Hancock Elementary PTF General Meeting
November 2, 2021
Meeting VIA Zoom
Presiding Officer: Sara Davis
Meeting called to order: 3:18 Pm
Present: Sara Davis, Steffanie Wilson, Lisa Hess, Laurie Bergener, Amy Bull, Nicole Hallaran, Hope Butler, Laurie Beeler, Meagan Silvernale, Kerstin Klungreseter, Irene Hightower

- Ms. Davis opened the meeting with an announcement that the Garden and Art teachers contracts have been signed, and that classes have started. Treasurers report to occur at the beginning of the meeting instead of the end for this month.

- Ms. Steffanie Wilson gave the treasurers report for the month of October.
  - Beginning balance $60,452.30
  - Deposits : $1,057.22
  - Debits: $2,551.36
  - Garden Club total : $12,197.93
  - Ending balance as of 31 October : $58,958.16 (Actual $46,760.23 with garden club funds removed)

- Ms. Davis called for discussion on t-shirt table schedule. Announced upon mutual agreement that it would be only the first Thursday of every month, but an alternate schedule should school not be in session on that day.

- Ms. Hope Butler gave the fundraising report
  - Monster dash fundraising hit school goal of $30,000!
  - 45 Super stars raised over $250
  - Top earning class raised over $4000
  - Sara to give the panda express basket to Hope for prize
  - November fundraiser – Dining out (Rubios)
  - December fundraiser – Penguin Patch
  - January fundraiser – Dining out (TBD)

- Ms. Butler raised the question of dining out fundraisers requiring approval from PTF prior to submitting paperwork with school, or submitting paperwork on scheduled fundraisers then following up with official vote.
• PTF to develop own letter head, due to fundraising with local companies requiring letter of request on official document with EIN, Address, phone number, and contact email.

   Ms. Beeler will modify existing logo format/official letter head to suit PTF needs.

• Ms. Davis moved to discussion on Penguin patch. Need volunteers, potentially two children to one adult shopper, as it will be held in the Eagles Nest, with limited capacity. Need advertisement/flyer – explain purpose, explain fundraiser, potential example of items available.

• Meeting moved to discuss class parties to be held on the last day of school in December

   Smart and Final will donate $100
   NFCU will donate, items unknown
   Still reaching out to other facilities at the time of the meeting.

• Ms. Meagan Silvernale gave her report

   The teacher favorites document to be completed, via google docs.

• Ms. Laurie Beeler requested volunteers for the penguin patch, with specific dates unknown. At least 1-10 December 0830-1330 daily. Further details to be decided.

• Vote called for approval of spending on teacher/staff ‘snack supply’ for Parent/Teacher conferences – unanimously approved – plan for 50-60 people

• Ms. Hightower requested a Special Education department color printer, ink and cartridges. Specific amount requested unknown, will be followed up with once number is available to discuss and vote.

• Meeting adjourned at 4:37 PM by Ms. Davis

• Next meeting to occur December 7, 2021 at 3:15PM

Minutes transcribed by Kerstin S. Klungreseter 3 November 2021