



Davis Hill Elementary PTA

Meeting Minutes

October 20, 2008

Upper East Pod

I. Meeting came to order at 7:05pm.

II. September 2008 Meeting Minutes Approval

A motion was made by Terrie LaMarche to accept the minutes from the September 2008 meeting as written. Robin Pratt made a second motion. The minutes were approved.

III. Treasurer's Report

- a. A budget through Oct. 18th was distributed for review and discussion. Expenses for fall festival still coming in but are expected to be less than budget. Ending checking account balance is \$8582. Robin Pratt made a motion to accept the budget as written. Loree Bonczek made a second motion. The budget was approved. A copy of the budget is available upon request.
- b. Just a reminder the PTA is a tax exempt organization. Meredith has copies of the sales tax exemption form that can be presented when making purchases on behalf of the PTA.

IV. IRS Report

The PTA had received a federal penalty notice for a late mailing of Form 990. Meredith negotiated with the IRS and the penalty has been removed. Meredith plans to outline the treasurer's responsibilities as a legacy document for future treasurers.

V. Fundraising

- a. The Fall Fundraiser realized ~\$11K in sales and ~\$5800. in profit to the group. This is slightly below budget but still very healthy given the current economy.
- b. The Scrip Gift Card fundraiser performed above estimates at ~\$565. profit. A second order will be placed in time for delivery before the Thanksgiving holiday. Orders due to school by 11/7.
- c. Next up is the Wilson Pie Fundraiser. Pies will be picked up from Lexington for distribution at school on Nov.25.

VI. Fall Festival

- a. The fair was again a big hit with families! A special thanks goes out to this year's coordinators Terrie LaMarche, Candy Graham and Bobbi Kelly.
- b. Pumpkin contest winners were acknowledged on morning announcements.

VII. Veterans Day

An all-school assembly will take place on Oct. 30 where a flag will be placed around the center pole in honor of each Holden veteran. Veterans will speak at a school assembly on Nov. 10. Parents are invited.

VIII. Holiday Fair

- a. The fair will be held on Dec. 12. Donna Mann is this year's coordinator. She will begin calling volunteers to see where they'd like to help. Volunteers are still needed to act as Table Heads for Siblings, Ornaments and Dads. Table heads review what needs crafting, bring boxes to the stage the week before the event and help with pricing the night before. Contact Donna if you are able to help out as a table head.
- b. Crafting nights are scheduled for Nov. 14, Nov. 21, and Dec. 5.

IX. Membership Report

The back-to-school membership drive welcomes 146 members with a return of \$1410. to our PTA from dues. State and national dues is ~\$550.

X. Enrichment Update

- a. Wingmaster's Birds of Prey program will be held on Nov. 3rd for 1st grade.

- b. Fox News Weather School and the Rock Hopper Hop have been arranged for Feb. 09.
- c. Looking for something new for 4th grade.
- d. Need teacher input for 5th grade programs and timing.
- e. Destination Imagination will hold an informational session for grades 3-5 on Oct. 22. We have 1 team leader volunteer for certain. Will need others to form teams of not more than 7 children.
- f. Have 1 parent willing to co-chair a math team for 4th and 5th grade. Will send out a flyer to test student interest. Jim Kelly will contact interested parent.

XI. Pizza Night

Katie Blake will coordinate the Parrot Pizza night for Wed. Nov. 26 before Thanksgiving. 10% profit to group; does not apply to delivery.

XII. Spirit Wear

- a. New coordinator Andrea Olsen met with Colleen Adams to arrange this year's first school spirit wear sales on Oct. 31 during lunch and recess. Mrs. Dymek will arrange for 5th grade students to help with the sales.
- b. Michele DiLoreto will again coordinate our Holiday Spirit Wear sales.

XIII. Food Pantry

Next collection will be held on Wed. Nov. 5. Donate items for a "Holiday Dinner" and participate in Backwards Day.

XIV. PTA Closet Clean Up

The PTA closet will move into a larger area for storage. A cleanout will be arranged for Election Day, Nov. 4 when students are not in school and custodians can be available on the earlier shift.

XV. Boxtops

Collection sheets will be used so that labels can be sent in throughout the year. Students submitting completed sheets will be entered into a gift card raffle twice per year. Earnings and rewards from the Target incentive will be reported next meeting.

XVI. Other Business

Donna has set up a facebook page as a vehicle to facilitate parent communication. As the administrator, Donna will need to contact you before confirming you as a "friend". Still working on development before spreading the word.

XVII. Principal's Business: Mark Aucoin

Mr. Aucoin presented and distributed an MCAS Data Review for 2007/2008. A copy of the presentation is available upon request.

XVIII. Meeting adjourned at 8pm. Motion by Terrie LaMarche, second by Candy Graham.

Next Meeting

**November 20th
7pm**