

**JAMES W. ALEXANDER PTA, INC.**  
**EXECUTIVE BOARD MEETING**  
**September 15, 2009**

**CALL TO ORDER:**

President Tori McMahan called the meeting to order at 7:09 pm and led the flag salute. She welcomed teachers Mrs. Bertothy and Mrs. Palloti. Lastly, she welcomed visitors and new members who were in attendance.

**ESTABLISHING QUORUM:** (Executive Committee)

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

**OFFICER'S REPORTS:**

**Secretary's Report:** The minutes were distributed and approved.

**Treasurer's Report:** Julie reported from the Statement of Accounts for June 3, 2009 through September 15, 2009. A beginning balance of \$9,530.35, receipts of \$661.55, disbursements of \$6,562.52, and an ending balance of \$7,629.38. The report was filed for audit. (See copy of attached report.). Julie stated that there is a new form for deposits and that it has to be completed and copied so that when giving her a deposit she can sign the copy and return it to as a receipt. She further stated that the check request was the same as last year.

**Correspondence:**

Jennifer Haley read thank you notes from the Third grade teachers for breakfast, the Fourth grade teachers for breakfast, the Fifth grade staff for breakfast, Allison Finn for the Alumni scholarship, Charlie Garlisi for the Alexander Alumni Award, from Mrs. Katz for the gift card, from the Alexander Staff to the Fifth Grade Committee for the gifts and goodies and a letter from the 2009 After Prom Committee at Steinert for our donation.

Jen also stated that a sign up sheet had been distributed and should be signed by those in attendance.

**COMMITTEE REPORTS:**

**Arts and Education –**

Rachel Sorrento stated that the ABC's of PTA was held on September 14, 2009. She was not able to attend. The theme this year is "Beauty Is". Rachel also introduced the members of her committee.

**Communications –**

Jen Haley stated that the newsletter deadline was September 15, 2009 and that she had not heard from some of the committees. Her committee will meet next week to finalize the newsletter and distribute in mailboxes next Thursday.

Jen also stated that handbooks went out in folders on the first day of school and asked that if anyone had more than one child in our school and does not need extra handbooks to please drop them at the office for new students, should we have any. She continued to state that the front of the handbook indicates that we are going green and this is the last year we will be distributing handbooks.

#### **Educational Programs –**

Jamie Rosica stated that a program will be held on Friday, October 23, 2009 at 1:30 p.m. entitled “Books, The Magic is Real” by Joe Romano. The program will coincide with our book fair and she was hopeful that the books presented in the program can be available at the book fair.

#### **Family Activities –**

Cindy Mimmo stated that the Fall Fun Fest will be held on October 17, 2009 from 10:00 am until 2:00 pm. The Fall Fun Fest is a carnival-like activity with bouncers, hayride, games, food and numerous other activities. The event will be held rain or shine. She will inquire with the Three For Me program for volunteers and it was also suggested that this would be a great opportunity for high school students who need to do community service to volunteer.

#### **Fifth Grade Activities -**

Debbie Hamm stated that a letter will be sent home to ask for help. This committee will hold its first meeting on October 1, 2009 at 7:00 pm. Their first fundraiser will be an all day Bake Sale on Election Day. Debbie will be seeking volunteers and bakers.

#### **Field Day –**

Debbie Hamm stated that there is nothing to report at this time.

#### **Founder’s Day –**

Jodi Morgan described what Founder’s Day is and that Founder’s Day this school year is on February 16, 2010 which coincides with our General PTA Meeting.

#### **Fundraising –**

Ellen Iorio stated that the Maggie Moos ice cream fundraiser last June made \$260. She thanked everyone who showed up and a big thanks to the awesome teachers who scooped for us. Ellen also stated that we have several great no-cost fundraisers which are Target Gives Back-designate Alexander PTA for your school on your Target credit card and 1% of your sales will go back to our school, Box Tops-we receive 10 cents for each box top we submit and have already submitted \$600 from our spring contest, Thriftway Receipts-we collect receipts from Thriftway (previously Marrazo’s) and submit them for a cash rebate, Tyson Project A+ Labels-clip and save the Tyson Project A+ labels off Tyson products-each label is worth 24 cents, Campbell’s UPC Codes-clip UPCs off Campbell’s products and earn points good toward items for our school, Printer Cartridges-we will be recycling printer and toner cartridges for cash, Goodsearch.com-use Goodsearch.com as your search engine and our PTA receives 1 cent for each search; last year we raised \$64,

juice pouch recycling-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.

