

## PTA Meeting Minutes 2.14.17

Attendees- Deanna Laird, Frederica Carpenter, Rebecca Rabeni, Susan Sanford, John Stevens, Melinda Rabbitt DeFeo, Paulo DeOliverio, Susan Schreck, Tabitha Calheta, Stephanie Immelt

Meeting comes to order at 8:22 am

### **I. Welcome and PTA Update**

*PTA Grant Requests (Deanna)*- only one application so far which is Gail Gardner -\$1,000 for 10 programmable robots for the tech lab, PTA decided to table until May 1<sup>st</sup> after all applications are in

*Membership Update (Deanna)*- John had sent out an email push to teachers to join; Dee sent out email reminder in Nov to those who hadn't paid, Freddie to follow-up with John names of those who currently haven't paid dues, Frederica turned in \$15 in membership dues for Susan to deposit

### **II. Treasurer's Report**

*PTA Audit (Susan)*- Big thanks to Tabitha Calheta and Susan Sanford for finishing the audit, Dee submitted the official PTA forms

-about \$10,000 currently in the account, still need some reimbursement receipts from Lizzie Ward- bulletin boards, Deanna- decorations for Valentines dance

*Accounting Suggestions (Tabitha)*- every check should have details in the memo, never do combined deposits, PTA mail box now has a folder to put checks in; no one should be taking out checks from mailbox except for Treasurer and "Asst Treasurer", Tabitha

*Garden Account (Melinda and Susan)*- Melinda and Susan to reconcile Garden account after the meeting; need to clear up as to how much money we voted on to approve for garden- Melinda believed that PTA would give \$500 in the fall and then pay the Soil Bill in the spring (which is about \$700), need to vote at next meeting funding to be approved for this year;

*Accounting Suggestions*- we need to have an earmarked journal entry; Melinda needs to submit receipts for reimbursement in a timely manner; Melinda may need to fill out a request for PTA grant for additional funds; Susan to send out an email to PTA officers in response to their meeting

### **III. Fundraising + Committees**

*Garden Seed Sale (Melinda)*- going great and online version is working well; deadline is Wed Feb 22nd; Darren did another email blast regarding fundraiser; currently have sold \$633 – Garden to get 50%

*A+ Plus Program*- Deanna to follow-up with Pam as to balance raised thus far (last meeting was about \$3,000) and ask Pam if she could be at Soup/Cookie Dinner with computer for sign-ups; Tabitha mentioned she thought she was enrolled but it hasn't been showing up on her receipt- good to double check enrollment status online; recommended to also send out an email reminder with link to check your status

*SchoolA (Deanna)*- raised \$1424 thus far which includes a recent check of \$248.84; unfortunately, donations have closed for the year-they are backlogged; need to push earlier next year, particularly at the summer/fall transition

*Vineyard Propane (Deanna)*- suggested to have the receipt box at the soup/cookie dinner to create awareness so that parents can know what to look for when dropping off receipts in office

*"Ways to Help" Flyer*- suggested for Frederica to refine the document, need more bulleted points and less text; Frederica to also type up Pam's A+ document

*Shoe Drive (Deanna)*- so far we brought in 18 bags, which is about \$180; our options would be to continue the drive through school year or close out and start fresh next year- voted to close out and ship shoes due to storage issues; agreed to do one last push til March 1<sup>st</sup>; Tabitha to go to dumptruck; Deanna to make sign for Sunday church for Melinda to take in; agreed to have shoes off of cafeteria stage by March 1<sup>st</sup>

*BoxTops (Susan Schreck)* – submitted and received \$135 for grades K-4; grades 5-8th basketball challenge for middle school kids to start March 1<sup>st</sup> – June 1<sup>st</sup>; each classroom gets a hoop and sheet of basketballs; end of date there will be a basketball raffle for winners; suggested to announce winners at field day in June

#### **IV. Events and Planning Calendar**

*Field Day (Deanna)*- last year PTA paid for a clown entertainer; this year Susan Sanford suggested to rent the rock wall for the day- cost is \$500; approved by Mr. Stevens- voted and approved by PTA; John to get us date for field day event

*Soup/Cookie Fundraiser (Deanna)*- re-scheduled from snow day to this **Thurs Feb 16<sup>th</sup>**; set-up starts at 4:30, event starts at 5:30; need volunteers to set-up, serve and clean up; currently have plenty of soups- Deanna requested more cookies from company (specifically with no nuts), families to bring salads and/or bread

*Pizza/Bingo Night- March 24<sup>th</sup>*- agreed to get pizza from Wolf Den

*Dine to Donate at The Wharf (TBD)*- John to ask Will Coogan for an event date

**Next PTA Meeting- Tuesday, March 14<sup>th</sup>**

Meeting Adjourned 9:50 am