
In Attendance

Brian Kalkreuth- Principal, Jennifer D'Angelo –President, Jessica Stearns – VP, Sarah Susco – Treasurer, Emily Shrader – Secretary

Staff/Teachers- Tracy Gilpin, Kristin Rock, Parents- Samantha Saren, Hillary Sirois, Danielle Lavallee, Robin Foley, Devon Sullivan, Rebecca Troeger, Heather Treptow, Carrie Estabrooks

Introductions

The board as well as the parents/teachers introduced themselves.

Principal's Report

- Mr. Kalkreuth did not have anything to report but opened the floor for comment. Questions were asked about the **upcoming class parties** in February and parents were wondering if they can start attending the parties like they did before Covid. Mr. Kalkreuth will look into this.
- **Kristin Rock (Literacy Consultant) discussed Read Across America (March 2-6)** and noted that the PTA was able to sponsor books for each student in the past. Our population has grown quite a bit so it may be too expensive but we will look into it. It was also suggested that classroom books be donated instead if we cannot afford to buy a book for each student. Emily mentioned that we do have enough Scholastic dollars for classroom books.

Treasurer's Report

- Sarah went over the **Profits and Losses** sheet. Profits include Steady Photography, Elf Shelf, Square One Art, Membership Dues, and Unfundraiser. Expenses include Elf Shelf, Fall Fest reimbursement, Staff Reimbursement, and teacher appreciation (staff lounge restock).
- Sarah explained that **every year the PTA gives \$6000 towards enrichment** for the entire school. Carol Glynn is in charge of the program which includes plays, song-writing, art, field trip payments and more. She also gets an \$8,000 grant. However, every 4th year the grant requires that she finds funding elsewhere for the entire \$14,000 so we have been **fundraising in preparation for donating \$14,000 next year**. We are still hopeful that she will find another grant to supplement the cost.
- Sarah introduced the proposed amended budget which includes a Butter Braids fundraiser, new expenses for school enrichment, and changes to the Basket Raffle/Family Fun Night.
- **Elf Shelf brought in unexpected profit** but we look at it as a give-back, so we would like to spend the extra income on a give-back for the school. We need to approve anything over \$500 that is not already in the approved budget. **We propose funding \$500 towards a Science Spectacular**, which is something that we used to do before Covid. The high schoolers will come to the school and do science activities with all grades during the day and then there is an evening component for 3rd and 4th graders. Jen motioned to approve and Emily seconded it. All paying members voted unanimously to pass to expense. Jen also made a **motion to approve \$500 per grade for enrichment activities**. Emily seconded it and all paying members voted unanimously to approve the expense.
- We have a clearer vision of what the **Family Fun Night/Basket Raffle** will look like. We hope to bring in \$3000 and we propose to spend \$1000 on the event (bringing in a pizza truck and ice cream truck,

entertainment, tablecloths, and other incidentals). Heather inquired about how this would be different from the 4th grade ice cream social. This event would be in the evening for the whole school. The 4th grade ice cream truck would be during the day and would be a special event just for the 4th graders. Events like this help raise money for the 4th grade expenses as well as other enrichment. We noted that we are probably overestimating the expenses, especially since Rolling Tomato just notified us today that they would not charge us anything for them to show up. Jess made a motion to approve and Emily seconded it. All paying members voted unanimously to approve.

- Jen made a motion to **approve the entire revised budget** and Sarah seconded it. All paying members voted to approve the amended budget.

Fundraiser's Report/Old Business

- **Square 1 Art- Profit was \$2,130.51.** Participation went down from 52% to 31%. It was suggested that the high price of shipping and not having the option to ship to the school affected participation. Sam also mentioned that, although Integrated participated this time, there wasn't any communication with them about it so the parents were probably unsure about what it was. A parent liaison could be beneficial if they choose to participate again. It was noted that Integrated parents are unfortunately not allowed to be part of our PTA due to CT rules regarding paying students.
- **Passive Fundraising-** Jess spoke about how to scan receipt or forward receipts via email (within 2 weeks of purchase), as well as how to use the box top app and amazon smile app to help our school earn some passive money. Shutterfly doesn't seem to be working so Jess will look into that.
- **Elf Shelf** was a great success. We made \$2,836.76 and it will be spent on the enrichment programs voted on earlier. The gingerbread man was popular. Thank you to the High School Key Club for sending much-needed volunteers.