Ellen also stated that everyone should have received the fall fundraiser catalog. The due date is September 30, 2009. Along with the usual catalog with wrapping paper, we will also be selling food items, such as desserts, Auntie Annes, and cookie dough. Perishable items will be separated by student, so pick-up should not be too chaotic. Pick up will be Tuesday, November 10, 2009. In lieu of a purchase, a donation can be made to our PTA. If a student sells 12 items or more, they will get to compete in the Hamster Rumble. At the Hamster Rumble Assembly, the children get to race their hamsters and win fabulous prizes.

Ellen further stated that our 2nd annual Not-Just-Clothing Drive will be held on Saturday, October 3, 2009 from 8:00 am to 12:00 pm. We will be collecting clothes, shoes, fabric household items, such as linens and towels, stuffed animals and hard toys, such as action figures and dolls.

Ellen further stated that October 7, 2009 will be our Friendly's fundraising night. Present a flyer when making a purchase and 15% of the total sales will go back to our PTA.

Ellen continued to state that Barnes & Noble fundraising day will be the entire day of Monday, November 30, 2009. The flyer will have a coupon and our PTA will receive 10% of coupon sales. The PTA will be there with free gift wrapping. Our teachers read last year and we will ask them again if they would like to volunteer and read books to our students. This is also a great way to get the students involved with the fundraiser.

Ellen lastly stated that other fundraisers which we will be having throughout the year are KidsStuff coupon book, Thanksgiving pies, Holiday gift cards, Holiday Shop, Bingo Night, Original Artworks, Maggie Moos and other events. We will have as many or little as needed to meet our budget of \$18,000.

### **Grandparent's Day –**

Jodi Morgan stated that Grandparent's Day will be held on Friday, April 30, 2010.

### **Health and Safety –**

Julie stated that she has the same committee members as last year. She is looking into doing a "walking school bus" and a family dance possibly in February with some health pieces added to it such as taste testing and possibly health screenings for parents. She is also going to arrange for a Krav Maga self defense class for Executive Board parents that are interested. Krav Maga is a self defense, martial arts type discipline that originates in Israel. The course should be about \$25.

### **Historical Yearbook -**

Debbie Hamm stated that last year's book was submitted to the County for judging and she thanked her committee for the hard work they did and also thanked everyone for providing flyers and pictures and stated that she will ask for the same this year. She also asked that if attending a PTA event, to please take camera and send pictures to her. We will find out at the County dinner in October the results of yearbook judging.

### **Hospitality -**

Gerri Soleimani stated that the next event is Back to School night and that bake goods are needed and can be dropped off after school until 6:45. Tori suggested to be sensitive to peanut free foods and label them, suggestion made from Cindy Devine is to look at label and the allergy information is listed. However, children do not attend Back to School Night so this is not an issue for this event but will be helpful for others. Gerri also introduced the new members of the committee.

### **Library -**

Linda Ackerson stated the library needs parent volunteers to assist on Wednesday afternoons and Thursday mornings and afternoons. Volunteer forms were sent home with students today. Library exchange begins September 23rd. This year the Committee will be introducing a new program in lieu of the Celebration Books. The new Adopt-A-Book program will enable families to sponsor a book for just \$10. The adopting student will be the first to check out the new book.

### **Membership -**

Kalyn Vizzoni stated that things are underway. This year's theme is "An Apple a Day Makes a Great PTA" and the bulletin board is done. She thanked the teachers for returning the envelopes daily. Three For Me forms went home yesterday and Executive Board members do not need to fill these out. She noted that committee chairs should remember to go to Three For Me first when volunteers are needed. She further discussed sweats and t's Spirit wear and she received an email from a company that does spirit wear that sent her a brochure and decided to go with this company and discussed the new logo. Order forms will go home September 21, 2009 and a reminder notice will be sent the second week and each teacher gets a poster with the new logo and there will be posters for school. She can take pictures of samples to put on our website. It will be a two week sale. There will be regular t-shirts with a rough look, sweatshirt and a t-dye shirt Kalyn further stated that the old company sold items that may be of interest to Fifth Grade Activities, for example umbrellas. Samples will be at back to school night

### **Procedures and ByLaws -**

Jodi Morgan stated that there will be changes to the ByLaws which are up for renewal next September. Jodi and Sue are Committee Chairs and they bounced around ideas about how to bring in additional monies one of which was that the membership amount could be increased, maybe to \$6 but this needs to be a specific amount in bylaws and set in place and approved by general membership in May to be up and running in September. Jodi also stated that another change is that if someone is an officer, they must also be an Executive Board member.

