

Herkimer Elementary School Parent Teacher Association (PTA)
Monthly Meeting Minutes
Tuesday, October 5, 2010

PTA Officers present: Brian Crandall, President; Pat Kelly, Vice-President; Cheryl Jory, Secretary and Michele Gilbert, Treasurer

Old Business

- I. Call to Order: Meeting was called to order by President Brian Crandall at 7:03 p.m.
- II. Secretary's Report: A typo was amended regarding the location of the new playground in section IX. of the Secretary's Report from "new" to "near". Said changed noted. A motion was made to accept the Secretary's Report by Michele Gilbert and seconded by Angela Coonradt.
- III. Treasurer's Report: Michele reported that \$45 was received in membership dues. At this time, we have 63 paid members. A bill was received for flowers for the 6th grade graduation. Brian said that memberships need to be turned in by October 20th and Michele has them ready to be mailed. A motion was made to accept the Treasurer's Report by Angela Coonradt and seconded.
- IV. Principal's Report: Mrs. Carney reported that school pictures went smoothly. Thanks to Marissa and Angela for assisting and making the day successful. Retakes are scheduled for Nov. 3rd. The Great Pumpkin will roll in on October 29th. Angela has secured Dunkin Donuts to donate again this year. Mary will provide her with a letter from school for their records. Michele said that she would pick up the doughnuts that morning and bring them to school. PTA will purchase juice boxes for primary students and juice for intermediate students. Mike Jory has contacted Granny's Kitchen for donations and he is awaiting approval.
- V. Yankee Candle Fundraiser: Kristin reported that so far things are going smoothly. She again strongly encouraged to make sure that the forms are complete so items can be distributed with little difficulty. Kristin mentioned that late orders will be subject to a hefty shipping fee. Mrs. Tomaso reported that there was a parent concern about soliciting business door to door for this fundraiser. Suggestions as alternative fundraisers were car washes and bake sales. Student safety during the sale was stressed on the packet that was sent home with students.
- VI. Parent/Teacher Conferences: Scheduled for November 10th (evening) and 18th. The 18th is a half-day of school and there is no school on November 19th due to a Superintendent's Conference Day. Butch Parese is still working on a price for the dinners. Cheryl Jory will send a letter to Lowe's for donation of the charcoal.

A bake sale will be held at the same time of the barbeque for people to purchase dessert. Michele will chair the Bake Sale. Bake sale items can be dropped off the morning of November 10th for that night. Last year about 152 dinners were sold so it was agreed that presale tickets would be a good idea in determining how much to purchase and prepare. BBQ chairs: Cheryl, Kathy and Missy Parese. We will need to have a sign up for workers. Cheryl will check in National Junior Honor Society students working as part of their service project. Those who purchase dinners will be able to eat in the cafeteria. Water will be for sale during this time. Michele will check in the PTA closet to see if we have an left from other events.

- VII. Book Fair: Mike Jory and Julie Basel will chair. Mike is corresponding through e-mail with Scholastic for this event. Dates: November 4th through 12th. A sign up was sent around to sign up for time slots to work. Cheryl will pass along to Julie to fill in times that need coverage. It will be open during the first round of Parent Teacher Conferences.
- VIII. Regional PTA: Donna will be at our next meeting on Nov. 8th to celebrate our 5th anniversary with PTA. The next meeting will start at 6:30 due to her visit. We will be delivering Yankee Candle orders after this meeting so items can be passed out at Parent Teacher Conferences. She will also bring a cake to share with members at the meeting.
- IX. Spirit Wear: Maria Gallagher reported that she has been in contact with the printer. Sweat pants cost \$12, which we could offer. Small (\$.10) increase in t-shirts this year. Eco-friendly grocery bags can also be included on this year's order form. Static clings can be offered. Maria said that we are ready to go for an order at any time. We will offer the sale two times a year. Maria will e-mail Cheryl the order form for distribution at school. Will have items on display for Parent Teacher Conferences and orders will be due November 19th. Orders will be ready for delivery by the first week of December per Maria.
- X. Dufflebag Theater: Scheduled for December 3, 2010 at Elementary School. Two performances: one for primary and one for intermediate. Kathy has not received/reviewed their contract yet so we are still unsure if we will be offering an evening performance. The evening performance would be open to the public for a fee.
- XI. Memorial Tree: Shannon said that her Girl Scout group would purchase a plaque to be used as a memorial to deceased staff at HES. She said that she will present this at their meeting this week but said overall parents have been supportive of this effort. Shannon is working with Speedy Awards for this. Allen's Landscaping will provide labor to plant a tree in honor of deceased staff and the cost of the tree will be \$95. A motion was made by

Marissa for PTA to purchase the tree and this was seconded by Cheryl.

- XII. Supplies: Kathy requested PTA purchased paper/cardstock to help defray school costs for sending home PTA related reminders. An employee of Hummel's Office Supply was present and she will look into this for PTA and report back.

New Business

- XIII. Fund raising goal-Small playground: Kathy has met with representatives from Game Time playground equipment (Linda). They are offering a grant at this time for 50% off a purchase. The purchase has to be in by November 17th. The grant would have to be submitted by the end of October. Kathy and Mary graciously offered to write the grant at members of PTA. Kathy has photos of 3 options for the playground for members to view. Questions remain regarding: possible storage until Spring, removal and installation, freight and insurance approval. The improvements to the main playground were incorporated in the capital project that took place at the school in 2008-09. Linda from Game Time will come and in talk to PTA about the project and answer questions. The school insurance carrier, Utica National, will have to approve any purchase according to insurance standards. Kathy will explore any and all storage possibilities within the district. Linda stated that installation could occur as late as December. Mr. Stone, licensed contractor, discussed providing his services for installation at no cost. The Playground Subcommittee will explore this topic in more detail. Members: Mr. Stone, Brian, Kathy and Cheryl. Sandy Shepardson expressed concerns about possible "hidden" costs and Kathy shared her concerns. This will all be addressed with Linda from Game Time. The photos of the playground items will be put in the display case in the entrance to be viewed by students and parents alike. Kathy stated that the playground piece would have to be ordered by the week of November 8th to get the 50% discount.
- XIV. Turkey-Trot: Brian mentioned that Mohawk School would be hosting a "Turkey Trot" on November 13th as a fundraiser for their PTO group. There will be a registration drive this Friday at Weller Park. More information will be provided when it is received.

A motion to adjourn was made by Angela and seconded by Marissa.

Respectfully submitted,

Cheryl Jory
Secretary

