

JAMES W. ALEXANDER PTA, INC.  
EXECUTIVE BOARD MEETING  
September 9, 2008

**CALL TO ORDER:**

President Tori McMahon called the meeting to order at 7:08pm and led the flag salute. Tori welcomed everyone to the meeting. She asked that everyone please be sure to get a PTA folder. She then welcomed teacher representatives; Mrs. Nami (grade 5), and Mrs. Hassell.

**ESTABLISHING QUORUM:** (Executive Committee)

Excused from tonight's meeting and those present; see attached list.

**OFFICER'S REPORTS:**

**Secretary's Report:** Deb Conti noted that there were no changes to the June 3, 2008 meeting minutes. The minutes were acknowledged and approved as presented by e-mail to the executive committee.

**Treasurer's Report:** Julie McGuinness reported from the Statement of Accounts for June 4, 2008 through September 9, 2008, a beginning balance of \$10,927.49, receipts of \$633.85, disbursements of \$3464.66 and an ending balance of \$8,096.68. The report was filed for audit. (See copy of attached report.)

Julie also reported that the budget will be presented in a new format which is recommended by the NJPTA. The new format has a place for reserves. She reviewed the procedure for check requests and deposits. Julie reminded everyone to use their ST-5 form because she can not reimburse anyone for sales tax. She stated that donations made to the PTA are tax deductible when no goods or services are received.

The budget will need to be approved tonight and it will be adopted at the general membership meeting. A motion was made to approve the budget; Jodi Morgan was the first and Kathy Register made the second.

**Correspondence:** Tammy Rodriguez reported that a thank you note was received from the family of the custodian who passed away over the summer. She also received thank you notes from the 1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup> grade teachers for the luncheon. Miss Rita sent a thank you note as well. Tammy stated that a note was received from the scholarship recipient Slitko. Lastly, Kristie Casole thanked the PTA for their support in her efforts to collect books for the Mercy House library.

**COMMITTEE REPORTS:**

**Arts in Education-** Rachel reported that this year's Reflection's theme will be "Wow!" She is hoping to get enough assistance to have the children create a mural like last year to kick off the Reflections "Start the Arts" week. She is going to try to have the traveling art show again this year. She stated that it was well received and is a great inspiration to the students who are thinking of entering the contest.

**Communications-** Jen reported that the student handbook will be distributed tomorrow. The newsletter will be sent home on September 18. She asked that if anyone had a flyer to be put on HTV to please get a form from the PTA mailbox and e-mail Sue Bishop or Jen with the information.

**Educational Programs-** Rachel reported that scheduling for this year is going well. The first program is a theatrical performance of "The Legend of Sleepy Hollow" on October 27<sup>th</sup> just in time for Halloween. There are three additional programs scheduled as follows: "Be Cool, Be Safe" in December, "The American Spirit" in January and "Happy Earth Day" in April.

**Family Activities-** Cindy Mimmo reported that the Fall Fun Fest will be held Saturday, October 25<sup>th</sup> from 10am to 2pm. Her committee met in August and came up with games and activities. It is a fall theme. The committee decided to offer healthy food choices such as grapes, pizza, and water. Pizza will still be offered.

She also discussed the Holiday Extravaganza. The event may be scheduled during school hours instead of the evening. The committee is trying to help families avoid the expense that this event can incur. There will also be a mum sale at school during the first week of October. Mums will be pre-ordered and can be picked up at the school.

**Fifth grade Committee-** Karin and Kim will be chairing this committee. They will begin meetings soon.

**Founder's Day-** Jodi reported that Founders Day will be celebrated February 17, 2009. It is our 45<sup>th</sup> Birthday and Miss Glonek's 40<sup>th</sup> anniversary. She sent around a sign up sheet for volunteers to help with the big bash. Jodi is hoping to get help with planning a special "this is your life" for Miss Glonek.

