

Final Minutes-Approved 10/20/06
Gayhead Elementary PTA
General Membership Meeting
Wednesday, September 27, 2006

The General Membership meeting was called to order at 7:05PM by Mary Jean Staudohar, President.

Recording Secretary: Noreen Healey

Quorum Established

1. Welcome (President, Mary Jean Staudohar)

Mary Jean Staudohar introduced the 2006-2007 Executive Committee members, and also introduced Assistant Principal, Mr. Ceng.

Mr. Ceng noted that the buses are running on time at dismissal-- a big improvement over beginning of last year. Mr. Ceng also noted that there will be a fire prevention assembly coming up soon, and when asked, noted that ELA scores will be out soon.

2. PTA Goals for 2006-2007 (President, Mary Jean Staudohar)

PTA 2006-2007 goals were reviewed by Mary Jean Staudohar. The PTA logo was changed & now includes the words Come Grow With Us, to encourage more people and new faces to get involved with the PTA. Thanks to Rebecca O'Mara for the logo redesign.



3. Reading & Approval of Minutes (President, Mary Jean Staudohar)

The minutes from the June 7, 2006 General Membership meeting were read, and approved with small corrections made.

4. Treasurer's Report (President Elect, Kelley Lewis on behalf of Treasurer, Sue Kline)

- A check was received from LifeTouch for \$1,347 from last year's Spring pictures. (PTA receives a certain dollar amount per child for the pictures taken) A line was added under Income to break that out on the budget.
- The Welcome Packet (PTA folder of information that went home on 1st day of school) was completed for \$696 out of the \$830 budget

- The Membership committee has collected over \$1600 in membership dues so far.
- Mrs. Dollard has ordered new quizzes for the Accelerated Reader program, using up the budget allotted for the year. She may request additional funds to purchase a support system that is offered for the computer program.
- All committee Chairs are encouraged to attend the training on 10/5/06 at 7pm where Treasurer, Sue Kline will review the financial forms and how to use them to manage committee spending.

5. Correspondence (Corresponding Sec'y, Lee Bukofsky)

Lee Bukofsky, Corresponding Sec'y, reviewed some thank you cards that the PTA received for their Senior breakfast, Staff Appreciation week, and for this year's Teachers' Welcome Back package. There were many thanks received for the Fifth Grade picnic as well, and were displayed at the meeting.

In response to one student letter, Mary Jean Staudohar noted that due to several liability reasons, the PTA cannot head up a Playground committee to replace the upper playground at Gayhead. A suggestion was made that a parent-led group can be formed, outside of the PTA organization, to raise funds and drive the installation of a new upper playground. The PTA organization will support this group's efforts but will not be responsible for the committee. Rose Kelly will work with Mr. Hoke and Mr. Ceng to explore the option of a parent playground committee.

6. Special Appointments of the '06-'07 PTA Executive Board

Mary Jean Staudohar noted that the PTA still needs a teacher liaison. Mrs. Munoz volunteered to be teacher liaison. The following are the special appointments to the '06-'07 PTA Executive Board:

Assistant Treasurer	Michelle Frego
Board of Education Representative	Keri Peterson
Council Delegate	Beth Brofman
Legislative Delegate	Keri Peterson
Past President	Beth Brofman
Principal	Mr. Hoke
Assistant Principal	Mr. Ceng
Special Ed. Representative	Beth Roth
Teacher Liaison	Mrs. Munoz

It was noted that the following committees still need chairperson(s): P.A.R.P (Parents as Reading Partners), Staff Appreciation, Career Day, Grizzly Growl. Please let us know if you can volunteer to help.

7. VP Administration (Rebecca Yeager)

Some of the highlights noted by Rebecca included:

- \$20 giftcards for Office Depot were given out to the teachers. Office Depot was chosen for their continued support of the National PTA.
- Directory information request/approval forms have been sent home. The School Directory is a tremendous resource to many in the school community, & is included as part of the PTA membership. An additional notice will go out again shortly.
- The welcome event was well done, and was very well attended. Thanks to Kristen Pakrad for a job well done.
- Lisa Bald will be chairing the Health & Safety committee this year. One goal this year is to have a Computer Safety program specifically for parents.
- A hospitality chair is still needed for the PTA general membership meetings. It was noted that Lisa Squeo volunteered for this position.
- Allison Lainchbury noted that membership so far for the year has been strong, and more coming in

8. VP Events (Kim Hobbs-LaVigne)

Some of the highlights noted by Kim included:

- Michelle Frego will be chairing the Reflections program
- The Ice Cream Social (ice cream donation by Stewarts) will run together with the 10/13th book fair. (chaired by Diane Cucolo, and Caroline Galati)
- The wellness committee is chaired by Karen Gomba and Kim Hobbs-Lavigne. A wellness meeting will be held on 10/17 at 2pm in small cafeteria.
- A Career Day chair is still needed. This event involves parent volunteers that visit classrooms for approx 20 minutes to discuss their career. The chair mainly has to coordinate the schedules of the volunteers and classrooms. Please contact Kim if you wish to volunteer.
- A P.A.R.P chair is still needed. It's a 3 week NYS PTA program to encourage students to read. There is a PARP conference on 10/11 in Albany and on 10/18 in LI to learn about the program. Please contact Kim if you're interested.
- Tricia Watt is the Holiday Shop chairperson.
- Programs/Assemblies- Mary Jean Staudohar and Kelley Lewis volunteered to learn the procedures involved in coordinating all the student

programs/assemblies from Chairperson, Carrie Harden, so that the programs administration can carry on seamlessly in future years.

