



Thursday September 24 2015

Meeting Start: 3:15 pm

Minutes approved from previous meeting.

In attendance: Wendy Berman, President; Craig Drenga, Vice President; Kathy Adams, Secretary; Meaghan Martin, Teacher; Alicia Dunaj, Kathy Couch, Ashley Nelson and Stacey Schultze, Parents / Committee Heads.

President's Report: Wendy

Staff Room Snack Bar. 3 staff members have stepped up to do shopping.

Room Parents. PTA used to coordinate; now teachers coordinate.

Logo, Facebook, Website and Google Calendar. Implemented PTA visual branding standards on newsletter, school website, Facebook page. School website PTA page now links to FB, etc. Laurie Flower to simplify complex permalinks to just read "PTA." Google Calendar now on PTA website under "Calendar": anyone can link to it and sync it with their desktop or mobile calendar.

Child care during PTA meetings. Trying to use a space where kids can be active, away from computers. Snacks NG around keyboards. It was noted as soon as band practice begins in gym, basketball and football cannot take place concurrently; now, addition of Boy Scouts every Thursday, 3-4 pm in cafeteria.

Goals for Year. Grow membership (per national PTA). Last year we had 51 members and currently we are at 41. Shopping rewards programs Stop & Shop, Price Chopper and MightyNest.com; last year for Target, ending RedCard program in May 2016. Increase "found, free" money through Box Tops and Labels For Education. Kathy C. said she might possibly have a co-coordinator for Campbell's Labels for Education; to confirm later.

Treasury Report

- \$6,309.59 in classroom accounts.
- Started year off at \$8,390.52.
- Had purchases for financial filing fees (required), first day of school for staff treats, snack bar, and holiday shop purchases.
- Puts us at \$7,833.06, minus money earmarked for Flying Deer Nature Workshops gives us a current total of \$6,583.06.

Secretary's Report: Kathy A.

Newsletter revamped per PTA visual branding standards. Mr. Keller and Mrs. Martin sent student submissions to our new town newsletter, *The Otis Observer*.

Holiday Shop: Kathy, coordinator

Wendy, Kathy C. and Kathy A. have started to collect items. Items detailed online in new PTA spreadsheet. Generally breaks even, not considered a fundraiser but enrichment activity. Kids really enjoy, helps teach budgeting. Range \$1,100-\$1,300.

Membership Drive Update: Wendy

Kathy A. to hand-write names on new PTA membership cards; Wendy will email list. Kathy C. suggested we send PTA content to Otis

Observer asking membership; Wendy confirmed much already sent.

Fall Fundraiser, Square One Art

Each child receives their own, individualized catalogues by October 19; we should receive all products by November 18, but timeline might change. Will try to push it out longer, so not selling for only one week, but get in at least two weeks. Kenly to inquire. All items should arrive sorted by classroom. First thing to come back is a sheet of stickers; if each child takes one (perhaps each class gets a time slot on a day), they can apply to a "wall of art" as Kenly suggested for all to see. Kenly to check in with Tom.

Last year, for Flower Bulb fundraiser, top classroom prize was pizza party; top sellers also got prizes (gift certificates). Maybe Tom could have another pizza party with kids. Suggested rewards: pizza, popcorn and other prizes. Kathy C. stresses prizes should be based on percentage of participation, not on dollar amount (since classes are different sizes). Stacey Schultze suggested free meal tickets or coupon book prizes, donated by companies; Kathy C. in turn will draw up letter to see what businesses may donate, as incentive to children (want to be conscious of who we're approaching for Cash Calendar).

Meaghan said 51 Park offers personal pizza prizes (with understanding that a parent must accompany and purchase a meal). Jen Kearin is manager. Ashley Nelson will check in and inquire of Jen. Kathy C. suggested another form of recognition, such as wearable star or badge.

New Business

Sunshine Fund. If a staff member is out, or someone in school community has a death in the family, PTA sends a gift card they can either use or give to charity of their choice. Currently have a staff member out; want to give comfort to Barrett family; and Rebecca Beham's grandfather passed away. Kathy C. compiled lists from the staff about their likes; potentially a great idea to cull from.

Melissa Costa would like to purchase a piece of playground equipment in memory of Cora. Would the PTA like to donate? Ideas include: helicopter in Pre-K to sit in, other ideas (want to be sure as many kids as possible can use it). Craig to speak with Melissa about budget, the three ideas, and report back. Unanimous consensus to donate.

Paper & Copying Expenses. Kathy C. made a motion: \$300 to cover paper / copy expenses for PTA. All agreed. Wendy will talk to Ilona.

Paper Goods Purchases and Storage Room Inventory. Last year's inventory not itemized. Agreed to get all white or one-color plates and service, to cover any event. Kathy C. suggested \$300; but will first assess inventory.

Thursday October 1, meeting at 2 pm in the Storage Room to take PTA inventory: Wendy, Kathy A., Kathy C., Craig, Ashley Nelson and Alicia Dunaj. Beyond paper goods, will purge old Holiday Shop items not selling and donate them, plus organize and prepare for upcoming Holiday Shop sale.

Book Fair Discussion / Alternatives. Not thrilled with last fall's Scholastic Book Fair selection: overly geared toward younger children; too many tchotchkes. ChildrensBookStore.com offers 30% profit. Promo done however wanted; kids file wish lists. Wendy mentioned to Mary Turo, who is supportive. No other real opportunities in western MA; don't want to fritter away class time on narrow options. No-touch freight great for PTA. Can earn all year: 30% earned during active book fair; 15% earned remainder of year. Wendy to ask Laurie Flower to guide children to review website, learn to navigate during a class, create wish lists.

Idea for Family Fun Night coinciding with online book fair, shop online with school tablets. November, prior to Thanksgiving, but after Square One Art, scheduled with awareness that Teacher Conferences are November 10. Consensus unanimous. Pizza and salad, then kids at event in gym while parents in library putting in orders (as with Scholastic Fair). Brainstorm event ideas. Mad Science program. Book something soon, time of essence. "Jump Rope Jill" (Kathy C. will send info to Wendy), Ed the Magician?

Teachers also can have wish list. Money previously earmarked for librarian. Tom said we aren't in great need of new books at this time since Kathleen Bracken purchased quite a few in the last few years.

Indoor Recess. Difficult last year for paras running it. Karen Yvon approached PTA on behalf of Wellness Committee: will we be willing to purchase bins and equipment (aside from gym equipment) to use during indoor recess and stay occupied? Ideas: hula hoop station; board

games; inflatable bowling; many inexpensive items. Have to figure out what we need to get that is age-appropriate. Should not be too costly. A lot of times, kids are inside classrooms during indoor recess. Wendy will ask Karen to do a survey and make up a list of what paras / kids want? The PTA is supportive of providing.

First Aid Kits for Teacher Emergency Bags. Will discuss next meeting, with more people in attendance. Tom to bring sample kit to next meeting.

Box Tops. Suggestion to help kids take ownership, help trim and tape pieces that come in bags. Ashley will speak with Karen Yvon about assisting.

Meeting Adjourned: 4:45 pm.

Next PTA Meeting: Thursday, October 8, 2015 at 3:15 pm in the Library