**Budget and Finance-** Ellen started off by stating that we have several great no-cost fundraisers. They are as follows:

- Box Tops-We receive 10 cents for each box top we submit. We already have over \$400 from our spring contest.
- Marrazzo's Receipts-We collect receipts from Marrazzo's Thriftway & submit them for a cash rebate.
- Tyson Project A+ Labels-Clip and save the Tyson Project A+ labels off Tyson projects. Each label is worth 24 cents.
- Campbells UPC Codes-clip UPCs off Campbells products and earn points good towards items for your school.
- Printer Cartridges-We will be recycling printer & toner cartridges for cash.

- Goodsearch.com-Use Goodsearch.com as your search engine and our PTA receives 1 cent for each search. Make Goodsearch.com your homepage! This year we have raised over \$32.
- We have a new fundraiser/recycling program for juice pouches. There are recycling containers in the lunchroom for our students to recycle their used juice pouches. This teaches our students that juice pouches can be recycled and reused to make other items. A local company will pay our school 2 cents for each pouch. Hopefully we can educate, recycle & earn money at the same time!

Ellen went on to say that the fall fundraising catalogs will be sent home the end of this week. The due date is October 1<sup>st</sup>. Along with the usual catalog with wrapping paper; we will also be selling food items, such as desserts, Auntie Annes, & cookie dough. Perishable items will be separated by student, so pick-up should not be too chaotic. Pick up will be Tuesday, November 11<sup>th</sup>. She stated that if you don't see anything you want to buy, please feel free to make a donation to the PTA.

October 1<sup>st</sup> will be our Friendly's fundraising night. Our PTA will receive 15% of all coupon sales between 5-9pm. We are allowed to pass out coupons at the front door, so we will have a display to show how all of what the Alexander PTA supports.

The School Fair is Saturday, October 25<sup>th</sup>. This is a huge event & so much fun for the students. We need so much help with setting up the day before, and helping during and after the fair. We are going healthier this year. Small prizes will be given instead of candy. The lunchroom will have healthier options as well. We are also going to have a 50/50 during the fair. Save your box tops because you will be able to exchange 5 of them for a school ticket.

She added that BJ's has a fundraiser where you become a new member or renew your membership, \$5 per account will go back to our PTA. You will get \$10 off your regular membership fee, plus 3 free months (so 15 months total). It doesn't matter when your membership expires as they will just add on the additional 15 months during the month of expiration. Ellen is hoping to have this fundraiser at the School Fair & the week after.

The school Book Fair will be held in October during school conferences.

Barnes & Noble fundraising day is the whole day on Wednesday, December 10<sup>th</sup>. The flyer will have a coupon, & our PTA will receive 10% of coupon sales. The PTA will be there with free gift wrapping, so this is great day to get some of your holiday shopping complete. We are also working to see if some of the teachers would be able to volunteer their time to read a holiday story to the students. This is a great way to get the students involved for the fundraiser.

Bingo Family Night is going to be on Friday, February 6<sup>th</sup>, 2009. Making up the baskets will be the night before. We will also be selling 50/50s during Bingo. Its lots of fun so please save the date!

Lastly, Ellen said that we are keeping some great fundraisers we have had in the past as well as trying some new fundraisers, such as Thanksgiving pies, Holiday gift cards, a clothing/toy drive, Maggie Moos and other events. We will have as many or as little needed to meet our budget of \$21,000.

**Health Day-** This event will take the place of Grandparent's Day, as this occurs every other year.

**Health, Environment and Safety-** Julie reported that RWJ can have the Shapedown program again. The only date available is October 16<sup>th</sup>. Julie asked if this date would work and the response was overwhelmingly yes. She is also hoping to have a walking contest in February. She asked that if anyone knew of a way to get pedometers donated or at a discount please let her know. Lastly, Julie asked if anyone had any ideas for the environment portion of the committee.

**Historical Yearbook-** Debbie Hamm reported that the Historical Yearbook was completed and submitted before the deadline to the County judge in July. She stated that the committee met over summer after this year's theme was established to brainstorm ideas for the upcoming yearbook. A timeline is currently being established and meetings are being planned for yearbook assembly.