9. VP Fundraising (Kathy Gately)

- Beth Brofman is chairing the fall fundraiser. Information should be coming home next week regarding the fundraiser, & will run approximately 2 weeks from 10/4-10/18. A company called FunTime is being used this year, and internet ordering will be an option again this year. Volunteers are needed to help put together the packages and to help count the proceeds on program completion day, 10/18. Please email or call Beth if you can volunteer to help.
- Rose Disisto-Butkovitch and Donna Terrace are chairing the Book Fair. The book fair will be on 10/12 and 10/13. It will be held during the school day on 10/12 and 10/13 and then will reopen at 6pm on 10/13 to run alongside the Ice Cream Social. This year is a Jungle theme. The team has received a lot of help from Mrs. Gabriel, and thanks go out to her. There will also be a Book for a Buck form at the fair to donate \$1 towards book purchases for the library or classrooms. The PTA will be paying the sales tax again on the book purchases. The book fair needs volunteers. Please let Rose or Donna know if you can help.
- Kelley Lewis noted that the school pictures will be held on Thursday, 10/26th and Friday, 10/27th. Mr. Ceng will coordinate the picture schedule with the teachers. Volunteers are needed to help the children on picture day. Please let Kelley know if you can help.
- Mary Jean Staudohar, President, noted that the goal of the PTA is to try and raise all necessary funds for the year in the Fall. If the Fall fundraiser runs short, then some additional ideas that are being considered include:
 - Tickets to the Danbury Mall for 12/2. For a \$10 ticket, the ticketholder receives various discounts throughout the mall on that day. PTA keeps 100% of proceeds.
 - Kids Art- Your child designs a card, and it is made into note cards to purchase. Prices vary but examples were \$22/40 cards. Examples were passed around the meeting.

MOTION: A motion was made by Beth Brofman, Past President, to empower the Executive Committee to make a decision on the additional fundraising ideas. The motion was seconded. A vote was taken, and the motion was passed.

- Rebecca Yeager noted that people can support Gayhead through Office Depot. Just mention that you want your purchase credited to help support Gayhead Elementary.
- It was also noted that you can shop online at many stores through the boxtops for education website, and when you do so, the participating stores contribute a % of the purchase price back to your school. The boxtops for education website can be reached via a link right on the Gayhead PTA website. The boxtops for education proceeds fund the efforts of the SLT.

10. VP Communication (Mary Jean Staudohar on behalf of Lisa Fusco)

- The Grizzly Growl newsletter needs a chairperson.
- Tricia Watt from Yearbook Committee noted that they need volunteers. Please send her an email or call her if you can help. They will provide you with disposable cameras, and film, and will also accept digital photos. Please label pictures/film with the Grade and Class#. A suggestion was made to possibly pair up photographers with the schedule of teacher's classes attending the book fair to obtain student candid photos.
- Rebecca O'Mara, Website Chair, explained that the Gayhead PTA website was redesigned. The new website address is <http://www.gayheadpta.org>. The website contains many useful forms including PTA treasurer forms, Committee Plans of Work, Committee Final Reports, and school forms (bus pickup, etc.). The website now has an email notification/reminder function. Just sign up on the website, and an email will be sent to you for upcoming events. You do not have to be a PTA member to get email notification of upcoming events.
- Mary Jean Staudohar thanked Rebecca O'Mara for the great job on the website, and also on the PTA logo redesign.

11. Audit Committee Report (read by Past President, Beth Brofman)

Beth Brofman read through the Audit Committee Report which is attached.

MOTION:

Motion Made: Beth Brofman made a motion to empower the Executive Board to review and implement the Audit Committee recommendations at the next Board meeting.

Motion Seconded: The motion was seconded.

Discussion: A discussion was held. Kim Hobbs-Lavigne noted that the Board should review the recommendations but it should be at the Board's discretion whether to implement them. Keri Peterson noted that they advise their Accountant, and take the advice of the Accountant.

Motion Amended: Beth Brofman amended her motion to move that the Audit Committee report be accepted into the Minutes, and that the GH PTA Executive Board review the Audit Committee recommendations and determine level of implementation at the next GH PTA BoD meeting on 10/5/06.

Motion Seconded: The motion was seconded.

Motion Passed: A vote was taken, and motion was passed.

12. SLT Report (Jenn Oppenheim)

Jennifer Oppenheim, SLT Co-Chair, noted that the SLT (Student Leadership Team) is a parent, teacher, administrator team with a goal to enhance student academics. Some SLT programs include the 25 Book Club, School Store, Take Home Science, & Citizen of the Month. Some ideas for this year include a Buddy Read where students from older grades are paired up to read to younger students, and Math Club. The SLT receives its funding from grants, and from boxtops for education proceeds. GH Elementary was #1 in NYS for boxtops last year. Please continue to send in your boxtops to your child's classroom. If anyone is interested in volunteering at the School Store, its Monday from approx 10:45am-2pm, but anytime during that time would help.

13.. New Business & Announcements (Mary Jean Staudohar)

- Mr. Ceng announced the teachers in attendance and thanked them
- Committee Chair training will be held on October 5 at 7pm
- Next PTA General Membership meeting is October 20th, 9:30AM
- Taconic Region Fall Conference is October 19th. Anyone may attend this conference, contact Mary Jean Staudohar 226-5159

14. Door Prizes / Raffle Prizes

4 Raffle prizes were given out to attendees

15. Adjournment

The meeting adjourned at 8:25PM