

**Atholton Elementary School**  
PTA Executive Board Meeting  
January 14, 2007

**Meeting Attendees:**

1. Lori Donato, President
2. Felicia Jones, 1<sup>st</sup> VP
3. Stacey Matson, Recording Secretary
4. Mary Beth Waak, Corresponding Secretary
5. Mrs. Lauren Bauer, AES Principal
6. Mrs. Debra Anoff, AES Assistant Principal
7. Brenda Clyde, SIT & Bi-Laws
8. Bryna Weiss, Reflections
9. Cheryl Duquette, Basket Bingo / Staff Appreciation
10. Patty Dugan, Treasurer
11. Susan Waid, Cultural Arts
12. Shelly Cohen, Membership

**The meeting was called to order at 7:05 PM**

**Officer's Reports:**

**President:** Lori Donato

- No quorum for tonight's meeting
- Green team – asks for line on budget for 2008/2009 (they have some budget this coming year for the butterfly). Will need to vote in another meeting
- Next year – not having VP or correspondence secretary on the executive board
- Letter from HC ombudsmen – Rose Dennison – new ombudsmen – can contact her with concerns.
- 2/11 – PTA night
- Cultural proficiency training in May 7-8
- Leadership conference & Fall convention for next year as well
- Closet in computer lab that is full of PTA stuff... plates, cups, hot chocolate, water, etc. Please use these items for our events.

**1<sup>st</sup> Vice President:** Felicia Jones

- Nothing to report – will be acting VP – additional signing authority for checks will be designated as Mary Beth Waak, corresponding secretary

**Treasurer:** Patty Dugan

- No report to submit in December... rolled it onto January.
- Will be leaving – need to train new treasurer – the PTA use Quicken.
- Still working to finalize memberships – we were off about \$300
- Please be mindful of how we are spending our money.
- Please submit receipts within 30 days of expenditure so we can more accurately reflect the numbers. This is in line with the Bi-Laws.
- Bi-Laws require each committee should submit a plan of action for their projects... plans need to be put in May/June plans for the next year.
- Basket Bingo last year raised money for Staff Appreciation... we
- Speculation by Brenda Clyde: Anticipated by buget committee – anticipated budget of \$3000 to set up Basket Bingo – expected to bring in \$4500 (net \$1500) – fed into expense line item of \$3000 for Staff Appreciation (Stacy thought that there was an additional \$1500 for Staff Appreciation).
- Expenditures vs. income – only \$3000 difference – but does not include revenue from Fall Book Fair. End of year school supply fund raiser... we could be pretty close this year to spending everything that we have.
- Basket Bingo – already spent \$700 thus far... let's take \$1500 from the budget line for Basket Bingo.
- Spring Fling is revenue neutral – typically pays for itself.
- Mrs. Anoff – is there any budget line items that could be removed in a future meeting?

- Family Fun does not need \$3000 – only spent \$256 thus far.
- Cultural Arts does not need to spend.
- Memory book has not yet been paid for.
- Staff appreciation may not spend their entire \$3000.
- Staff funds – ask for Academic Support to be requested now so that we can see how that - only \$500 used out of \$4000. Breaks down by staff member and teams. Pick a deadline for the staff to send in their expenditure receipts to the PTA.

**Corresponding Secretary:** Mary Beth Waak

- No report

**Recording Secretary:** Stacey Matson

- Minutes read from December 10 meeting

**Lauri Donato made a motion to approve as written the minutes from the last meeting, Felicia Jones seconded the motion. The motion was approved.**

**Staff Reports:**

**Principal:** Mrs. Bauer

- Thank Felicia for her time in the PTA and to AES – 2 years as President, 1 year VP and Market day.
- 4 PDS interns – here FT from Loyola
- 5<sup>th</sup> graders – 5 teams participating in Black Saga. 500 items to know and memorize (teams of 3 – final team will participate 2/2 at Wild lake. Mr. Garner & Mrs. Robinson. Answer questions as teams.
- Fall book fair – Mrs. Hamming ran – profits are planned to split with PTA. Total profit was \$1000 - \$500 will come to PTA. No spring book fair this year unless a PTA member is willing to chair this.
- Spirit days – starting this week – every Friday. Wear school colors.
- Green team – Lisa Young leading the way. Students/parents/staff all involved.
  - Waste free Wed – weigh trash at beginning of month 136 lbs – just trash, no food.
  - 5<sup>th</sup> graders created power point to share during lunch times to help educate
  - Grade with highest % change down will earn a green
  - Reef balls finished – 5 or 6. Wrote up in local papers.
  - Reviving nature trail on side of the school. Will clear the path... make trail safe so teachers can take students down to educate students on the nature. Parks & Recreation and the grounds department is helping to survey to ensure the property lines are kept
  - School concert around environmental theme.
  - Add to butterfly garden out front or add a second area.
  - Spirit days – starting this

