

PTA MEETING MINUTES
SEPTEMBER 19, 2017
CEA CAFETERIA

- Meeting Called to Order
- Welcome and Introductions
- Old Business
 - Audit-Amy Timmons presented the audit report which was done by she and Annette Bidwell (big thanks to them for their efforts!)
 - Not all bank statements were available
 - Checks were made out to Petty Cash without a strong description or reason
 - Items gave vague descriptions such as nursing supplies without a reason, in the future the more details the better
 - Additional internal controls/safeguards are recommended
 - It is recommended that all PTA members should submit for reimbursements by June so check can clear by 7/31 (end of fiscal year)-not always possible
 - It was proposed that the PTA add a July meeting. This was not voted on but will be addressed at a later date.
 - Tax form due in October for PTA
- Principal's/Building Report/Sunshine Committee
 - CEA - JoAnne Knapp/Stephanie Ewald
 - Mrs Knapp reported that the CEA has a busy and positive start to the new school year. Drop off is going smooth.
 - Emergency drills will begin soon. The school will have 8 by 12/31/17 and 12 by June as required
 - October 7th is open house
 - The school will be having fire safety week and the UPK and kindergarten will be visiting the fire station
 - Merry Go Round Playhouse will be in
 - Grades K-3 are busy doing individual assessments to help pinpoint where each student is. This helps direct instruction
 - CEA is continuing to implement Responsive Classroom. It is already being done in each classroom. This includes a morning meeting and closing circle to put an emphasis on the academic, emotional, and social growth of students.
 - Laurie Ward will continue to support grades 1-3 in math. She has started to facilitate our fall iReady benchmark to guide students.
 - 9/20-9/29: The Giant NYS map is back!. Michael Williams has coordinated another visit
 - Construction: ground was broken this week next to the playground/music wing to build 2 new pre-K classrooms.
 - Sunshine: condolences to Jennifer Barrows on the past of her father over the summer. Congrats to Laurie Ward on new granddaughter born, and Linnea (Mattson) Amato, Gail (Lawrence) Bigelow, Kim (Chandler) McLean, and Stephanie (Honsinger) Ewald on weddings over the summer
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 - TRA - Steve Moschak/Stephanie Hodkinson
 - Mr. Moschak reported that personally met with the grades 6-8 to review the rules this year including rules involving cell phones, bullying, and the dress code. He asks that all parents remind their students to report any instances of bullying and not to assume that teachers or other adults in the school are aware of them. He also encourages caregivers to call the

school if they become aware of issues. He promises that each and every instance will be handled once reported.

- August 26th was the 4th grade breakfast: there is a positive response overall to this
 - August 28th was 6th grade orientation
 - School now serves free breakfast to all students: 4/5 breakfast is delivered to the class, 6/7 go to the cafeteria and 8th grade uses the lunch machines.
 - The TRA will be starting their fire and lockdown drills during the week of 9/17/17
 - October 4th will be the destination DC meeting in the Auditorium
 - A suggestion was made to use the Remind App similar to the way it is utilized in the CEA. Mr. Moschak will look into this
 - Open house will be held on September 28th (4-8) but not 6th grade
 - Book fair 9/25/17-10/2/17
 - Select Chorus auditions are taking place and music students are fund raising
 - 8th grade students begin fundraising in October
 - Sunshine: Miss Farwell is now Mrs Snooks. Mr Kraly had a baby in May. Christine Gregoire is out due to an illness (a card was sent). Shelly Reynolds and Linda Dewey retired.
- **Secretary's Report - Kaeti Smith**
 - No proposed changes to the minutes. They were approved.
 - **Treasurer's Report - Racheal Lee**
 - Savings \$ 750.36
 - Checking \$ 13,368.86
 - Monthly Summary Report-approved
 - **New Business**
 - Budget 2017/2018: the officers are still considering the budget. It was proposed that the amounts from last year may be utilized again, but this was not certain. The budget was not voted on but will be addressed at a certain date.
 - Price Chopper: 5 digit code is 17122 for CEA, TRA: 17125, HS: 17124
 - PTA storage unit: there is money in the PTA storage unit. In the past this money has not been utilized as the items have been stored free of charge at the homes of officers. Concern was raised about the accessibility for all PTA members to access the items if stored at a private residence. This issue was not voted on, but will be addressed at a future date.
 - Volunteers needed for Fall Festival PTA table
 - **Event Reports/Chairpersons**
 - Holiday Shop 12/5: Cathy, April, Karen, Lili, Kaeti, Sherri
 - The Daughter's Ball: 1/27: Jenna (chair), Lindsey (chair), Kendall (chair)
 - Parp Kick Off 1/29 @830 am: Annie (chair), Linnea (chair), Amy Timmons (chair)
 - Movie Night 10/17, 01/12, possibly one in Dec: Hailey V (chair), Kaeti and Karen (helpers)
 - Parp Evening Event 2/28: Annie (chair), Linnea (chair), Amy Timmons (chair)
 - Son's Gala: Amy, Jenna, Lindsey (chair); Karen Zembek (volunteer) and Kim McLean (volunteer)
 - 4th/5th grade kids night out 4/20: Kendall, Racheal, Kaeti (chairs) Jessica, Sabrina, and Karen Z (helpers)
 - Fundraising: Kendall, Racheal, Kaeti, Cathy
 - Teacher Appreciation Week: Cathy, Lili
 - 4th grade breakfast: Kim McLean, Tina Hall
 - Nominating Committee: needs volunteers
 - Auditing committee: Amy and Kendall
 - **Speakers: ideas were made for speakers this year. Send suggestions to the officers**
 - **Meeting adjourned.**