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## MEETING MINUTES

Lillie B. Haynes PTA

*Sept. 11, 2024 @ 6 p.m.*

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### **In Attendance:**

**PTA Board Members:** Emily Shrader, President | Danielle Lavalley, Co-Vice President | Michelle McQueen, Co-Vice President | Samantha Saren, Treasurer | Lindsay Sun, Co-Secretary | Marissa Pena, Co-Secretary

**Principal:** Brian Kalkreuth

**Parents:** Crystal Easley, Berit Weymers, Jose Monggo, Amy Kepeli, Andrea Silvia, Kelly Hanretta, Karen Anastasiou, Theresa Deslauriers, Michelle Nguyen, Leigh Charron

**Teachers:** Tracey Gilpin, Dawn Packard (2<sup>nd</sup> grade), Katie Douton (2<sup>nd</sup> grade)

### **Welcome and Introductions:**

- Emily Shrader called the meeting to order, and each person in attendance introduced themselves.

### **Principal's Report:**

- Mr. Kalkreuth offered his appreciation for a great start to the school year and the nice gesture from the PTA for sponsoring the back-to-school staff lunch and staff lounge restock.
- **Back to School Night** will take place on **Tuesday, Sept. 17<sup>th</sup> from 5-7 pm.**
- **Fire Prevention Day** will take place on **Tuesday, Oct 8<sup>th</sup>** for the entire school.
- **Picture Day** will take place on **Thursday, Oct. 10<sup>th</sup>.**
- **Satchel Pulse Surveys** – This is district wide survey provided by the EL School District that collects feedback from parents about assorted topics and helps the district create action plans surrounding each topic. Parents must re-register each school year – The surveys officially open on 10/7/24 for the current school year.

### **PTA PowerPoint presentation (Emily):**

- Meet out PTA Board Members
- What does the PTA do for LBH
- Explained this year's PTA mission/goals

### **Fundraiser Report:**

- **Charleston Wrap (Danielle): Begins 9/6 and runs through 10/4;** Prizes will be handed out after the fundraiser ends. Just for signing up and getting family/friends to click on link they will receive a small prize. **Goal Amount: \$10K**
- **Lyman Orchard Pies/Cookie Dough (Marissa/Michelle): Begins 10/7 and runs through 10/21, w/Delivery on 11/12.** Products will arrive before Thanksgiving and will be frozen. Parents can also purchase a pie to be donated to Care and Share of EL. The PTA will need volunteers to help sort and distribute. We will sort in the small gym from on 11/12 from 1:30 to 3:30. Pies/Cookie Dough will be distributed from 3:30 to 6pm. The PTA appreciates all who participate in and help with this fundraiser.
- **Square 1 Art (Samantha):** Ms. Feltis, the LBH art teacher, is working on this with each class. Packets will arrive soon and ordering will **begin on 11/6 and run through 11/20.** They make great holiday gifts. This year the company is offering free shipping with only a nominal processing fee to be applied to each order. Usually takes 2-3 weeks to ship out.
- **Fall Apparel Sale (Michelle/Marissa):** The PTA will be ordering shirts for new staff. There are a few new product options being offered and a new gift card option where parents can gift funds to teachers to be used on the site to purchase apparel. Gift card option this year where parents can purchase a gift card (\$15, \$20) for teachers to cash in on the site to order apparel.
- **Un-fundraisers/Passive Fundraising (Lindsay/Danielle):** Passive- Information will go out next week. We will continue using the shop raise app and box tops. We will be sending the un-fundraiser form home. It's a fun way for people to donate money and they may choose whether they want to participate or not in any other future fundraisers. We are also encouraging people to ask their employers if they do gift-matching or volunteer hours-matching. This is a great way to give back to our school.

### **Treasurer's Report (Samantha)**

- Finances:
- Money In: \$337.66
- Money Out: \$2,702.28
- Current Balance: \$30,155.44
- Membership #s: 24 parents, 5 teachers
- Review of Budget for 2024-25 school year – Expected closing acct balance \$28,529

- Vote of Proposed Budget: Will take place at the next PTA meeting
- Venmo: Potentially getting a Venmo acct as a not for profit – extra fee will be charged, PTA asked for feedback – Most Teachers/Parents agreed that the extra fee/surcharge can be tacked onto the membership fees and events

### Unfinished Business

- **Orientation Luncheon and Stocking of the Staff Lounge:** Teachers were very appreciative of both events.

### New Business/Upcoming Events:

- **Picture Day:** Date is **10/10** - the school may potentially need volunteers – more to come on this.
- **By-Laws:** Nothing is changing. A copy can be found on the LBH website for your review. No Vote needed
- **Trunk or Treat:** This is a free event. To be held on **Friday 10/18**. We need volunteers to host trunks. Cars will be set up in the front parking lot. There will be a prize for the best trunk. Trunks should have family-friendly decorations. If you are unable to host a trunk, please consider donating a bag of candy or allergy friendly items. We will start collecting candy in the lobby on October 1st.
- **Book Fair:** The book fair will **kick off Friday, October 11th and run until Friday October 18th**, with set up being 10/10 and break down being 10/21. It will be open during Trunk or Treat. There will also be a Beat the Rush Parent Preview night on 10/16 from 3:30-6:00 pm. We will need many volunteers. **Teachers can preview the book fair the morning of the 10/11 and will be treated to a light breakfast. Teachers will be given vouchers to use to build their classroom library.** We have book vouchers as a prize for some students. We were also able to donate almost \$1,000 in books to the librarian in previous years. We encourage parents to use the E-Wallet to load funds to your child's scholastic acct. Sign-up w/ time slots to be emailed out by PTA. Display case ordered by PTA for library to use.
- **4th Grade Mile Run:** The PTA is Looking for a 4th grade parent to deliver apples and mini waters to the students (about 65 participate) on this day. **Date:10/16, rain date 10/17**
- **Parent Directory:** Please join the directory so that students may contact each other for playdates, birthday parties, and for the occasional information sent out by the PTA, interest in volunteering at any events.
- **Volunteers:** All volunteers who wish to come into the school during the day must fill out a volunteer application online. The volunteer form can be found on the East Lyme Public Schools website. Please visit the PTA table at back-to-school night to volunteer for the upcoming events and fundraisers.
- **Teacher Reimbursement and Staff Representatives:** Teachers can submit reimbursement forms to PTA for classroom supplies – up to \$90. The PTA will be giving a

small 'Thank you, gift, for Teacher Reps at our monthly meetings and to Tracey Gilpin for her regular support of the PTA! ***Thank you to our amazing teachers!***

**Comments:** Tracy Gilpin thanked the PTA for all they throughout the year for LBH's teacher and staff!

**Parent Suggestions:** One parent suggested a school wide celebration of Military Appreciation month (April/May 2025?) Everyone was very receptive to the idea. More to come on this idea at the next meeting(s).

**Spirit days:** Starting soon and any spirit day suggestion can be mailed to our principal for consideration.

***Please join us for the next Lillie B. PTA meeting on Tuesday, Oct 8th at 6pm!***