She stated that the committee requests that copies of all flyers be forwarded to Debbie Hamm for inclusion in the 2008-2009 Yearbook along with any pictures from upcoming events such as school assemblies, family activities, 5th grade activities and fundraiser events. They may be emailed to Debbie Hamm at [hamnchs@aol.com](mailto:hamnchs@aol.com).

Lastly, Debbie reported that a recent crossover project was created by HY committee members for the Budget & Finance Committee to be displayed at upcoming fund raisers, general PTA meetings and membership drives. The "PTA ROCKS" display board includes pictures of past events sponsored by the PTA, spaces for current and upcoming events and a membership message.

**Hospitality-** Sue Fox reported that the Hospitality Committee would like to welcome new members: Tricia Bannister, Lillian Leigh, Kelly Philburn, Lisa Ruyak and Gerri Soleimani, as well as returning members, Karin Casole, Gerri Grant and Michelle Leszcynski.

Sue asked asking for volunteers from the PTA Executive Board to sign up to provide a baked good or snack item for the first PTA general membership meeting of the year; Back to School Night, Tuesday, September 23rd. Those who sign up are asked to have the items dropped off in the school kitchen after 3:35pm, but before 6:15pm. Please send the items in a disposable container marked for the PTA. She asked that everyone please have the items cut or prepared in single servings or "finger food"-sized portions. .

Lastly, Sue stated that the committee will be seeking donations for the school fair from

local supermarkets and warehouse stores. They will be coordinating their efforts with the School Fair Committee after a meeting tonight.

**Library-** Melanie Gaston reported that volunteers are needed to work the library. She asked that people volunteer to work on Thursdays or Wednesdays beginning the last week of September. She stated that it is a great way to see your children interact with others.

**Membership-** Jaime reported that the theme for this year is Join the PTA Party...Alexander is Celebrating 45 Years! She thanked Kelly, Kalyn, Michelle and Ellen who all helped to get the board up. Jaime stated that as of Monday afternoon we have 285 members. Michelle has gotten the first batch of cards out and is working on another. Jaime said that this year we are offering one free ticket to the school fair for each member who joins by Wednesday, Sept 10<sup>th</sup>.

**Recognitions-** Diane Kern reported that there are no staff members to be recognized in the month of September.

**Room Representatives-** Sue Bishop reported that the letter requesting room mom volunteers was sent home today. There were a few revisions and it was confirmed that you must be a PTA member to be considered.

**Book Fair-** Cindy Devine reported that the Scholastic Book Fair will be held the week of conferences. The theme for this year is Safari. They have decided to use Three For Me volunteers to staff the fair.

**Special Education-** Kathy Register reported that she now has a helper; Jo-Ann Hyman. She stated that the first PAC meeting will be held Monday, September 22 at 7pm at the Child Study Team office, 4660 Nottingham Way. This meeting is a planning meeting for workshops for the upcoming school year. Fliers will be sent home with all special needs children prior to future PAC meetings. She added that there will be an ADD/ADHD workshop in October.

**Special Treats-** Deb Conti reported that there would be special treats offered on 3 half days during the school year. Laura Briscese recommended having the treats on different days as it no longer is needed for lunch on half days. Deb Conti will speak with Mrs. Stevenson to come up with better days to offer Special Treats. Laura's idea was well received.

**Summer Reading-** Kathy Register reported that anyone who has participated in the Summer Reading Program to please return their report/artwork by September 17<sup>th</sup>. All of the work that is turned in will be displayed on the bulletin board outside the library for everyone to enjoy. The ice cream party is scheduled for Friday, October 10 beginning at 2pm.

**Teacher Appreciation-** Linda reported that the committee will be providing a back to school night treat for faculty and staff. The planning for Teacher Appreciation week which will be held in May is under way.

**Website-** The website is up and running and it was recommended that everyone take a look at it because Bev does an amazing job with it. Also, Bev was thanked for getting the great Alexander information magnets that everyone received in their Back to School folders.

**Three For Me-** Kalyn reported that response so far has been good. The deadline to turn in the volunteer forms is September 30th. She asked that the PTA executive committee let her know when they are in need of volunteers and they will be given a list.

