

OCE PTA Board Meeting Minutes

July 13, 2017 at 6:00pm

Attendances: Dr. Ruth Steidinger, Jan Cecco, Mandy Wagstaff, Steve Andrzejewski , Betty Fernandez, Gina Rohrer, Kelly McAlarney, Christine Rooney, Erica Phelan, Bridget Robertson, Jaclyn Cook, Kelli Joyner, Monica Cox, and Julianne Kelly

1. Principal Report- Dr. Ruth Steidinger
 - A. Tissues and Teas on Monday for Kindergarten parents
 - 1)asking if PTA fund source for Cookies and and Keurig Tea makers
Approved, Mandy volunteered to bake the cookies.
 - B. Mary Decker, Mentors Coordinator
 - 1) provide mentors to new and beginning teachers; Have monthly meetings (6 total per year)
 - 2) requesting PTA help with providing snacks, Approved. Dr. Steidinger will provide exact dates.
 - C. Main Ask- Request for PTA to fund update to Media Center furniture
 - 1) get rid of outdated furniture and make space more mobile and collaborative.
 - 2) Dr. Steidinger will be meeting with some vendors and give us a price on costs
 - 3) Steve to review Budget and put it in as Technology/Collaborative Learning Expense
2. Go Play Save Update- Kelly McAlarney and Christine Rooney
 - A. Waiting on delivery of books and envelopes on July 24.
 - 1)Place a post on the Beacon, Facebook and OCE Homepage
 - 2) Set up Sign Up Genius for help in collecting monies and books and envelopes
 - 3) Need help, send out to people you know that can help.
3. President Report- Jan Cecco
 - A. Director of Fundraising, Jen Daube
 - 1) Go Play Save- July, Kelly McAlarney and Christine Rooney
 - waiting on delivery of books and envelopes on July 24
 - Need to place a post on the Beacon, Fecebook and OCE Homepage
 - Set up sign up genius for help distributing and collecting books and monies
 - need Help, send out to people you know that can help
 - 2) Boosterton- Oct., Kelly Horton in charge
 - Jan will meet with Reps on Monday and will update
 - 3) Silent Auction- Feb., Amy Grubbs in charge
 - 4) Carnival –Spring, Open Position

- B. Director of Membership, Christy Trybus
- plan to get membership forms in folders Friday
 - Gift OCE Alligator Clips
 - Bridget asks what is the Value Proposition of membership? The difference with joining as individual vs family besides price? If not enough people join the PTA then we will not be able to keep our PTA status. We need to do a better job selling the need for it and all the good that we get done through the PTA. (Jan will put a post in the Beacon)
- 1) Teacher Grants, Open Position
 - 2) Welcome Committee- Open Position
 - act like a room mom to welcome new families that come in mid term
 - 3) Spirit Wear, Amy Grubbs looking for an assistant
 - 4) Grant Writer, Allison Parker looking for an assistant
 - waiting on update of Lowes grants, results should be in in July
 - Shade Structure Grant, fully done by Allison, due Sept 1
(need a letter from dermatologist to complete)
(Steve knows a concrete guy)
- C. Director of Business Relations, Whitney Ludlow
- 1) Box Tops/Labels, Jen Bryant
 - provided template on timeline and collection of boxtops with dates.
 - will have everything that is included as a Boxtop item on display
 - 2) Loyalty Cards, Open Position
 - 3) Agendas & School Kits, Open Position
 - 4) Spirit Nights, Open Position
 - 5) School Garden, Mary Connell
- D. Director of Volunteers, Gina Rohrer
- target working parents, volunteering is not only for stay at home parents, Send thank you notes to those that volunteer to keep them helping.
 - Committee of Room moms (send out to room moms to ask their classroom parents for help when needed)
- 1) Cultural Arts Programs, Erica Phelan
 - United Arts Council Aug 12 at 8 am at Wakefield High
 - info session to subsidize assemblies throughout year
 - covers different genres, ie Storytelling and Performances
 - Contact Ms. May for dates
 - 2) Grandparents Breakfast, Tracy Mizell
 - Gina will contact Tracy with dates Oct 20 (track 1,3) Oct 27 (track 2,4), 8-8:45a
 - 3) Book Fair, Oct 16-27, Open Position
 - 4) Walk to School Wednesdays, Bridget Robertson
 - First Wednesday of each month starting in October

- Neighborhoods have Captains
- meet at Kelly Rd park for those in neighborhoods too far.
- T- shirts for sale and footprint iron ons
- idea to involve Pre-K
- Make Kickoff special, invite community helpers and political reps
- maybe make it a Bike/walk to school
- Contact Angela Johnson to place reminder on the OCE homepage a week ahead
- Coach Vetter has two boxes of Pedometers(brainstorm on where to go)

- E. Director of Staff Appreciation, Laurie Jendrasiak
Jacqueline Cook, Katie Murray, and Jaclyn Parker
 - 1) Clopening Breakfast- success
 - 2) Early release lunches
 - alternate asking parents and PTA Funding
 - 3)Event Night Snacks
 - 4)Staff Birthdays
 - 5) Staff Apreciation Weeks

*Steve bump funds for Staff Appreciation to 4500, approved

- F. Director of Communications, Sarah Hawley
 - 1) Beacon, Sarah Hawley
 - 2) PTA website, Open Position
 - 3)FB and Instagram, Ashley Mills

Next PTA Meeting: August 10th at 1:00pm