

October 18, 2018

Meeting Start: 3:20 pm

September minutes were approved. Jen Catolane motioned and Kathy seconded. All approved.

In attendance: Aimee Magovern; President, Dana Pustinger; Vice President, Dawn Odell Lemon; Treasurer, Linda Curtiss; Secretary, Jen Catolane, Jennifer Hibbins Salzano, Jennifer Heath-Thomas, Megan Smigel, Amanda Leavenworth, Katie Murray, Amy Maxton, Bethany Mielke, Meaghan Martin, Rebecca Hamill, Tom Nadolny, Kathy Adams, Nanette Higgins, Michael Flower.

PRESIDENT'S REPORT:

- Staff Appreciation Days: A silver basket of goodies was sent to Jeff, Valerie and Matt for Custodian Appreciation Day.
- Sunshine Gifts: Looking for a volunteer to take on Sunshine gifts to send a note and gift card when needed: Dana and Linda will continue until someone else steps up to take it over.
- Thank you cards were received from Margi Middleton, Jenna Daly and Mrs. Lander for their sunshine gifts, as well as Meaghan Martin for the printer.
- PTA Membership: 63 members so far
- Box tops: \$206.60 was raised from box tops as of November 2018. Mrs. Hamell's class raised the most at \$87.40. Jen Catolane volunteered to get supplies for the preschool class's party. All of the classes participated.
- Role of PTA President: Aimee can handle emails coming in, communicate with people who are in charge of things, but in need of people to step up and oversee things, Aimee can get people the things they need to be successful but won't be able to oversee every single set of each event.
- Fall fundraiser profits: Aimee sent a note asking the teachers about dividing these funds. All of those who responded said they would like it equally shared among the classrooms.

VICE PRESIDENT'S REPORT:

- Family Fun Night: Entertainment is all set for November 9th. We received a discount for changing the date to accommodate him. Dana spoke with The Knox. They will be able to provide pizza for the event. Not sure about prices yet. She will send out a signup genius to find volunteers to help with setting up and serving. A flyer can be hung up at the Knox. Kathy will tell Otis Observer and OCC about the event being open to the public.

SECRETARY'S REPORT:

- PTO Expo: Aimee and Linda went to a PTO expo in Hartford and learned about many new fundraiser ideas, and also got a lot of ideas for getting more parents involved, and how to have more successful fundraisers.
- Handwashing Campaign: Linda made large posters that encourage handwashing to hang around the school. Jen Thomas mentioned making small ones to put around the sinks and bathrooms. Linda suggested a fun glitter activity to do with individual classes to show how germs get transferred and how to effectively remove them. Mrs. Hamel and Mrs. Maxton said they would be interested in doing it in their classrooms. It was suggested that it be done in health class with Mary Beth. Mrs. Hamel and Linda will be in contact with her to set it up.

TREASURER'S REPORT:

- Financial Update: Bank account balance is \$15,760 less classroom accounts, leaving our account at \$6,630. Mrs. Mielke has balance of \$92 in her classroom account. We received a donation from Eugene Bacon of Otis Reservoir Property Management for \$100. Linda sent a thank you card out to him.
- Membership dues: 44 members at \$220.
- A check was issued for \$300 to FRRSD for office supplies and \$59 for PTA pens we gave out at back to school night.
- Expenditures to date: The guitar, Custodian Appreciation gift, Nurse Appreciation Day, Sunshine gift for Jenna, Nature's Classroom for hot cocoa and whale watch, \$5 per person, for a total of \$145. Springfield Thunderbird's game expense was \$1081.
- Fall Fundraiser: Not all coupon books have come back. Notices will be sent out to have students who did not sell any books to bring back coupon books. Sales may have been affected because other schools were selling at the same time as or before us.
- Dana reported that Kathy Couch said a wreath fundraiser was the most successful for her in the past. We may try that next fall.
- Katie Murray suggested doing a family dance as a fundraiser, with a raffle. They had success with that at her previous school. Tickets were \$10 per person. \$25 max per family. They received donations from restaurants. Sold raffle tickets for \$1. Could be a Halloween dance. February, March or April might be a good time when things are quiet.
- Amanda reported that when she was attending school at FRRSD years ago they offered spring photos so siblings could have pictures done for family members. Family members could order prints from a website.
- Cash Calendar: Kathy will do the layout again this year. Dawn will send out letters to previous donors. Soules Fitness is interested in donating. Ozzie's Glass Shop is interested in donating a piece of art which could be used as a raffle prize.

OLD BUSINESS:

- Back-to-school-night: 20 members signed up at that time and were entered into a raffle. From the raffle Margi Middleton won the 4 Thunderbird tickets but did not use them. Ms. Ferrara won the Holiday Shop gift card of \$10. She donated it back to the PTA. Amy Maxton and Mr. Flower won the Cash Calendars.
- Scholastic Book Fair Update: Dawn was able to cancel the book fair for this fall. We will revisit it next year.
- Springfield Thunderbird's Game: 77 tickets were sold, 9 chorus members sang The National Anthem. Perhaps Mr. Flower would like to make it an actual field trip next year in order to make it easier for more students to attend. Last year nearly 20 chorus members were there. Nature's Classroom was heading out the next day, so that may have affected the attendance.
- Holiday Shop (Jennifer and Kathy): Preschool decided not to sign up for a slot to visit the Holiday shop. Preschoolers can still shop with a parent or family member. Amanda suggested she could take a few preschoolers at a time to shop during the day. Kathy will contact Vanessa about donating jellies and sauces again, as well as others who have donated in the past. Linda can make earrings to donate to sell. Aimee will talk to people at the senior center about donations. Donations worth more than \$5 can be set aside for raffle prizes. Kathy mentioned to be sure items are rationed and not set all out in order to have some of everything left by the time the upper grades shop. All purchases should be added to the spreadsheet to keep track of items.

- Storage room inventory and paper goods: still needs to be organized. Amanda will contact Jess McCord and set up a time to do it.

NEW BUSINESS:

- Music Department requests: Mr. Flower expressed gratitude for all the support he has received in the music department, including the new guitar. He has been writing 2 grants; one is for the drama program and the second is a matching grant. The OCC will match \$1 for every \$2 donated to the program by the PTA. A few more electric guitars were donated by a parent. He is hoping to fill the gaps in the music room with instruments that the children could most benefit from. He could use 2 more ukuleles, as well as a few other instruments. Dawn suggested we give \$400. Tom said he will sit down with Mr. Flower in December as he is preparing the budget to see what is needed and what the school can provide. Aimee suggested a \$500 donation to music department. All voted “yes.”
- Staff Dinner during parent-teacher conferences: For approximately 15 staff. Menu needs to be planned and food purchased. Possibly lasagna and salad from BJs or a local restaurant. Tacos? Soups and salad? We can use sign up genius to have parents make dishes. Aimee will reach out to Vanessa to see if she can help out with the dinner.

Meeting adjourned: 5:02 pm. Dana motioned, Jen C. seconded.

Respectfully submitted by Linda Curtiss; Secretary