### **OLD BUSINESS:**

**Revisions to Bylaws-** Tori stated that it has come up that our bylaws, while stating that a person from the general PTA could come forward to express their interest in becoming an officer, it does not say that they should be on the E-board first. A motion was made to add to Article VI, Section 4 that: "Officers should have served on the E-board for one year." A motion was made by Debbie Hamm and there was a second by Kathy Register. She added that Jodi and Sue Fox will work on getting the change made into the bylaws.

### **NEW BUSINESS:**

**Executive Board Meeting Time-**Tori reported that in accordance with the bylaws "Regular meetings of the executive board shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year." Linda Ackerson proposed a motion for the meeting time to be set at 7pm, which was second by Melanie Gaston and passed by unanimous vote.

**Audit Committee-**Ellen reported that the committee met in July. The books were reviewed and everything was in order. The audit was mailed in July.

**Proposed Budget-** The budget was reviewed July 22 and will be presented at Back to School night on September 23. Copies are available for review.

### **PRESIDENT'S REPORT:**

**Flyer Distribution-** Tori reminded everyone to please send all flyers to both Jodi and her for approval and then on to Debbie Hamm and Bev Braddock for their committees.

**Meeting changes-** Tori stated that there have been changes to two of the general membership meetings since it was originally approved. The December 16<sup>th</sup> meeting has been changed to December 9<sup>th</sup> and the May 19<sup>th</sup> meeting has been changed to May 26<sup>th</sup>.

**Board Folders-** Tori informed everyone that their board folders should include a list outlining everything in them. She asked that we please make sure it is and if anything is missing let her know. She went on to say that only new members have received a copy of the by-laws – if anyone else needs a copy, please let her know and she will be happy to make them a copy.

**Name tags-** Tori asked that we not take home our name tags. She would like us to put them back in the box so they are available for all meetings.

**Fall County Council Dinner-** Tori that a sign up sheet will be going around for the dinner on October 30<sup>th</sup>. As discussed at the budget meeting, we will divide up the money designated for this dinner and everyone will pay the difference. The price has gone up to \$27 per person. She will let us know when the form and deadline is received.

**NJPTA Awards Criteria-** Tori stated that we have not heard about any awards yet. The following awards were applied for: Presidents, Arts in Education, Nutrition, Website, Fathers Pride, Historical yearbook and for a monetary award called Healthy Lifestyles. She stated that we can win up to \$1000 which we would use towards the snacks and prizes at the school fair. As soon as we hear something, it will be announced.

**HTPTA Committee-**Tori stated that she attended the HTPTA committee last night. This is a quarterly meeting for all of the PTA presidents (or representatives) of the schools in Hamilton. Parent Education night was discussed and is tentatively set for Thursday October 16<sup>th</sup> at a location to be announced. Some possible ideas for the workshops were: sleep patterns of teenagers, Type 2 diabetes and nutrition, internet safety and cell phones. She asked that if there any other ideas, please let her know and she will pass them on. They also encourage the schools to share their news with the Board of Education and HTV. In turn, they would like to see school representation at the School Board meetings. The next one is scheduled for Sept. 15<sup>th</sup> at 7:00 at University Heights.

## **PRINCIPAL'S REPORT:**

Mrs. Stevenson reported that the teachers felt the first few days went great. She stated that things go so well because of so many involved parents. She stated that that is what makes Alexander the best school. She is still working on the bus situation though.

The NJASK 3&4 scores will be distributed September 15. The fifth grade scores will be sent out a week later. She stated that it is hoped that by the year 2014 all children will be at 100% proficient. The successful pupil performance objective is 72% for grades 3, 4, and 5 in Math. It is 83% for grades 3, 4, and 5 in Language. There will be classes offered once again to raise test scores.

**GOOD OF THE ORDER OF ANNOUNCEMENTS:**

**Adjournment** – There being no more business, the meeting was adjourned at 8:30pm.

Debra Conti

**Recording Secretary**

**President's report**

Any other Business?? MEETING ADJOURNED ☺