**Vice Principal:** Mrs. Anoff

- Black Saga – final competition 1/16 at 2:00 PM in cafeteria. 3 teams competing. This will be a 5<sup>th</sup> grader assembly.
- Thus 1/17 – guest reader day. 3 hour early dismissal day.
- No school on 1/18 – professional work day
- Mon 1/21 – martiLK
- Tue 1/22 – Earth Dome – Cultural Arts
- Band Wed 1/23 at 7 PM cafeteria
- Spelling bee 4<sup>th</sup> & 5<sup>th</sup> fri 1/25 at 2:30 PM
- Wed 1/30 – report cards issued
- Chorus concert – 1/31 at Hammond High school at 7 PM
- Aladdin Show – will confirm dates – sat 1/26 at Hammond High School\
- Parent - Teacher conferences Feb 6 & 7<sup>th</sup> – Math Make & Take in the cafeteria
- Jump for heart during Feb. 6<sup>th</sup> & 7<sup>th</sup> – 3, 4, 5
- Testing:
  - Reading MSA - grades 3, 4 & 5 Tue & Wed April 1<sup>st</sup> & 2<sup>nd</sup>.

- Testing: Math MSA – grades April 8<sup>th</sup> & 9<sup>th</sup>
- 2<sup>nd</sup> Graders: April 21<sup>st</sup>, 22, 23<sup>rd</sup>
- 29<sup>th</sup> & 30<sup>th</sup> – MSA Science (just 5<sup>th</sup> grade) – all computer testing (2 days per class / 2 hours per day) – do not test in the afternoon
- Last Classes - May 6, 7, 8, 9
- Classes are not assigned yet.
- Field Day will be in June
- Atholton Excellence – May 29<sup>th</sup>
- Simulated Congressional hearing - May 21<sup>st</sup>

### Committee Reports:

- **Spring Fling:** [Lori Donato] May 17<sup>th</sup> – would love to have 5<sup>th</sup> graders to help with the event. Ask room parents to help drive the volunteers for the event. We need 6 volunteers to help plan and coordinate the event. Put in school news letter and will have Barb send out a sign up form planning committee – then a second sign up for actual roles.
- **SIT:** [Brenda Clyde] – no report. Bi laws need to be done by April. Need copies of their template. Must be done through the state or county PTEC.
- **Staff Appreciation:** [Cheryl Duquette] – Feb 6<sup>th</sup> – Luncheon – baked potato bar.
- **Basket Bingo:** [Cheryl Duquette] – March 1<sup>st</sup> coming up fast! Focus: #1 - Ticket sales; #2 - need sponsorships and donations. Friday folders this week – send home forms - every class will have a theme and every team will sponsor a basket. Families can donate from list of items. Needs help to put box in classrooms on how to collect the items. Get items by Feb 1<sup>st</sup> so the baskets can be assembled. To sponsor a basket – min \$50. Basket bingo tickets available for sale at the band concerts, at Make & Take sessions, Aladdin. Goal is to sell out 300 (children can attend this year). Will be able to get a lot of good raffles this year on the items. Every dollar saved is pure profit. Committee meeting on Thursday night at 7:30 PM at Cheryl's house – but may have it at AES if there are many attendees.
- **Box Tops & Labels:** [Lynette Palmer] – no report
- **Market Day:** [Felicia Jones] – sales going down # items ordered and dollars spent... selection lists have changed. Issues with the website. Last year – was on 'probation' – we are not that bad this year. Will need some assistance
- **Membership:** [Shelly Cohen] – no increase in numbers. Has a deposit today – puts us over the expected budget. Has list of board and executive committee – some people are not paid members. Lori will contact these members to take care of this.
- **Cultural Arts:** [Susan Waid] – 4<sup>th</sup> program coming up. Doing well. Plan was to have a good author come to AES – it would be great to have one. Science center? Cultural Program? Teachers did not want an assembly with MSAs coming up – 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>. Perhaps after testing would be better timeframe – around Atholton Excellence.
  - Susan will work on an art project for next year – quilt mural project (Apply for grant money – for residency – 5x over 5 weeks – done in art class).
- **Family Fun:** [Lori Donato] – movie night was packed – almost 200 attended! 5<sup>th</sup> grade committee made a nice profit with snacks & popcorn.
- **Plant Sale:** no update
- **Reflections:** [Bryna Weiss] – 3 entries, all in different age groups and mediums – all moved to the county level. Will find out this month
- **School kids:** no update

- **Shopping:** [Patty Duggan] – numbers at Giant & Safeway. Used to be able to do it online, but no need to fill out paperwork.
- **5<sup>th</sup> grade:** [Patty Duggan] – Thursday is fundraiser night – restaurant night at Fuddruckers. Yellow shirts are a hit – great for spirit day.

**New Business:** none

**Unfinished Business:** none

**A motion was made by Brenda Clyde to adjourn the meeting and Shelly Cohen seconded the motion. The meeting was adjourned at 8:39 pm.**

The next PA Executive Board Meeting will be held on Monday, February 11th at 7:00 pm.

Respectfully submitted,

Stacey Matson  
Recording Secretary

Minutes approved \_\_\_\_\_  
As written \_\_\_\_\_  
As amended \_\_\_\_\_