

9/23/2009 PTA Meeting Minutes

Finances

- Approved anticipated expenses for 2009-2010, including \$5/student field trip subsidies, in-school presentations, TeacherWeb, 2 Littleton Independent subscriptions, etc.
- Monique Beganski (Shaker Lane PTA financial auditor) will work with Lee-Ellen Sturtz (Littleton PTA Treasurer) to make sure the SL spreadsheets are up-to-date
- Already spent this year: \$50 to fund the lunch fund in the office (over 3 years, the amount of money has dwindled away from borrowing w/o repaying); ~\$175 for a printer for the SPED teachers to be able to print confidential information in their own room

Book Fair

- Delivery will be 10/1 with pick up on 10/8
- Katie Bonner will touch base with Mrs. Hibbard and Mrs. Oksanish about taking over the gym; Mr. Faherty will contact the other groups that may be planning on using the gym for that week
- After school book sales will be on 10/5; family night will be 10/6
- Mark Buccieri will volunteer to wear the Clifford costume during family night
- Lee-Ellen Sturtz will have a table during family night for selling spirit items
- Still looking for volunteers to fill out shifts to ensure we have enough people
- Timalyn Rassias will touch base with the middle school health teacher to coordinate getting middle school students to volunteer during family night and earn community service credit

Square 1 Art

- Artwork needs to be received at Square 1 Art by 10/21, so students will begin working on projects in the next week or so
- Kindergarten students will need to do the art projects in class because half-day students may not have an art special
- A limited number of extra papers are available for families to do additional artwork at home and submit with the Shaker Lane orders. Monique Beganski will manage those orders.
- Kym Albertelli will have a table during Book Fair family night to showcase samples of Square 1 Art projects
- Orders will be available in time to give as holiday gifts

Volunteer Coordination

- Volunteer forms were sent home 9/17 for volunteer opportunities outside the classrooms
- Parents can return the forms or sign themselves up online through Lotsa Helping Hands
- Want to start using the hanging file folder system again in the copy room to help staff with copying needs

Staff Gift Cards

- Need 45 gift cards for staff
- \$50 Visa cards from DCU; fee for cards will be waived
- Cafeteria staff will order an item from spirit wear to be paid for by the PTA in appreciation of their hard work

- (Gift cards purchased as of 9/27/09; to be distributed week of 9/28)

Email Distribution List

- The person who put together the email distribution list for Russell Street last year will work on the Shaker Lane list
- Hope to be active by end of October
- May need 1-2 parent volunteers to help put together the list from the returned forms; will put out a call for volunteers when needed

Directory

- Forms were sent home 9/17; Debbie Gordon is putting together the directory for Shaker Lane and Russell Street

PTA Website

- PTA website is available from the Shaker Lane website under the Parent Resources menu
- Katie Bonner is updating the website and hoping to keep it up-to-date with meeting times, minutes, agendas, etc.
- Teacher wishlist is still available through the website, though it hasn't been updated since last year. Looking for a coordinator to manage the project for this year.

Spirit Wear

- Lee-Ellen Sturtz is finalizing the order forms; they should be sent home next week
- New items will be available that say just "Littleton" instead of "Shaker Lane"

Supplies for School Nurse

- School nurse has had to replace blankets, pillows, and clothing kept in the nurse's office
- PTA approved reimbursing \$120
- Asking for donations of new or like-new sweatpants, sweatshirts, and track pants in sizes 3-10 for boys and girls
- PTA will go through donations; if appropriate clothing is not donated, PTA will provide funds for additional clothing
- PTA will fund packages of new underwear

Cork Display Strips

- approved \$347 for cork display strips for the first grade hallway
- to replace 15 year old disintegrating wood strips

Art Supplies

- Art teacher requested funds to supplement art supplies needed to accommodate teaching additional children (Kindergarten)
- Approved up to \$500 for art supplies to be spent at her discretion (yearly budget is \$1500 from the school budget)
- PTA requests that the art teacher ask parents to donate supplies they can easily purchase (glue, glue sticks, crayons, markers, etc.) and to use the PTA funds to purchase specialty items that will enhance the art curriculum

Other

- PTA needs volunteers to manage the teacher wishlist, Winterfest, and shadow for Basket Raffle
- Basket Raffle letters are being mailed now to request donations

- Littleton Special Education Council (I'm probably misremembering the name – apologies!) will be trying to work more closely with all the school PTAs this year to better compliment each other and work on joint projects.

Next PTA meetings will be the Rep meeting on 10/15 at 9:15am in Rich's office and the general meeting on 11/3 at 7:30pm in the Shaker Lane library.