

# Hollis PTC Meeting Minutes

## September 14,2015

### **Attendance: 21 present**

Heidi Lynch  
Sarah Fothergill  
Kate Cyr  
Heather Sullivan  
Amy Easler  
Missi Doughtry  
Kelly Black  
Brandi Lyons  
Michelle Swasey  
Elizabeth Stutes  
Karen Madore  
Stephen Avery  
Jenn Ward  
Missy Jewett  
Alisha Johnson  
Erin Labbe  
Clay Gleason  
Kathy Brooks  
Deb Roy

### **Agenda:**

- I. Welcome  
    Heidi Lynch
- II. Introductions  
    All
- III. Treasure's Report  
    Heather Sullivan
- IV. Principal's Report  
    Clay Gleason
- V. School Supplies  
    Heidi Lynch
- VI. Hollis PTC 101  
    Heidi Lynch

- VII. Family Skate Night  
Heather Sullivan
- VIII. Fall Fundraiser  
Amy Easler
- IX. Harvest Social  
Sarah Fothergill
- X. Kindergarten T-shirts/ Care packages  
Kate Cyr
- XI. Website  
Kate Cyr
- XII. PTC Survey  
Amy Easler
- XIII. Any Additions
- XIV: Requests
- XV: Room Awards and Attendance Awards

Hollis PTC 101- Heidi Lynch  
Family Skate Night – Heather Sullivan  
Fall Fundraiser – Amy Easler  
Harvest Social – Sarah Fothergill  
Kindergarten T-shirts/ Care packages – Kate Cyr  
Website – Kate Cyr  
PTC Survey – Amy Easler

## **I. Welcome**

No notes

## **II. Introductions**

No Notes

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

Heather explained the layout of the report  
PTC has \$2,408.08 to begin the school year  
Heidi explained the 4<sup>th</sup> and 5<sup>th</sup> grade banked money to the new attendees

Mr. Gleason explained the money dedicated to the swings and provided and update on the washer and dryer.

Motion to accept the Treasure's Report: Missi Doughty

2<sup>nd</sup> – Heather Sullivan

All for/ 0 opposed

APPROVED

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

District wide early release day was explained for buildings getting too hot

Picture day is scheduled for September 24<sup>th</sup>. There will be a picture retake day.

Hollis Elem now has a blog. A blackboard notice will go out to inform parents.

Miss Riach would like a parent to accompany her to a wellness conference on October 23<sup>rd</sup> in Portland (Free St.) Any interested people can contact Mr. Gleason or Miss Riach.

Mr. Gleason explained that the district has a backpack program to help in need families provide food for kids over the weekends. Mrs. Labbe coordinates and runs this program for our school. Kim Akin was contacted by Whole Foods, who offered to help. On Sept 29<sup>th</sup>, Whole Foods is donating \$250 to spend at the store and put together gift baskets, etc for a raffle. Volunteers will stand out front of the store and sell the raffle tickets for the items that they purchased. The school gets to keep all the money raised from the raffle. Set up is at 4:30pm and the raffle is from 5-7pm.

#### **V. School Supplies**

Jamie Stevens purchased the school supplies for teachers for back to school. Also purchased food items for teach and staff breakfasts during the first week of school.

#### **VI. Hollis PTC 101**

Heidi informed that the board is only there to facilitate and book keep. Noted that meetings are run using Robert's Rules of Order and that our by-laws are posted on the PTC website. Let the new attendees know that we use Blackboard as well as facebook to post notices. Let new folks know that we achieved non-profit status last year. Heidi also informed

that the PTC provides enrichment activities, family nights, book sales, etc for the students at the school.

### **VII. Family Skate Night**

Family skate night was held 9/12/15. Attendance for the event was up 2 people from the prior year at 99 attendees.

There was a discussion on how there were still notices for the skate night in the teacher's mailboxes. Mrs. Brooks suggested an FYI email to teachers letting them know that there are notices in the mailbox, as they sometimes only check once a day.

### **VIII. Fall Fundraiser**

Building on the success fo the walk-a-thon last year, we are doing the walk-a-thon again this year as the fall fundraiser. It will be held on October 8<sup>th</sup>, the day before the teacher inservice day. Amy reached out to Ginger on the Wellness Committee to try and see if they would be willing to provide pedometers for the students but did not hear back from them. Clay mentions that he would follow up with them. Paperwork for the fundraiser was being submitted on 9/14/15.

Motion to purchase pedometers if needed, \$500.00 requested: Amy Easler

2<sup>nd</sup> – Heather Sullivan

19 in favor / 1 opposed

APPROVED

### **IX. Harvest Social**

Sarah is willing to chair event. Date set for October 23<sup>rd</sup>.

Would like to get rid of the DJ, just set up a music playlist on a speaker to be on in the background. Keep lights on for the duration of the event, keep 5<sup>th</sup> grade bake sale, have tables set up with things to do for families. Sarah already has face painters lined up for the event. Sarah suggested that instead of charging admission; ask for donations for the back pack program.

Sarah tossed out the idea of a scarecrow contest, have families bring in a scarecrow to be judged. After group discussion, a pumpkin decorating (not carving) contest would be better. Last year everyone got a pumpkin on the way out- Amy will make calls to get pumpkins donated again.

Will have popcorn and cider as snacks for free.

Motion for \$300.00 for supplies requested: Sarah Fothergill

2<sup>nd</sup> – Jenn Ward

All in favor / 0 opposed

APPROVED

### **X. Kindergarten T-shirts/ Care packages**

PTC provides the new incoming Kindergarten students with a school t-shirt, usually on the first day of school. Due to the last minute number of students that registered, we did not have enough t-shirts on hand to do so. More shirts were ordered and are now ready to be handed out. Katie asked if we take advantage of the opportunity to use this to create a 'care package' type of item to help drive more PTC involvement from new student parents.

### **XI. Website**

Katie informed that the domain [www.hollisptc.com](http://www.hollisptc.com) was purchased for the PTC. The current WIX website still exists and the user is redirected to the WIX website when then enter the hollisptc.com web address. We have this domain paid for for 2 years, will need to repurchase at the end of 2 years.

### **XII. PTC Survey**

Amy discussed how we would like to send out a survey to parents to gauge interest and participation of the events that the PTC has held the prior school year. Survey will be both paper and electronic. Classes that have a 50% or greater return rate will be given a class prize. Survey will include an area for teacher(s) name to track the class room return rate. Mrs. Brooks suggested an extra recess time as the classroom prize.

### **XIII. Any Additions**

Heidi informed that there will be a bake sale held during the inservice day on October 9<sup>th</sup>. The idea is that parents bake and staff buys. The money raised will be split between Carrie Davis and another family with a sick student in the school.

**XIV: Requests**

No additional requests this month other than the ones previously outlines in the meeting minutes.

TOTAL APPROVED REQUESTS: \$800.00

**XV: Room Awards and Attendance Awards**

K-2 Risbara

3-5: Brooks

Attendance Awards:

Amy Easler

Erin Labbee

Kelly Black

Requests

Room Awards

Attendance Award