

PTA Meeting Minutes
November 30, 2021 5:30pm

1. Sarah Castimore called to order at 5:40
 - a. In attendance- Sarah Castimore, Mindy Adams, Erin Sansotta, Linda Hibberd, Erica Nichols, Liz Leduc, Judit Csutoras, Nicole Shelden
2. Approved minutes dated 11/15/2021. Nicole Shelden motioned to approve. Mindy Adams seconded.
3. Approved agenda dated 11/30/2021. Liz Leduc motioned to approve.
4. Reports
 - a. Board
 - i. President- Sarah Castimore
 1. The Penguin Patch Christmas shop will be happening next week starting Monday. This is not a fundraiser for the PTA because we chose the lowest mark-up for the items. It is a fun thing for the PTA to provide. Volunteers will be needed.
 2. Sarah has emailed and called the state PTA but has not heard back, so the insurance is not in place yet.
 3. The bank statement reconcile for last year has been completed. There is just one missing receipt for greenhouse soil. Liz will work on tracking it down.
 - ii. Vice President- Erin Sansotta
 1. Cash has been deposited to the bank
 - iii. Treasurers- Liz Leduc and Mindy Adams
 1. Asked for everyone to make sure everyone who needs to be signed onto the bank has done so
 - iv. Secretary- Erica Nichols
 1. Is working on an email list and more communication to gather more interest in the PTA
 - b. Teachers- nothing to report
5. Discussion items
 - a. Review and potential approval of proposed budget

- i. Discussed funding the artist in residence program per the funding request submitted. Erin Sansotta motioned to approve the funding request up to \$3,000 for this year only. Liz Leduc seconded.
 - ii. Mindy Adams motioned to move the artist in residence expense from Monies Allotted to Estimated Expenses in the budget.
 - iii. 2021/2022 Budget approved with the changes discussed. Liz Leduc motioned to approve. No objections.
- b. Forming Committee
 - i. Yearbook committee- Heather has been working on the yearbook. Follow up is needed to see if she has the login information or needs assistance. Would be helpful to have a parent in each class be a volunteer to make the class page.
 - ii. Greenhouse committee- Nicole Sheldon expressed the immediate need for volunteers to shovel the greenhouse. Would like to have a shed in the spring.
 - iii. Staff appreciation- Linda, Mindy and Erica all expressed interest in having a group effort this year.
 - iv. Family Fun- Discussed having two Family Fun nights this year. Bingo for books in February and something at Easter time.
 - v. Breakfast program- Liz Luduc will take the lead on purchasing some shelf stable foods to be available when staff see a need.
 - vi. Playground equipment- Sarah Castimore will look into options, possibly having a specific fundraiser another year.
- c. Other or new business
 - i. Sarah Castimore mentioned there is an empty classroom that would be a possibility to clean out and use as a parent/volunteer room
 - ii. Liz Leduc mentioned there seems to be a lot of legal paperwork that needs to be done that she is willing to take on. Sarah will email her a list.
- d. Public Comment
- e. Next meetings
 - i. January 6, 2022 at 4pm
- f. Meeting adjourned at 7:03