ teachers or support staff. Also encourage parents to participate in these together.
- Picture retakes- November 13th
- Parents of 4th and 5th graders- Impacts of Social Media w/ TJ Potter on November 30th. He will also be meeting w/ 4th and 5th grade students to give age appropriate information.
- Holiday Concert (K-3) and Raffle on December 13th at 6pm
- Report Cards in December
- Parent Concern- Morning/ Afternoon drop off- more staff on duty to assist? Joann will coordinate this

7:05 - 7:15 Recent Events

- ★ Foam Party Fundraiser
- ★ Fairy House Tours- new approach for next year?
- ★ Kickball- may try for another in the Spring
- ★ Halloween Dance Party
- ★ ½ Marathon Water Stop
- ★ Staff Appreciation- every month! Will need Treat Trolley and Luncheon help needed.

7:15 - 7:30 Upcoming Community Events & Fundraisers

- ★ Staff Appreciation
- ★ Golden Ticket Emporium- Angi Manning Welch is heading this movement and PTO wants to fund her grant request for Emporium items. Will accept new



items: school supplies, small toys, puzzles, etc. Also, gifts of time/ experiences w/ teachers or parents of students

- ★ Directory- nearly ready to go to printing company
- ★ Election Day Bake Sale 11/7 (Still lots of need!)- Sign-Up Genius for food items
- ★ Bowling Night Thurs 11/9 (lots of tickets left—buy online!)
- ★ Flatbread Dinner Tues 11/14
- ★ December Movie Night Fri 12/8- The Grinch
- ★ Cash Raffle and Concert VIP (call for volunteers for team)- Winner selected at the K-3 Holiday Concert
- ★ Joining Dondero and LHS PTO for concessions at Connie Bean events- in the works!
- ★ Valentines Day Italian Dinner- call for Volunteers. Maybe connect w/ HS Culinary? Served by NFS 5th graders. Partner w/ HS students for service training?
- ★ Taylor Swift Dance Party at NFS as a fundraiser- in the winter sometime?

7:30 Wrap-Up

*Please feel free to linger after the meeting if you have questions for any Board Members or want to share more ideas. You can email us any time, too!

Article VII: Duties of Officers

★ **positions that are open for the 2023–2024 school year**

☆ **positions current Board Members are willing to stay in next year**

President (one year term) – *will transfer to Laura Coakley for 24-25 school year*

The president presides at all meetings of the organization; performs such other duties as may be prescribed in these by-laws or assigned to him/her by the organization; is a member "ex officio" of all committees; and coordinates the work of the Officers and committees in order that the objects may be promoted.

★ **Vice-President** (one year term and then one year as president)

The Vice-President acts as an aide to the president and performs the duties of the President in the absence or inability of that officer to act. The vice-president serves as President-elect unless unable to do so.



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★ **Secretary** (two year term)

The Secretary records the minutes of all meetings of the organization; has a current copy of the by-laws; provides minutes of the previous meetings to all members present at the next meeting; is responsible for the PTO bulletin board; and handles formal correspondence for the organization.

☆ **Treasurer** (one year term)

The treasurer oversees the Assistant Treasurer in his/her duties. The Treasurer is responsible for procuring insurance for NFS PTO and for keeping NFS PTO in compliance with tax rules and regulations.

☆ **Assistant Treasurer** (one year term and then one year as treasurer)

The Assistant Treasurer keeps a full and accurate account of receipts of expenditures; makes disbursements in accordance with the approved budget as authorized by the NFS PTO and/or president and is ready to report on financial status; and prepares necessary financial statements as may be needed for monthly meetings with a full reporting required for the June meeting.

★ **Volunteer Coordinator** (two year term)

The Volunteer Coordinator keeps track of and communicates needs about volunteer opportunities.

☆ **Section 7: Social Media Coordinator** (two year term)

The Social Media Coordinator oversees all social media communication with PTO members, including new forms of social media as they become relevant to the PTO audience.