

## Attendance:

In person: Meghan Gregory, Kathleen Daily, Cristina Eberle (Treasurer), Kerrana carrajat, Kimberly Miele, Chantle Leemann, Alexandra Dougherty

## Treasurers report:

Current balance

Spent \$ on holiday shop

scholastic book - 2300

trunk or treat - \$1000

Taxes filed on November 15

## PTA Standing Rules - Meghan Gregory

- Updated each time a new board comes through
- Link in Agenda
- ByLaws are standard
- Rules and Information are part of standing rules
  - Expectations for each of positions and anyone running the event (link)
  - Board members have seen them and reviewed them
  - All legal documents must be signed by the president, all contracts have to have a provision for rescheduling for inclement weather.
  - 11 - reimbursement for non-budgeted events must be pre-approved, sales tax is not exempt
  - good to know the vendor or store. we have a tax exempt paper -
  - PTA has an amazon account
  - 13 - 15 members constitute a quorum
  - 16 - meetings agenda minutes and treasurer reports posted to website
  - any item purchased are reimbursed following the above guidelines. do not combine orders, no giftcard or discounts can be reimbursed. july 1 - june 30
  - no copy jobs done outside of school needs prior approval
  - give treasurer if you need a cash box
  - cash and check should be counted by atleast 2 people, both people need to sign.
  - president may make 100 expenditures
  - executive committee up to 1000 anything more goes to membership up to approval for expenditures
  - 15,000 for assemblies and author visits
  - 2500 for general expenditures must be there in account for next year.
  - parents may not bring non-school age student without permission into the classroom without permission of the principal.
  - 27 - review standing rules during once during each administration
  - games of chance - resubmit licensure to the state (50/50 raffle, tricky tray etc.)
  - standing committee chairs - keep an update procedure book, links to sign up genius, links to cheddar up, handing in budget for your event by july 1st, forwarding money to treasurer immediately, notify vp and p of all meetings,

- prepare an annual report, file building use forms, follow up meeting review of what went well etc., passing information into the next person
- discussed updates of the events.

membership

267 members - grew about 5% from last year  
FB page has been cleaned up of non-members

Tricky tray and silent auction:

benefits of each - April 21st at St. Marks

After thanksgiving classroom basketball

talked about any virtual in person

sign up genius with different categories for volunteering

trunk or treat:

profitable even though it was a break even event

spirit wear - met for all of 2 items. will not hold an inventory of items.

Met minimums for all but 2 items.

School Store - first week was successful for \$400

portioning it out the items, so it's fair for all students

What's the purpose of the school store (question from an attendee) - help students understand and use money

next one is dec 1st - 4 volunteers per school shop

book fair:

1st place - Ms. Presutti's class -

2nd place - Ms. Lipkin's class

1st place - Ms. Thompson

2nd place - Ms. Rooney

Questions re: Bookfair:

How come tax exempt status can't be used - because it's not a purchase for the school.

Has there always been tax?

Looking for someone to help out moving forward coordinating Bookfair

December events:

Some have encountered a Firewall from school email addresses.

People were trying to access from google chromebooks, can't share google doc with any students teachers etc.

Newsletters: youtube ideas for brainstorming,

1 submission - deadline quickly approaching - Dec 1st

Holiday shop:

Cristina has been helpful with amazon orders

After thanksgiving will be reaching out to Mr. Kraver

He does calendar of when kids shop, discussed lunch subs etc.

Put out items per grade depending on age group

Sign up genius going out once we have a schedule

Flyer sent to kathleen

non-profit event

We don't turn children away

if you don't want child to participate unless form is filled out.

each student leaves with 2 items. additional items on a first come first serve basis.

donation - buy more items for the holiday shop

this year incorporate Hannukah items as well, tumblers are back

schedule from Mr. Kraver first couple of days of december

12 - 16th full week

Special man daughter event dec 16th - regina leading deadline

ginger bread house making event - deadline monday

Question: Is it a fundraiser - no

Bc its 50\$ to make one gingerbread house

Nerf night - 2 proposed dates in March one a wednesday and one a friday (St. Patrick's day).

wednesday might be tough, kim' s opinion thought st. patrick day may be tough

no final date

Glow bowling -

kim

Need volunteer for spring carnival

Drea C. is interested in helping out this year

Author visits need to be updated on calendar

It may help for cost if we add the other schools

person who she speaking with is out of albany ny

mileage hotel etc. Other schools, may be interested.

Library and art volunteers still needed... Ms. sokol needs volunteers for paw bucks etc.

box tops - since we started talking about it and talking about it on FB.

8\$ to \$150. Thank you to anyone scanning the receipts.

amazon smile - plug for every item I purchase.

Nicole - room parent email about collecting for the Teacher gift. Start collecting. Room parent to reach out how you can help with holiday party scheduled dec 22 thursday at 1 pm.

adjourned at 8:47