Upcoming Events/New Business

- **Review of Bylaws:** CT PTA updated their model bylaws in October 2022. We are proposing adopting the model bylaws in which they changed some wording and added an article about Code of Conduct for the officers. The board reviewed the bylaws and would like to take away the duty of the secretary keeping a list of current members because the treasurer already does this and it would just be another duty of the treasurer to send updated lists often. We would like to add 2 duties to the treasurer's responsibilities: 1) to prepare and submit the annual budget (which she already does but it isn't written down on the bylaws) and 2) to convene monthly with another board member and a paying PTA member to review monthly financials. Sarah has been doing this and it works well. We feel it is important to promote transparency. We must give a month's notice before voting on the bylaws, so this is the notice that **we will be voting on the approval of the Bylaws (which will be posted on our website and on facebook) at our February meeting.** We appreciate your attendance.
- **Banking:** M&T is leaving the Stop and Shop location so we are proposing to switch to another, more local, bank. We chose **Chelsea Groton** because they have a location in Niantic and Jen and Sarah have done business with them before. Sarah Susco (Treasurer) and Jennifer D'Angelo (President) will both be named on the account. Sarah made a motion to approve switching to another bank. Emily seconded the motion. **All paying members voted unanimously to approve switching banks.**
- **Yearbook:** Carrie Estabrooks made the yearbook last year and will do it again this year. We are appreciative of her hard work. We decided to keep prices the same for the books and the advertising. Sarah locked in the price for 3 years and the online fees are waived. There was a discussion about whether to include pictures from home. We included a lot of pictures from home in recent years due to Covid but

we will try to have more in-school pictures. We are looking for volunteers to help with taking pictures of a variety of students and taking care of hand-outs/communication. Danielle Lavalley volunteered to join the committee. Yearbooks and advertising will be ordered/paid for later in the Spring. **Carrie would also like to help train one of the committee volunteers to take over for the future. Please contact Carrie if interested- carrie.estabrooks@gmail.com.**

- **Change Challenge: 1/20/23-1/27/23**-Add points to your jug by adding pennies and dollar bills. Subtract points from other grades' jars by adding quarters, nickels and dimes to their jugs. The winning grade will get extra recess with Mr. Kalkreuth.
- **Butter Braids and Cake Rolls: 2/27-3/13**- These will arrive frozen in time for Easter. We will need volunteers 3/31/23 for distribution. Please contact Jen D'Angelo to volunteer. Top selling grade will get extra recess.
- **Flanders Fish Dine Out- 3/6/23**- 10% of all sales (cooked food only- dine in or take out) will go to the PTA. We will have a small basket raffle as well.
- **Spring Book Fair: 3/17/23-3/24/23**. We made it the same length as the Fall Book Fair but there are several half days to consider. The teachers' preview and breakfast will be 3/17/23 and classes will make wish lists the same day. Monday through Wednesday of that week will be half days. Students will do wish lists/shop in the morning. Monday and Tuesday afternoon (3/20 & 3/21) parents will have the opportunity to shop before or after their conferences. Wednesday (3/22) afternoon the book fair will be closed. Thursday (3/23) students can shop all day and the parents can shop during the family fun night (6-8pm). It won't be as crowded since parents will have had multiple opportunities to shop but we still prefer cash, check and ewallet. We will try to get a booster for the internet signal. We will need volunteers during the shopping hours listed above as well as during the afternoon of 3/16 for set up. We plan to provide some vouchers for teachers for free books once again. 10% of our spring sales will come back to us in scholastic dollars as a reward for having 2 book fairs.
- **Family Fun Night & Basket Raffle: 3/23/23**- We will have a pizza truck, ice cream truck, entertainment (we are looking into a magician or DJ), and a basket raffle. More info will follow. We will need volunteers.

Next Meeting

The next meeting is February 15, 2023 at 6:30 pm in the Lillie B. Haynes Library.