**Recognitions -**

Deb Johannsen stated that the Committee will be meeting tonight to come up with a schedule for the year.

**Room Representatives -**

Sue Bishop stated that she received some responses back for volunteers and that some grades are not well represented. They will be closing out on Thursday and choosing by the end of the week and then will hold a mandatory meeting next Friday for all room representatives to give out the procedure book, class monies and class list. There will be a change this year in that lunch should not be supplied at class parties with a minimum amount of food but that this is not necessarily true for the end of year party. She suggested a snack or one sweet treat along with juice or water.

Deb stated that Fifth grade still needs room moms even though there are other activities to be involved in such as planning for end of year. Deb also stated the process of choosing room moms in that they try to pair one room rep with a rep who did it before and that there are some classes which they receive several slips.

**Scholastic Book Fair -**

Cindy Devine stated that the book fair will be held October 26 through October 29 and is different this year as it starts on a Monday since this is the first half day of the week. There will be evening hours on Monday and Wednesday, kicking off with an assembly the Friday before with a magic show about books that Jamie discussed earlier and she will try to have those books available at the fair. She will also be sending a sheet for volunteers to sign up and will reach out to Three For Me.

**Special Education -**

Kathy Register stated that the first meeting of the year for the Parent Advisory Committee (PAC) will be a planning meeting on Monday, September 21 at 7 PM at the Child Study Team Office. The next meeting will be Essential Components of the IEP, presented by Carolyn Hayer Span at 7 PM in the Crockett Middle School cafeteria. When available, fliers will be sent home with all special needs children prior to upcoming PAC meetings.

**Summer Reading -**

Kathy Registered stated that all Summer Reading logs were due to each child's teacher by Monday, September 14, 2009. Each child that participated will receive a Certificate of Participation from the Township. Additionally, the Alexander PTA will recognize all participants with a voucher to be used towards the annual Scholastic Book Fair in October. These vouchers will be sent home with each participant by the end of the first week in October.

**Teacher Appreciation –**

Linda Ackerson stated that this Committee will once again provide a treat for teachers on Back To School Night and will also plan festivities for National Teacher Week in May.

**Website –**

Kim Clayton stated that she and Bev Braddock are co-chairs but that Bev is not here tonight. The PTA website is [www.alexanderpta.com](http://www.alexanderpta.com) and that everything sent home so far is on the website including the handbook. Additionally, calendar dates and PTA events were added, if any committee has dates check to be sure it is on there. Kim also stated that if there are other flyers that need to be loaded up to send in PDF format if possible. Kim further stated that new this year is a Facebook page and if it gets 100 fans the URL can be shortened. Kim will email everyone the link and put it in the newsletter.

**OLD BUSINESS:**

Tori stated that as the changes to the ByLaws were already discussed, there is no further old business.

**NEW BUSINESS:**

Tori stated that per our bylaws, we need to determine the time of our meetings for the 2009-2010 school year. Kathy Register made a motion to continue the meeting time to be 7:00 p.m. and Debbie Hamm seconded.

Cindy Devine stated that the Anderson family experienced a fire the week before school started and two days later they received enough clothes that they could probably clothe everyone in the school. The Anderson family is very thankful for all of the donations and they have a request that since they lost their pictures, if anyone has any pictures from school events or an extra yearbook if a copy could be made for them. Debbie Hamm stated that she has a scanner and would be happy to duplicate any class pictures. The family is also requesting books, only two books per family and they can be dropped off to Cindy. The children are in 1<sup>st</sup> and 3<sup>rd</sup> grade. Tori thanked Cindy for taking on this task.

