

E.T. Wyman Elementary  
Meeting Minutes for:  
PTA Meeting # 1  
Tuesday September 8, 2009

The first PTA meeting of the year was called to order by Rick, Cascella, PTA President @ 7:01pm.

1. Presidents Welcome Address/Agenda:

- Introduction of Executive Committee and previous and new PTA members.
- The need to be on a first name basis so we all can become familiar and also to help new members get to know existing members.
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2. Discussion PTA membership/Benefits:

- Our mutual goal to achieve 100% membership therefore benefitting the general fund which governs all upcoming events and the budget for this academic year.

3. Discussion of Committee and Purpose of Sub-Committee Request Forms:

- Detailed explanation of committees and the need to consolidate and be cost conscious this year due to a limited budget and to help everyone from becoming overwhelmed with too much on their plate.
- The need to nominate and or recruit members to fill open committees.
- Nominations will be upcoming and positions will be filled by the next PTA meeting (Wed. October 14, 2009). All felt it best to wait until after the Open House on September 23, 2009 in hopes of new recruits and or interested parties could be nominated.
- Review of committees in need of chairs and the idea of a “free-agent “ approach. Individuals may sign up to assist in various activities without being a chair to that Committee. They may be contacted throughout the year whenever help is needed ( i.e. set up/ clean up before and after activities especially when the custodial assistant is not available or warranted
- The need for a subcommittee request form for all purchases. This request in turn will need to be approved before any purchases may be made.(A time frame for approval was discussed but has not been set as of yet ).

## Presidents Welcome Address/Agenda contd.

### 4. Brief overview of the PTA's goals for the 2009-2010 year

- A reference to the Treasurer's Budget was noted.
- The importance of fund-raising to further increase the general fund.
- The importance of Family Night(s) to help our members and their children to socialize and be familiar with each other also noting that the more families able to attend thru admission will greatly benefit the general fund enabling us to do more for our children.

#### \*Notes:

- The Book Fair scheduled for October 2<sup>nd</sup> has been cancelled at this time.
- Harvestfest will be on Friday October 30<sup>th</sup>.

### 5. Principal's Welcoming Address:

- The importance of PTA membership was again discussed.
- Opening Day went well for all and was successful.
- On Wednesday September 9<sup>th</sup> a representative from the Boy Scouts will visit grades 3-6 for sign-up.
- Open House will be Wednesday September 23<sup>rd</sup> in the all-purpose room from 7:00-8:30pm. This will be an opportunity to enroll new PTA members ,meet PTA members, children's teachers and also sign up for Committee and upcoming events.
- NECAP testing for grades 3-6 will take place in the near future. This consists of testing in reading, writing and math.

### 6. Principal's Concern for Safety:

- A new crossing guard "Mr. Bob" of the WPD is a new needed and much appreciated addition to the Wyman community he assists our 10 student crossing guards all those who help are greatly appreciated especially our students who come to school 30min early every day.
- A reminder was noted that Columbia is a One-Way street we need to be cautious and observant.
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\*Note Rick mentioned the importance of sign age for teacher parking and also drop- off zones.

## 7. Treasurers Agenda:

- Review of 2008 treasurers budget report
- Projected spending for 2009-2010 calendar year
- IRS penalty ( approx. \$2,000 waived for 2006)  
It was stated by Scott that this had been pending for the last 2 years due to the past treasurer's neglect to file in a timely manner. This amount therefore will no longer need to be reserved and may be "added" back into the budget for 2009-2010.
- The Treasurers budget going forward is approximately \$9,000 this amount was \$12,000 in April 2009. The amount includes funds raised by the Walking Tour \$1,000 and funds raised from Science & Language \$500.00. This difference is due to additional costs for last years sixth grade graduation.
- It was noted that the working budget should be between \$20,000 - \$25,000. Again, fund-raising was discussed to increase the budget.
- In previous years the "Budget Meeting" was scheduled for sometime in August- before the start of school. This meeting has not happened for this academic year. A time and date need to be established for this meeting to take place.
- Teachers stipend amount for this year will be \$75.00
- Scholastic News -the amount of \$2,000 was reserved for last year 2008-2009. Scott requested that this amount be cut by 30% this year (\$1,400) due to this years projected budget.

## 8. Vice President's Agenda:

- Fund-raising strategies were discussed .
- Sally Foster Fundraiser was discussed with the final deadline being September 14<sup>th</sup> This fund-raiser is a 50% profit to the school. Delivery will be October 5<sup>th</sup> in the AP room from 1:30-5:00pm. Staci has been helpful in allowing parents to pick up orders at her home if needed after 5:00pm on Oct. 5<sup>th</sup>.
- Future orders will still benefit Wyman if the school acct # 875337 is used. The website for this is @ [www.sally\\_foster.com](http://www.sally_foster.com)
- It was noted that deadlines are established due to difficulty in scheduling preferred dates for holiday items,as they are sometimes booked 2 years in advance with the fund-raising companies.

Vice presidents agenda contd.

- Registering new PTA members Shaw's and Stop & Shop keytags to benefit the school. Staci suggested this be done at Open House .
- Entertainment Book Fundraiser will be starting on October 13<sup>th</sup>. In past years books have been damaged to avoid a reoccurrence this year forms will go out instead of the book. Books will be available in the office for those wanting to review them.
- There was a surplus from last year on Wyman apparel a reminder that it will be available for purchase at all events.
- Box tops will be collected again this year. Irene Ciccione will be taking on this ongoing project. It was mentioned by Ms. Daniel that another volunteer to work on this would be very helpful in assisting Irene.
- Coke points were discussed they may be collected at a later date.

9. List Serve :

- A one- week deadline for info was suggested by Rick, however Lori Hazard discussed the importance of keeping things open due to last minute information that she may have to add.
- Lori mentioned going directly to the Warwick School Department website if anyone is having difficulty getting on to google groups for school updates. It was mentioned that directions would be e-mailed to participants with detailed directions to get on the web.
- A web enabled list serve calendar attachment has been e-mailed to those participating in order to have a day to day updated calendar.
- It was noted that calendars still need to go out monthly for families that may not have a computer or access to one. School newspapers will continue to be available outside the office for those not participating in list serve.

Meeting was adjourned @ 9:00pm.

\* Note original sign-in sheet was given to Rick @ Ms. Daniels request on 9-14-09

\*Next PTA meeting will be on Wednesday October14,2009.

\*Note - these minutes were voted on and approved on 10-14-09 @ 7:07pm.

/s/ Pamela M. Weeden

Pamela M. Weeden

Secretary

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Signature of approving board member(s)