

Herkimer Elementary School Parent Teacher Association (PTA)
Monthly Meeting Minutes
Monday, November 8, 2010

Officer Present: Brian Crandall, President; Pat Kelly, Vice-President;
Cheryl Jory, Secretary; Michele Gilbert, Treasurer,

Old Business

- I. Call to order: Meeting was called to order by President Brian Crandall at 7:08 p.m.
- II. Secretary's Report: Secretary's report was reviewed by members present. Motion was made to accept the Secretary's report by Michele and seconded by Marissa.
- III. Treasurer's Report: Treasurer's report was reviewed by members present. Motion was made to accept the Treasurer's report by Kristin and seconded by Pat.
- IV. Principal's Report: Thanks to the Great Pumpkin for delivering doughnuts and juice to the students on Oct. 29th. Thanks to Delbert Ball for getting individually packaged doughnuts from Granny's Kitchens. Thanks to Marissa for assisting with picture retake day at school. The memorial tree in memory of Melissa Lasowski was planted in the front of the school today. Thanks to Allen's Landscaping for donating the labor and Mike Quirk from Cherrydale for donating the cost of the tree. Shannon Wheet's Girl Scout Troop donated the plaque that identifies the purpose of the tree.
- V. Yankee Candle Fundraiser: The items were scheduled for delivery tonight but Kristin stated that she spoke to Mike Quirk and the items should be delivered tomorrow (11/9). Pat Kelly has been in contact with Conway Trucking and Mike Quirk about the delivery issue. He is in the process of getting a tracking number in an attempt to find out order. We made \$17,000 profit on this fundraiser. Mary signed up volunteers to come and help unload the items tomorrow at 6:00. If the items are not at school, she will call and let volunteers know by 3:30. Items are packaged by child and homeroom so hopefully delivery to the classrooms will be smooth. Pat and Brian said they would be available to help deliver items at 6 p.m. Mary will call to advise. Kathy and Mary will relay to teachers that they need to clear a large space in their classroom to put the items.
- VI. Parent-Teacher Conferences: Scheduled for Wednesday, November 8th and Thursday, November 18th. Both days are a half day of school. November 11th there is no school due to Veteran's Day and same for the 19th for a Superintendent's Conference Day. Michele is in charge

of the bake sale during evening conferences on November 10th and a note will go home to remind people to bake. BBQ is coming together. Letter provided to Butch Parese for Lowe's to donate charcoal. Pat got Donna's Diner to donate Styrofoam containers. Mike Jory will pick these up. Pat also got 50 pounds of potatoes (Carlo Masi) and three cases of water donated. Mary has done an inventory of PTA closet and water will be used from the closet to sell along with the donations. Tickets have been created and are available in Elementary Office. Michele will be in charge of taking money for dinners to avoid any confusion or issues with finances. Butch will be at school to set up at about 1:00 on Wednesday. Mike Jory will take care of getting plastic ware and napkins. Mary and Kathy said that table for this event will be set up in the Cafetorium. National Junior Honor Society will be helping to serve meals. The Cafeteria will be available if people would like to stay and eat in. Butch will charge \$5.50 per dinner giving us a profit of \$3.00 per dinner. Signs have been posted around school to remind staff of this event. Will try to get PTA memberships during this time.

- VII. Book Fair: Mike Jory updated on Book Fair. Dates: 11-8 through 11-18. Fair set up on stage in Cafetorium. Will not be set up for accept credit cards but will use scanner to keep track of inventory. Has been difficult getting volunteers to work and currently need workers for Wednesday 11-10 from 1 to 5 p.m. Mike will call people from the list to see if the slots can be filled. Book Fair will be packed up on 11-18 right after Parent Teacher Conferences.
- VIII. Thanksgiving Baskets: Pat got 17 turkeys donated from Smith packing and they will be delivered on 11-17 for pick up on 11-18. Donations: high school donating pies, \$50 from Bruce Ward, \$100 from Steet Ponte Chevy, \$100 from Enea Funeral Homes and \$100 from Weissers. Mary said that students from Big Brother/Sister will be at the High School on 11-17 to assemble the baskets.
- IX. Spirit Wear: Maria Gallagher made up order sheet to include tote bags, sweat pants and static clings. Order form to be sent home with students on 11-15 with a return date of 11-23. Delivery around the first week of December. Items are in the display case for Parent Teacher Conferences along with order forms.
- X. Dufflebag Theater: Scheduled for 2 performances at elementary on December 3, 2010. If go with 3 shows price is \$2225. Price for 2 shows is less than \$2,000. Decided to stick with 2 shows during the morning. Mary will take care of coffee and doughnuts for the performers. Motion was made for 2 shows and accepted by the voting members present.

- XI. Fundraising Goal: Playground subcommittee met before meeting and decided on piece of equipment (Option #2 from revised drawings from Andre). Cost with discount=\$13,247.35 if ordered by 11-17-10. This is a discount of \$10,839. This does not include installation. Mr. Stone talking with his boss to see if can donate installation or keep to a minimal.

New Business

- XII. Internet Safety Program: Attorney General's Office will be a free presentation on Internet Safety. Will make this open to Herkimer Central School district to include middle and high school. Due to time of the year, will target this program for January 2011. Brian will contact Donna at AG office.
- XIII. PARP: March 2011. Theme: "Reading is a Blast!" Mrs. King getting items ready now as she will be taking a leave in January. Reading Night to be discussed at a later date.
- XIV. Giving Tree: Donations were questioned. Kathy said Kathy Priolo has a list of families who are in needed.
- XV. Enjoy the City fundraiser: Mike Jory presented this as a fundraiser. Delbert Ball is a distributor. Make \$10 from each \$20 book sold. Will distribute books after Thanksgiving with a return date of Dec. 20th. Mike and Cheryl Jory will chair this event. Some questions for Delbert are who is responsible for books if they are not returned. Mike to touch base with him about this issue.

Next Meeting: Tuesday, December 7, 2010.

Respectfully submitted,

Cheryl Jory
Secretary