



ESSEX NORTH SHORE  
AGRICULTURAL & TECHNICAL SCHOOL

## **PTO Meeting Minutes**

**Date 05/16/2023**

Officers: Nikki Champagne, *President*; Carolina Velasquez, *Vice President*; Maryann Linquata, *Treasurer*; Jacklyn Febles, *Secretary*;  
Trisha Rushbrook, *Member at Large*

Attendance: Kim Taormima

Agenda Topic	DISCUSSION	ACTION RECOMMENDATIONS	Owner	Target Date	
Welcome		None			
<b>Treasurer's Report</b>	<p>Reconciliation is up to date (5/15/23) Salem 5, Money Minder and STRIPE all balanced</p> <p>501 ©3 is still outstanding. Taxes must be filed for 2019, 2020 and 2021. May need to apply as a new Non profit.</p> <p>Treasurer's report of expenses/income was reviewed</p>	<p>None</p> <p>2021 ready to be filed. Awaiting documentation for 2019 and 2020.</p> <p>Schedule meeting to review next year's budget</p>	<p>Maryann</p> <p>Nikki</p>	<p>6/2023</p>	
<b>Old Business Non- Profit Events</b>	<p>Red Sox - SOLD OUT - 75 tickets purchased in advance. PTO purchased for \$26 each and sold at face value. Additional tickets were purchased and sold out fast.</p> <p>Celtics- Group tickets in the club level are \$112, tickets were left over, loss of \$2k</p>	<p>None</p> <p>None</p>			<p>X</p> <p>X</p>

<b>Senior Events</b>	<p>Scholarships-4 students have been collected. There will be 2 representatives from the PTO will be at the Ceremony Thursday 5/18 to present the scholarships.</p> <p>Lawn Signs– purchased through Sardella’s Signs out of Wakefield. Signs were distributed with some remaining. Families were offered to buy extra signs for \$10 each.</p>	<p>None</p> <p>None</p>			<p>X</p> <p>X</p>
<b>Teacher Appreciation</b>	<p>Melanie to Chair Committee. PTO has posted for volunteers. Committee stayed under budget. Committee obtained over 80 items worth over \$3k.</p> <p>Monday, May 1-Coffee/Tea Station with Doughnuts  Tuesday, May 2- The Whoopie Wagon truck  Wednesday, May 3- Taco/Burrito Bar  Thursday, May 4-Snack attack or Non alcoholic Margarita (TBD)  Friday, May 5- Raffle Day- Vendor donations</p>				
<b>Spring Raffle</b>	<p>Spring raffle profit was less than in previous years.  2023 \$12,100  2022 \$17,800  2021 \$15,485  Feedback received was that the sign up genius for raffle donations was confusing. Efforts were done at the same time as the Teacher Appreciation which may have reduced profits.</p>	<p>Consider re-thinking the type of fundraiser for next year. (color run)</p>			

<p><b>Summer Send Off</b></p> <p><b>Graduation</b></p>	<p>Ice cream had been presented the last two years with an underwhelming responses. A discussion was held as to whether or not to do the summer send off.</p> <p>PTO sponsors balloon arches and two pillars at graduation and seems to be appreciated.</p>	<p>Committee agreed to remove the summer send off plans from the budget.</p> <p>Committee agreed to continue graduation efforts.</p>			
<p><b>Board Positions</b></p>	<p>The PTO will need co-President as the next school year will be Nikki's last year.</p> <p>Seeking teachers for next year as well.</p> <p>Jackie will assume the Co-chair position and Kim will assume the Secretary role.</p>	<p>Meet with admin over the summer.</p> <p>Will recruit a Member at Large.</p>	<p>Nikki</p> <p>Nikki</p>	<p>07/23</p> <p>07/23</p>	
<p><b>Next Meeting</b></p>	<p>TBD in June to review/approve the Budget</p>				
