

# PTA Meeting Minutes 11.13.2018

**Attendees:** Deanna Laird (President), Frederica Carpenter (VP/Secretary), Michelle Oteri (Treasurer), John Stevens (Principal), Nancy Cole (School Librarian), Stephanie Immelt (SRO), Heather Hunt, Brooke Leahy, Corey Marolf, Jen O'Hanlon, Susan Sanford, Bethh Zeller, Alisha Dunnebieer

Meeting started at 8:20 am.

## I. PTA Introductions & Update

- Review and approved minutes from October PTA Meeting, with one change/addendum regarding Halloween Party expense item. (PTA awarding Darren Belisle \$200 cash, not \$100 gift card).
- Membership Update: Received additional sign-ups. 30 paid memberships to-date for 2018-2019. Brooke Leahy leading PTA membership drive, John Stevens reminding teachers that PTA renewal is yearly.
- Welcome Alisha Dunnebieer!

## II. Debrief of Key October Events

- Anti-Bullying Assemblies – Monday, October 15
  - Highly positive feedback. Surveys to be reviewed, Jen & Heather update for next PTA meeting.
  - Jim Jordan's Website: ReportBullying.com - a great resource for parents.
  - Contact Heather Hunt if would like to join committee and join next meeting.
- Book Fair – October 19-26
  - Nancy Cole provided recap. Successful book fair- raised more funds than 2017. Gross sales totaled \$10,969.71 with net proceeds to PTA \$1,296. Nancy also mentioned that the Author Visit on November 7th was very well received. PTA covering travel expenses (approximately \$350.)
- Halloween Party – Friday, October 26
  - Terrific event! Highest attendance, great feedback.
  - Areas for improvement: Better staffing of the games with more helpers. More visible signage for donations request to cover pizza, popcorn. If giving out live fish: provide a form with instructions (i.e. from Little Leona) on how to care for the fish and accepted responsibility with parent consent.
  - Michelle confirmed overall cost: \$1,756; \$500 contribution from Dukes County Sheriff's Assoc.; Net cost: \$1,256.
  - Corey plans to inventory the Halloween supplies with Deanna and consolidate planning list; order plastic containers for more effective storage. (PTA approved to reimburse containers cost).

## III. Treasurer's Report

- Susan confirmed transitioned Treasurer's files and overall process to Michelle Oteri, new PTA Treasurer.
- Committee of 3 people confirmed for completion of audit: Paolo DeOliveira, Heather Hunt, Brooke Leahy. Audit Meeting planned for Tuesday, Nov. 20 at 8:15am.
- PTA Reimbursement requests confirmed:
  - Deanna Laird-- PTA Banner: \$147.04; Pizza for PTA sponsored event (Jim Jordan): \$143.43
  - Summer DeSouza-- \$25.46
  - Susan Shrek-- Boxtop Postage \$15.10
  - Nedine Cunningham-- \$481.81 receipt (need reimbursement form from N. Cunningham)
- PTA Memberships via signup.com: Susan provides signup.com updates to Michelle.
- Note: \$60 remaining from Teacher/Staff luncheon in form of gift cards (Waterside) to be used at later date.
- Donation: (see Sept Meeting Minutes) Determining usage guidelines and higher interest rate of return.

## IV. Committees & Fundraising Updates

- Classroom Parents
  - John will send out another update on classroom parents.
  - Updates at meeting: Jen O'Hanlon for 1-McDonald. 2-Fournier open for classroom parent.
- Health & Wellness
  - Quarterly meetings about nutrition, health, exercise.
  - Next quarterly meeting: November 28 @3pm

- PTA Recruitment / Marketing, PTA Bulletin Board:
  - Thanks Brooke for awesome bulletin board, ongoing ideas for PTA recruitment & marketing!
- Fundraising Updates:
  - PTA Auction / Dine-to-Donate Event at The Wharf
    - Date Confirmed: Saturday, February 2<sup>nd</sup>. Save the date announcements in early January.
    - Heather organizing donations list, bringing to Dec. PTA meeting. (Deanna has 2017 list.)
    - Donations offered at meeting: Facial (Alisha); Circuit Styles (Corey)
  - A+ Rewards – Stop & Shop
    - How to simplify process to register/renew: Heather will help figure out simpler process.
    - Susan confirming last check from S&S was deposited (per Pam Hurley, Oct. Minutes)
  - Amazon Smile: Deanna distributed posters
  - Vineyard Propane: Deanna reported update from Heidi that we reached \$2K threshold!! Check will be received in the spring.
  - Schoola: Deanna reported on simple process for donating clothes (see website)

#### **V. New Business**

- Question raised about process for hiring new principal, and PTA requested representative be included on the committee. John Stevens confirmed Superintendent Matt D'Andrea will contact Deanna to follow-up.
- PTA planning to alternate evening & morning meeting times to accommodate more people's schedules. Looking into having the January 8<sup>th</sup> 2019 meeting @ 5:30pm at the Edgartown Library.
- PTA would like to have more diverse representation and involvement with our Brazilian community. Deanna, Brooke and John Stevens following up to address this need.

**Next PTA Meeting:** Tuesday December 11 @ 8:20 am.

Meeting adjourned at 9:35 am.