
Meeting report Meeting 6

Draft version

Subject: December 2014 PTC Meeting

Presents:

Kelly Black
Brian Sullivan
Jaime Stevens
Sarah Fothergill
Jenn Ward
Katie Cyr
Mandy Cyr
Missi Doughty
Clay Gleason
Heidi Lynch
Erin Labbe
Heather Sullivan
Krysi Harmon
Nancy Chamberlain

Date: December 3, 2014

Place: Hollis School (Cafeteria)

Agenda:

- I. Welcome
Heidi Lynch
- II. Introductions
All
- III. Treasurer's Report
Missi Doughty
- IV. Principal's Report
Clay Gleason
- V. Scholastic Book Fair
Sarah Fothergill
- VI. 4th & 5th Grade Bake Sale
Sarah Fothergill & Missi Doughty
- VII. Box Tops
Heidi Lynch

- VIII. Children's Holiday Shopping
Krysi Harmon
- IX. Portland Dine Around Fundraiser
Sarah Fothergill
- X. Non-Profit Status
Heather Sullivan
- XI. Gift For Uncle Johnny
Heidi Lynch
- XII. Winter Events
Heidi Lynch
- XIII. January Snack Sign-Up
- XIV. Requests
- XV. Room Awards
- XVI. Attendance Award

I. Welcome

Heidi welcomed everyone to the December meeting and asked if anyone had any additions to the agenda. Nobody had anything to add.

II. Introductions

There were not any new members present at the meeting so introductions were skipped.

III. Treasurer's Report

Missi read the Treasurer's Report. She noted that the income from the Portland Dine Around Fundraiser is not entirely money to spend as we will need to pay some of that back to PDA upon closing the fundraiser. Missi placed this amount in the Approved Funds for now so it is not showing as money to spend.

Motion to Accept the Treasurer's Report: Jenn Ward
2nd: Jaime Stevens
APPROVED

IV. Principal's Report

-As everyone knows, conferences were wrapped up last week. Clay feels they went well and were well attended.

-The 3rd & 4th, and 5th grade Chorus concert is scheduled for 12/12 at 1:30pm in the gym. Parking is going to be an issue because of the change to the gym parking lot. Clay

is still trying to figure out the logistics of this and what the best solution is.

-Today was PJ day and there was also a PBIS Assembly. This month's focus is Recess Expectations and Winter 'Shoulds' and 'have to's'. They are strongly encouraging proper winter gear for recess but they can not police every child's choices every day. They would like to see that responsibility fall more on the student. The Clothing Closet is pretty well stocked with extra gear for those who need it. They could use more gloves and mittens, though. At today's assembly, they also recognized the 2 classes with the highest attendance for the first trimester. While they want your kids to stay home while sick, they also want to encourage good attendance. They will continue recognizing the classes with the highest attendance for each trimester. The winning classes will be treated to a popcorn party.

V. Scholastic Book Fair

-Sarah feels like the book fair went well. Volunteers loved the fact that there wasn't as much junk on the tables and they didn't get too many complaints from the kids.

-We need to decide if we want to take the profits from the sale in Scholastic Dollars or Cash. If we take Scholastic Dollars, we get 50% of our sales (\$2,319.45). However, you can not combine this with any other Scholastic discount. So, shopping with this money during the warehouse sale is not an option. If we take cash, we get 25% of our sales (\$1,159.72). This money is usually used to cover the expense of the Read Across America books. The task of purchasing the books has been transferred to a different teacher this year. Due to the difficulty in shopping with Scholastic Dollars, it was agreed upon that we should take the cash.

Motion to take the Book Fair profits as cash: Jaime Stevens

2nd: Heather Sullivan

APPROVED

VI. 4th & 5th Grade Bake Sale

The 4th and 5th Graders ran bake sales during conferences. They went well, though participation was low. 4th grade made \$174.73 and 5th grade made \$137.24.

-Sarah has also deposited some money from the coin drive. She collected \$66.58 from Mrs. Caruso's class and \$58.58 from Mrs. Steeves' class. This is in addition to the \$52.46 that Missi collected from Mrs. Steeves' class. That puts Mrs. Steeves' class in the lead with \$111.04 so far.

VII. Box Tops

Jami Joyner made a Box Tops submission at the end of October. The total was \$545.50. We should receive a check this month.

VIII. Children's Holiday Shopping

-Krysi is pretty much all set for Holiday Shopping on Friday. She could use a couple more tables if anyone would like to lend them to her for the weekend. She will be setting up on Thursday right after school. Heidi will pick up the lunch platter on Friday, but she needs someone else to pick it up on Monday.

-Next year's event is going to have to be different due to a new School Board rule about non-educational events/activities happening during the school day. After a lot of discussion on how to handle this, it was decided that we will run the event on a Saturday morning next year and see how it goes.

-Krysi made a motion for \$2,000 to start shopping for next year's event.

2nd: Kelly Black

APPROVED

IX. Portland Dine Around Fundraiser

Portland Dine Around orders are due on 12/12 and books will be in on the week of 12/15. Profits from online sales will be split 50/50 between 4th and 5th grades. Sarah would like to try to sell the books at Cinemagic on a Friday night for a couple of hours. She is going to see if they will let her set up a table.

X. Non-Profit Status

-Before moving forward with filing for non-profit status, we need to make a decision on what we want our name to be. We can keep it as PTC (Parent Teacher Club), or change it to PTO or PTA. There are a lot of rules associated with a PTA, so that was ruled out immediately. After some discussion on the pros/cons of changing the name Jaime Stevens made a motion to keep the name PTC. 2nd: Jenn Ward. APPROVED.

-We also need to decide on what to use for an address. Right now bank statements are sent to Missi. But with the frequent change of leadership, this isn't a wise choice. Other options would be to use the school's address or get a PO box. Since using the school's address doesn't involve a cost, it was decided to go that route.

-After some more research, Heather is going to need some more money to file. We need to go with the 2nd level due to the amount of income we take it. In the interest of time, we will table this discussion until the next meeting.

XI. Gift For Uncle Johnny

Uncle Johnny's 93rd Birthday is coming up. The PTC usually contributes to a credit towards his heating oil. Motion for \$100.00 for Uncle Johnny's Birthday gift: Jaime

Stevens. 2nd: Kelly Black. APPROVED.

XII. Winter Events

We usually do an event in January. Be thinking of what we would like to do and we can discuss it at the next meeting.

XIII. January Snack Sign-Up

It was decided that we no longer need to bring a snack. It usually goes uneaten. No snack scheduled for January.

XIV. Requests

-Mr. Sullivan is requesting \$600.00 to purchase 10 pairs of snowshoes.

Motion: Jaime Stevens

2nd: Krys Harmon

APPROVED

-Mrs. Hall is requesting \$1,300.00 for Read Across America.

Motion: Missi Doughty

2nd: Kelly Black

APPROVED

Requests Previously Approved:

-\$2,000.00 - 2015 Holiday Shopping

-\$100.00 - Uncle Johnny

TOTAL APPROVED REQUESTS: \$4,000.00

XV. Room Awards

K-2: Hoops

3-5: Caruso

XVI. Attendance Award

Jenn Ward

Katie Cyr

Heather Sullivan