



# CHESTERFIELD ELEMENTARY SCHOOL PTA

[www.chesterfieldelementarypta.com](http://www.chesterfieldelementarypta.com)  
[chesterfieldelementarypta@gmail.com](mailto:chesterfieldelementarypta@gmail.com)

## PTA Board:

**President: Stacy Cassidy**  
**Vice-President of Events: Jessica Painchaud**  
**Vice-President of Communication: Brittany Temple**  
**Vice-President of Fundraising: Heather Ottavi**  
**Treasurer: Meghan Bate**  
**Secretary: Casey Schmidt**  
**Recording Secretary: Kim Hutchinson**

## Meeting Agenda

*Tuesday, January 14, 2020 @ 7:00p.m.*

- 1) **Flag Salute** Stacy
- 2) **Treasurer's Report** Meghan
  - a) November and December
    - i) December balance = \$32,955.26
    - ii) Debt pending (payment to FunServices – Holiday Shop \$12,040.25)
    - iii) Debt pending (GAGA Court purchase-estimated at \$1,300.00)
- 3) **Communications Update** Brittany
  - a) Parent Volunteer Sign-Up
    - i) Areas of need – 5<sup>th</sup>/6<sup>th</sup> Grade Activity
      - (1) We will need several 5<sup>th</sup> ad 6<sup>th</sup> grade parent volunteers
- 4) **Fundraising Update** Heather
  - a) Holiday Shop (December 9-13)
    - i) holiday shop was successful, selling \$14,165.00 in merchandise
    - ii) PTA profit = \$2,124.75
  - b) Spirit Wear winter shop
    - i) Shop will open end of January – early February
    - ii) Merchandise is being finalized and will include winter and a few spring items
    - iii) PTA has spoken with the vendor regarding some feedback of the logos peeling
  - c) GAGA court status
    - i) The PTA is awaiting approval from the Board office regarding purchasing (i.e. vendor information and location)
    - ii) Mr. Mazzoni has been approached by a CES alumni re: second GAG court
  - d) Gertrude Hawk
    - i) PTA will contact vendor to begin fundraiser in February – Delivery will be 3/30-4/3
- 5) **Events Update** Jessica
  - a) Parent Information Nights (2/26 tentative)
    - (1) Childhood Anxiety Seminar by Dr. Colleen Morgan
    - (2) PTA has spoken to CPEF to confirm collaboration
  - b) Valentine's Dance
    - i) February 7<sup>th</sup>
      - (1) K-4 students
      - (2) Student accompanied by an adult chaperone (\$10 per couple)



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- ii) DJ and Photo Booth Rentals
  - (1) TY (DJ) – Calling to confirm (1 DJ & 2 Photo Booths)
- iii) Coat Rack rentals
  - (1) 6 Coat racks
- iv) Decorations (parent volunteers)
  - (1) Balloons & some decorations (Oriental Trading)
- c) Popcorn and PJ BINGO (3/27)
  - i) Family event (students, parents, siblings welcome)
  - ii) \$5 gift required to attend
  - iii) PTA will purchase (10) \$5 gift cards from 5 Below that parents can purchase if necessary
  - iv) Popcorn – Amazon
  - v) Trays – Amazon
  - vi) Bake Sale – connect with Laura S.
- d) Fun Run
  - i) TBD – May
  - ii) Color Packets - Amazon
- e) 5<sup>th</sup> & 6<sup>th</sup> Grade activity
  - i) Student survey (google classroom) on Monday 1/20
  - ii) PTA will post options and descriptions for parents to discuss with their children prior to the vote
  - iii) Options (4/3 tentative date):
    - (a) GLOW Party
      - (i) GLOW sticks, DJ, snacks
    - (b) Game Night (interactive: Minute-to-Win-It, Family Feud, Escape Room)
      - (i) PTA is waiting on quote from FunServices
      - (ii) The amount of activities will depend on the amount of parent volunteers
    - (c) Paint & Punch
      - (i) PTA is getting a quote from Leaping Dog Art Studio
      - (ii) Snacks provided
- f) 6<sup>th</sup> Grade
  - i) T-shirts for field day at NBC
    - (1) Mr. Mazzone – the shirts are historically organized by a 6<sup>th</sup> grade parent
      - (a) That parent has not been identified for the Class of 2020
        - (i) The PTA has historically contributed \$500 – concerns about additional costs being the burden of 6<sup>th</sup> grade parents has been raised



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- (b) In order to have consistency and cost effectiveness year to year, the PTA will coordinate with Spirit Wear Vendor
- (c) The vendor will prepare 2 options for 6<sup>th</sup> graders to vote on
- (d) Teachers will submit student sizes for their homerooms, PTA will collect teacher/para/administrative shirt sizes
- (e) PTA will pay the total cost of t-shirts (approximately 130 shirts)
  - (i) Vendor quote is being requested
- ii) Video –
  - (1) Mr. Mazzoni-
    - (a) The video is Created by NBC and consists of pictures of the class of 2020
    - (b) A DVD is given to each child
    - (c) This is organized by a 6<sup>th</sup> Grade parent (not yet identified for the Class of 2020)
  - (2) The total cost of the DVDs is unknown – the \$500 PTA contribution began as a donation to the Audio/Visual Department at NBC.
    - (a) Concerns about 6<sup>th</sup> Grade parents having the burden of additional costs have been raised.
    - (b) PTA will reach out to NBC regarding the \$500 budget
      - (i) PTA will get a quote for a sharable link/file vs. DVDs
- g) Fairview Lake Trip
  - i) Mr. Mazzoni requests donation of bottled water, request Granted
    - (1) Water will be purchased by the school and reimbursed by the PTA
  - ii) Fairview Lake Discussion
    - (1) Cost of the trip
      - (a) 100% of the cost (including FVL fees, BOE costs, transportation) is included in the per student cost.
      - (b) 2020 Trip = \$620.00 per student
      - (c) Parents have the option to pay in full OR become a fundraising family
        - (i) Percentages of the fundraising are distributed based upon the number of fundraisers each family “chairs” and the number of times a family volunteers, creating a need for a significant amount of individual fundraisers
        - (ii) The PTA, CPEF, and FVL 2021 Committee will plan a meeting to discuss fundraising collaboration for the remainder of the year and next fall.
- h) Carnival
  - i) Brainstorming session scheduled for Feb. 11<sup>th</sup> @ 6:30pm
- i) Wizard Basketball Fundraiser
  - i) PTA will contact to get a quote



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**6) Staying Connected Update**

Casey

- a) Website
  - i) Updated monthly
- b) Social Media
  - i) Updated several times a month
- c) REMIND
  - i) Reminders sent as needed
- d) Email Blasts
  - i) Sent for activities and fundraisers as needed

**7) Public Comment**

- a) Communication regarding parent organizations
  - i) As a new parent to the school, there is nothing sent home regarding the roles of the PTA, CPEF, and FVL.
    - (1) New parents assume the FVL fundraisers are PTA because they don't know what FVL is
  - ii) Mr. Mazzone and Mrs. Graham noted this concern and this will be addressed at the beginning of the 2020 school year
- b) Carnival
  - i) Would there be interest in having the CES Carnival at Liberty Lake
  - ii) PTA would like to keep the event community based at this time

**8) Executive Board Session**

**Meghan**

- a) *Budget review for spring 2020*