

## **PTA Meeting Minutes**

Date: Tuesday, November 4, 2008

Attendees: Elena Willet - Y  
Karen Miller - Y  
Carrie Pechtel - Y  
Jennifer Spoppable - Y  
Monica Poitras - Y  
Angie Clizbe - Y  
Lisa Askew - Y  
Corky Fisher - Y  
Heather Vazal - N  
Jennifer Hickok - Y

Additional Participants: Jennifer Lander, Tracy Russo, Kelly Woodard, Amy Kollar, Stephanie Bordis, Lisa VanAernam, Barb Fisher,

**Secretary's Report:** Motion to accept – Lisa VanAernam and Lisa Askew

**Treasurer's Report:** Motion to accept – Monica Poitras and Karen Miller

### **Committee Reports:**

#### **Hospitality:**

- Thank you for cookies for Hall of Fame dinner.

#### **Central Council:**

- No meeting since last PTA meeting.

#### **School Store:**

- Looking for some new inventory. Sales a bit slow this month. Corky to work with Mrs. Simek to place orders. As is process: Invoice comes in and Angie pays it. Researching placing order on-line.

#### **Popcorn Sales:**

- Going well.

#### **Box Tops/Tools for Schools/Campbells/Hannaford/Ink Cartridges:**

- Box tops – Submitted Box Tops worth \$110. We are at 16% of our goal for this year of 500. Mrs. Kollar's class was winner this month. The classroom contest will run monthly

#### **Old/New Business:**

- **Fall Festival** – Overall was a great turnout and fun evening. Few disruptions in the restrooms and flyers being taken down. Would like additional parent volunteers at select locations for next year ie restrooms, hallways, exits, etc. In flyer for next year need to mention that the children need to be accompanied by an adult.
- **Pancake Breakfast:** 179 people came and enjoyed a great time. Thanks to everyone that participated.
- **Picture Re-takes:** November 20<sup>th</sup>. We've been assured they will be in before December 20<sup>th</sup>. Pictures from original session should be here within a week from today. Depending on number of people that sign up, may need a parent volunteer to help out with re-takes.
- **Holiday Parade** - Each school will have an 8' tree on flatbed to be decorated with each of their school colors.
  - Ms. Vazal to work with the students on decorations.
  - Students walking in parade to be dressed as "presents". **If you have any larger boxes that we can use, please bring them to Jansen for us to use.**
  - **Thursday night, November 20<sup>th</sup>** – need volunteers to decorate tree at Bus Garage: Barb Fisher, Elena Willet, Corky Fisher, Stephanie Bordis, Jennifer Spoppable.
  - Jennifer Spoppable needs to work out some details with Mr. Crankshaw on ordering supplies, etc.
  - New parade route.

- Permission slips to be sent home. Of all the students that send in permission slips, one student from each grade level will be chosen to be one of the lead “presents” to spell out \*JANSEN\*. Volunteers will decorate the \*JANSEN\* boxes. All other kids that want to participate would decorate their own “present” boxes at home and bring it with them.
- Lights for the trees: Barb Fisher to check and see if she has blue lights and Elena will get the yellow lights.
- NO CANDY is to be thrown to crowd but rules state they can be handed out to individuals along the route.
- **Santa’s workshop:** Santa is booked! Special appearance at Jansen Avenue. Shopping has begun. Elena to contact Student Council to see if they want to offer wrapping for \$.25 per present.
  - Pictures: going to digital – just need to get pictures developed. Can print right at Rite Aid – can put decorative border right on it. Potentially charging \$1 and no JTA funds for Santa.
  - Do we need to purchase candy canes? Yes – go buy some.
  - PTA covers cookies and juice for the event.
  - Santa to be here 6:30 to 7:30.
  - Stay late on December PTA meeting to decorate.
  - Need volunteers to work Santa’s workshop, Need volunteers to do pictures and writing down names, Need volunteer to help children check out with their purchases. Carrie Pechtel will call people that signed up to help with that event.
- **Founder’s Day nomination** forms will be in mailboxes Wednesday, 11-5-08.
- **Thanksgiving baskets:** Student Council to potentially have an event 11/14. Flyer to go home for additional donations. Whatever supplies we don’t have by 11/18/08 to make complete meals, PTA will donate funds to go buy required supplies. Goal is to provide 8-10 baskets.
- **Sign language club** – due to scheduling, not sure if it will be offered this year.

### Principal’s Report:

- **Homework Club** – Mrs. Lester drafted up a contract, rules and warning notice. Mrs. Willet has 2 volunteers to assist. Final details to be worked out.
- Pancake breakfast was a wonderful event.

### Action Items:

- Lisa VanAernam: Due 11-13-08: 2-liter bottles of soda and 2 cases of water Central Council Meeting
- Founders Day nominations/Basket Theme: Due 12-11-2008
- Ms. Vazal to work with students on Holiday Parade decorations: Due 11-20-08.
- Mrs. Fisher and Mrs. Willet to provide yellow and blue lights for Holiday Parade: Due 11-20-08.
- Elena Willet to contact Student Council to see if they want to offer wrapping for \$.25 per present
- Monica Poitras to do audit of PTA membership to confirm all Officers and Room Parents have paid their membership dues Due 12-9-2008.
- Nominees for City Wide and Michele Boyer Awards – Due?

### Next Meeting:

Tuesday, December 9, 2008 at 6:30pm in Jansen Avenue School Library