

# **Hollis PTC Meeting Minutes**

## **December 2, 2015**

### **Attendance: 11 present**

Katie Cyr  
Heidi Lynch  
Sarah Fothergill  
Missi Doughty  
Heather Sullivan  
Elizabeth Shutes  
Kelly Black  
Chelsea Knight  
Nancy Chamberlain  
Julie Hall  
Clay Gleason

### **Agenda:**

#### **I. Welcome**

Heidi Lynch

#### **II. Introductions**

All

#### **III. Treasure's Report**

Heather Sullivan

#### **IV. Principal's Report**

Clay Gleason

#### **V. Scholastic Book Fair**

Sarah Fothergill

#### **VI. 4<sup>th</sup> and 5<sup>th</sup> Grade Field Trip Fundraising**

Heidi Lynch

#### **VII. Children's Holiday Shopping (Hollis Holiday Hoopla)**

Heidi Lynch

#### **VIII. Winter Event**

Heidi Lynch

#### **VIII. Any Additions**

#### **X: Requests**

#### **XI: Room Awards and Attendance Awards**

## **I. Welcome**

No notes

## **II. Introductions**

No Notes

## **III. Treasure's Report**

Scholastic Book Fair

\$3666.75 deposited from Scholastic Book Fair. Will need to wait until Scholastic sends us what we owe them to know what the amount the PTC retains. The debt card transactions have not posted at time of meeting so that amount is not reflected in the deposited amount.

Bake Sales

\$267.00 deposited into 4<sup>th</sup> grade bank and \$123 deposited into 5<sup>th</sup> grade bank

Motion to accept the Treasure's Report: Heather Sullivan

2<sup>nd</sup> – Sarah Fothergill

All for/ 0 opposed

APPROVED

## **IV. Principal's Report**

Parent/Teacher Conferences were held 11/19 and 11/23

Upcoming school events:

Dec 9<sup>th</sup> 6-9pm – Literacy Night

Dec 16<sup>th</sup> – Laser Show

Dec 18<sup>th</sup> – Winter Concert, 3<sup>rd</sup> and 4<sup>th</sup> grades and 5<sup>th</sup> grade chorus

Dec 22<sup>nd</sup>- Last day of school before winter break

Lost and Found closet was overflowing, Kendra Drinkwater bagged up items and took them to the Hollis Closet.

## **V. Scholastic Book Fair**

Good turnout for volunteers.

Some of the lego books had the lego figures taken out of them, will move these books by the cash register for future book fairs to be able to keep a better eye on them.

We have already been given then dates for the spring book fair- Sarah will need to follow, did not have dates on her to share.

Spring book fair will be Buy 1 Get 1 free.

## **VI. 4<sup>th</sup> and 5<sup>th</sup> Grade Field Trip Fundraising**

Sign read Boston Field Trip Fundraiser, did not specify which grade was on which night.

Swap nights for Spring conferences.

Very low turnout for number of baked goods donated for the 5<sup>th</sup> grade- only 6 items. 4<sup>th</sup> grade had a much higher turnout for baked goods from 4<sup>th</sup> grade parents to sell.

There will be a fundraising meeting on Dec 10<sup>th</sup> to begin to organize efforts for the calendar raffle to build off the success of this fundraiser last year. Sarah to send a notice home to 4<sup>th</sup> and th grade parents.

## **VII. Children's Holiday Shopping (Hollis Holiday Hoopla)**

Hollis Holiday Hoopla will be held on Dec 19<sup>th</sup>. Shopping will be down the K-2 wing and crafts & games will be in the café. Volunteers will be needed, Heidi to send out a sign-up genius for volunteers.

Will need folding tables for gifts. Krysi Harmon does not need additional help setting up.

Decision to continue this event will be made after the event depending on turnout

Motion to roll over remaining funds from this years event to begin purchasing for next year event – Heidi Lynch.

2<sup>nd</sup> – Heather Sullivan  
All for/ 0 opposed  
APPROVED

### **VIII. Winter Event – Movie Night**

Elizabeth offered to chair a movie night event in January.

More research needed to determine if showing the movie for educational purposes, if a license is needed for a non-profit event.

Event will be held on a Friday night with a 2<sup>nd</sup> show date in case of weather.

Dates: Jan 15 with Jan 29<sup>th</sup> as the reschedule date if needed.

### **VIII. Any Additions**

Spring Fundraiser:

Heidi suggested holding the spring fundraiser earlier in the year so that we have the items in time for Mother's day as well as not overlapping with the calendar raffle fundraiser for the 4<sup>th</sup> and 5<sup>th</sup> grades.

Sell Feb 22, 2016 through March 4, 2016

Communication to Parents:

Heather suggested sending home a small update after each monthly meeting. Thought it would be good to start with an explanation that the PTC board does not run the events, that they facilitate, record keep and manage the money. Use this as a way to get information to families about upcoming events and where help is needed. Heather to put together a draft for review.

### **X: Requests**

Read Across America

Julie Hall requested \$975.00 to purchase books for each student in the school for Read Across America.

Motion to approve \$975.00 for Read Across America – Heather Sullivan  
2<sup>nd</sup> – Elizabeth Shutes

All for/ 0 opposed

APPROVED

Uncle Johnny Birthday Present

Missi Doughty made a motion for \$100.00 to Dodge Oil for Uncle Johnny's birthday gift.

Motion to approve \$975.00 for Read Across America – Missi Doughty  
2<sup>nd</sup> – Kelly Black

All for/ 0 opposed

APPROVED

**TOTAL APPROVED REQUESTS: \$1075.00**

**XI: Room Awards and Attendance Awards**

K-2: Julie Hall

3-5: Kathy Brooks

Attendance Awards:

**Next Meeting: January 6<sup>th</sup>, 2016**