**Audit Committee:**

Ellen Iorio stated that the Committee met in July, the books were reviewed and everything was found to be in order and mailed the report out in July.

**Proposed Budget:**

Tori passed around a proposed budget. A budget meeting was held on July 21 and changes were made and almost \$4,000 was cut. It was discussed amongst the officers that it is time to hire an accountant and deemed appropriate use of funds to do so. The time consuming part of the job is doing taxes and CRI form and the cost will be about \$500.

Kathy Register made a motion to approve the cost and Wendy Queval seconded.

Julie stated that \$18,412 needs to be raised so please take a look at the proposed budget to see if you have any questions and call or email her.

A motion was made by Jodi Morgan to approve the budget by the Executive Board for adoption by the General PTA and Kim Clayton seconded the motion.

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

Tori stated that all flyers should continue to be submitted to her and Jodi and they will send on to Mrs. Stevenson if she needs to review them. Also, Tori stated that if you have not received an EBoard folder, please take one. Tori also stated that some people in attendance tonight are not on the EBoard and if they are interested in joining the EBoard, to let her or someone else know.

Tori stated that the Fall County Dinner will be held on October 29 at 6:30 pm at Mercer Oaks and the budget was changed to \$84 to cover those that attend. If you would like to go, please sign up and the cost is \$27 per person.

Tori further stated that she and Ellen applied for the following awards: Character Ed, Nutrition, Website, Father's Pride, Historical yearbook and this year's newest category – Newsletter as well as the Healthy lifestyles award which would be a monetary prize not an award given at the dinner in December. Last year we received honorable mentions in Nutrition and Father's Pride. This year Tori was happy to announce that we received the award for Character Education. At the next meeting, Tori will send around a sheet to anyone who may be interested in attending the Awards dinner. The cost is \$43 per person but we have a budget of \$250 to split among all who go. It will be on December 2 at Bally's in Atlantic City. We received one free ticket which ensures that we will have a table this year.

Tori also stated that she is not able to attend the Hamilton Township PTA President's Meeting. Julie stated that she will attend the event in Tori's place.

Tori further stated that she was not able to attend the ABCs of PTS but that Melissa Giori attended.

### **PRINCIPAL'S REPORT:**

Mrs. Stevenson welcomed everyone back to school and said that we are off to a good start. Test report scores have not yet been delivered to Third, Fourth and Fifth Grade parents and it is anticipated that they will arrive the end of October or beginning of November. All districts have not received their test scores and as soon as they arrive, they will be sent out.

Mrs. Stevenson further stated that the Department raised the bar again in Third and Fourth Grades. The Proficient score is 200, Advanced is 250.

Mrs. Stevenson also stated that every teacher in the District received a Safe School Step Chart. This flow chart was started after Columbine and it contains procedures to follow

in the event of a disaster. She discussed the Condition Alerts in addition to fire drills which are Condition A – threat of intruder, phone threat or a weapon; Condition B – close classroom doors and secure students and staff – Condition C – perform Condition A and B plus open blinds for police to see, teachers have to put red note under their door for a serious problem, or a green sign to let them know everything is ok. Julie asked Mrs. Stevenson how parents will be notified and Mrs. Stevenson stated that there will be a parent link sent to every parent. This message system will also alert parents of snow days, early dismissal as well as a Condition Alert. Mrs. Stevenson responded to Wendy's question to indicate that red and green cards are kept by the teachers with the flow chart. Mrs. Stevenson commented that this is an Award Winning Flow Chart and it was designed by our District.

Mrs. Stevenson continued to state that Mr. Bill Leonardo is a long term sub for Mrs. Katz and doing a fantastic job. Mrs. Katz will be back on October 12. Mrs. Camelieri will be out mid-October until January or February and then Mrs. Brander will probably go out in January as well and Mrs. Stevenson is hoping to get Mr. Leonardo to come back. He will leave and go to Laylor as a long term sub. Wendy stated that Dan from the after school program is looking for long term sub position.

Cindy Devine raised a concern to Mrs. Stevenson regarding a branch that covers the front walkway and Mrs. Stevenson indicated that she will contact Facilities to get this resolved.

Tori thanked Mrs. Stevenson.

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 8:16 p.m.

*Tricia E. Bannister*

**Recording Secretary**