

# Parent Faculty Group



*Working Together to Make a Difference*

## **DRAFT**

### 10/21/2008 Meeting Minutes

- 6:30 pm Night led off with Barbara Heatherton –“Live Fit NH” Health Topic

Attendance: Pam Carr , Scott Dennehy, Mandi Elmore, Deanna Markey, Tawny Roland, Kim Walsh, Melissa Litchfield, Kim Denman, Lori Dahl, Carol LaPlante, Tammy Thomson, Lisa Bradsher, Heather Clark, Joan Ostrowski, Krista Steger, Amy Mitchell, Crystal Buswell, Kim Bleakly and Paula Cilia

#### **Approval of Minutes**

- Addendum to last months minutes, Door Prize Winner was omitted – Gas Card Bethany Constance, minutes approved

#### **President Resignation / Nominations – Vote**

- Crystal spoke about resignation, wrote letter, submitted letter to Vice President. Crystal - nominated Deanna Markey. Deanna was asked about how she felt about the position and she was looking forward to the opportunity. Deanna Markey – was voted in as president, by majority

#### **Finance**

- Heather did not have any updates for finance, question was asked about how playground box is going, and Joan has not gotten an answer yet.

#### **Fundraising**

How we did on Genevieve? – Fundraiser went quite well

- Genevieve made \$5000.00 Approx, final total not in , 48% of 11k
- Note cards , made \$1359.00
- Membership – \$610.00

We came very close if not over goal for fundraising

Need help on 12<sup>th</sup> of Nov for help with Genevieve orders

Note cards take approx 6 weeks, hopeful week of Dec 8 they will be in

Question was raised: Do we have letterhead; Mandi will email Letterhead to board

#### **Phonebook –**

- Pretty much done, Kim Denman helped out, need to be proofread, takes about 1 day
- Printers: how many books do we need (37 professional staff, 260 -280)

- Top Copy/Infinite Image - \$1.24 per book
- Exeter Copy – 2 dif figures
- Exeter Photo Shop – \$1.60
- He will allow email submission – Lisa /Kim to ask about getting a proof copy
- We got about 1150.00 in advertising monies
- “Blue” color cover was voted in
- November 5<sup>th</sup> is the shoot for date for phonebooks to go out

### **Clothing – Swasey Store**

(Krista Steger, Amy Mitchell, Christine Burns and Holley Lenihan)

- Wanted to start back the Swasey Store, want to send out By November 5<sup>th</sup>, need by November
- Storage is an issue
- Water bottles (poly carb substitute) \$5.00, have to buy 250, sell 100 to cover cost
- Short Sleeve grey with blue logo - \$8.00
- Long Sleeve Tees Navy w/ logo
- Crew Neck Grey – Navy Logo
- Hooded Sweatshirt -
- Sweatpants (Navy) /Sweatshirts (Blue)
- Logo is SCS, Scott suggested adding Brentwood under Logo, Sub Committee will work with Company to set up marketing form
- Delivery Time is 2 – 3 weeks
- Most don't want to have inventory leftover, Heather motioned was seconded, Clothing was approved by majority

### **Volunteer Committee**

- Nov 25<sup>th</sup> – Grand friends Day – We need volunteers
- Liaison's posted on PFG website

### **Publicity Committee**

- Brentwood Newsletter due tomorrow, normal submissions due before- first Wednesday Folder of the month
- Also advised everyone we may post pictures, if kids in pictures it would be first name only

### **Community Events Committee:**

- IOKA Night, 4 dollars per person. looking to do “Tale of Despreaux”
- Brentwood Commons – Gymnastics, Kim to look into
- Monarchs Night

### **Subcommittees**

- Lots of people signed up for Sub Committee's
- Mandi set up spreadsheet, wants to post it on Website
- Removed – 5<sup>th</sup> grade Activities & Grant writing
- Green Grocery Bags - Will come back to this idea in the Spring around Earth Day

### Power of the Penny Update

- Joan advised Teachers had spoken to students about ideas and the kids were to vote. She was not sure where they had left off , she will check with staff and supply and update.

### Box Tops Update

- \$1140.00 for Crystal to use for pottery wheels
- We have collected \$432.00 so far this year
- Carol has spoken to staff in regards to possible cost for system, Decided it would not be a mobile system but rather an installed system, the estimate was 2500.00-3000.00
- Question was raised around should we wait to order stuff with the actual Box Top money, in hand. Consensus was to use what we had in Box Top monies and PFG would offset the cost to be refunded when additional Box Top monies came in.
- Carol will go to Juliet to get three quotes so we can get the ball rolling

### New Business

- Survey Idea was tabled till spring, before budget done. Heather wanted to survey staff as to what were the needs, what could we as PFG do better. It was also suggested that parents be surveyed at the same time.
- Joan will supply list of enrichment programs for the year, They are pretty standard
- Joan advised there is an SAU wide committee being formed. Multi year committee, interested parties should contact her.
- Next meeting in staff room due to Book Fair in library
- Winner of Genevieve Gift basket, Oct door prize was Kim Denman, Congrats! November meeting Door Prize is Grand friends Day VIP parking Spot

Meeting Adjourned @ 9:00pm

### Nov 10<sup>th</sup> Addendum

Adding additional info from Mandi Elmore

#### **RE: Response from Joan in regards to discussion from last meeting around the Swasey Student Activities Fund monies**

*"The group decided to transfer the line item amount to the Fund three years ago for several reasons:*

- 1. The fund is professionally audited annually as are all school monies. This provides a safeguard that the PFG cannot and, in the end PFG funds are legally considered school funds.*
- 2. Many of the programs happen in the school and the person presents an invoice for payment upon arrival. Ann writes a check out of the activity fund and files the invoice for auditing. This eliminates the need for the treasurer to be present on a specific day or at a specific time.*
- 3. Some of the funds are used by grade levels to take local trips and the site expects payment upon arrival. The teachers ask for an invoice and then hand over a check from the activity fund. Again, this lessens the difficulty of payment.*
- 4. The idea was to make it easy for teachers to plan and organize events.*
- 5. All events are publicized through the school and mention of the PFG funding is included.*
- 6. Ann can and does provide an itemized list of events and costs to the PFG upon reasonable request. This is an open ledger that anyone can view at any time."*

Ann will give the PFG immediate notice when a program is booked and paid for so that it can be publicized. Additionally one lump sum payment works better to relieve an additional layer of red tape.