

**GENERAL MEETING MINUTES**

A general membership meeting of the Hollis-Brookline Middle School Parent Teacher Student Association (PTSA) was conducted on Tuesday, October 15, 2013 at 8:40 a.m. at the Hollis-Brookline Middle Conference Room.

Co-President Tammy Fareed presided:

Members of the Board Present:                      Jeannette Hallerman, Co-President  
Mara Friedman, Vice President  
Laurie Miller, Secretary  
Penny Arsenault, Treasurer

Also in Attendance:                                      Bob Thompson, Principal  
Patti Flynn, Assistant Principal  
Roberta Franzini, Ellen Groh, Kathleen Moynihan, Beth Ide, Craig Plummer

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Tammy Fareed welcomed attendees, and introductions were made.

APPROVAL OF MINUTES

Laurie Miller presented the minutes from the September 2013 General PTSA Meeting. A motion to approve the minutes as written was made by Bob Thompson, and seconded by Kathleen Moynihan. Motion carried.

TREASURER'S REPORT

Penny Arsenault provided a report of recent activities:

Susan Hogan completed an audit of the PTSA financial records for the past 2 years, with no major issues identified  
Current treasury balance to date is \$14204.43

A motion to approve the Treasurer's Report for October 2013 as presented was made by Penny Arsenault, and seconded by Roberta Franzini. Motion carried.

PRESIDENTS' REPORT

Membership cards have been printed and will be distributed to families via students.

Jeannette Hallerman explained the affiliate marketing program on the Box Tops for Education website, which can be linked to from the PTSA website. Parents can register & shop through the Box Tops Marketplace for PTSA to get a percentage of sales.

Jeannette reported that the Late Bus Committee is working on a proposal. SAU will deal with accounting. Hope to begin bus in Spring 2014. May need to send another survey to iron out details.

PRINCIPAL'S REPORT

Student Council will be involved with many activities including planning dances and continuing the anti-bullying campaign that was started last year.

The October 1st Early Release was used for a teachers' Common Core Workshop. The Common Core presentation for parents on October 2<sup>nd</sup> was well attended. Discussion regarding Common Core Standards ensued.

The Washington trip cost is \$675 per student, and it is being done through Capitol Tours. Leaving the evening before (like last year) allows the students to get nearly another full day. School needs \$5-8K in additional funding for scholarships to be able to send all kids who want to go.

Statewide Anti-Bullying Conference "Stand Up to Bullying" on November 15<sup>th</sup>. Parents are invited to attend.

The Quarterly Awards Assembly will be changed to an annual Student Showcase and quarterly Sports Recognition nights.

STUDENT DIRECTORY

The student directories are ready and will be delivered to the ROCKs this week, and any extras will be available for purchase in the office. \$950 profit was made. Thanks to Beth Ide for her efforts in publishing the directory.

SCRIPS PROGRAM

Kathleen reported that the first Scrips order cycle ended, but there weren't many orders placed. There was discussion about sending information home through backpack mail, other modes of advertising to parents, online ordering, and increasing the rebate to parents to provide a greater incentive. Laurie Miller moved to change the parent's rebate to 50%, and Craig Plummer seconded. Motion carried.

#### BUDGET

Tammy Fareed led a discussion to create a proposed budget as follows:

Income: Boxtops \$100  
Directory \$950  
Donations \$500  
Membership \$1150  
Shopping Cards (Scrips) \$2000  
SpiritWear \$1200

Expenses: Debit Entry (DC fund) \$675  
7<sup>th</sup> Grade BBQ \$400  
8<sup>th</sup> Grade Celebration \$700  
Bulletin Boards \$50  
Destination Imagination \$500  
Hospitality \$250  
Insurance \$60  
Membership Dues \$600  
Miscellaneous \$200  
NH PIE Blue Ribbon App \$25  
NH PTA Scholarship \$25  
Reflections \$250  
Scrip Disbursement \$1000  
Staff Appreciation \$300  
Staff Requests \$1500  
Yearbook Ad \$200

It was noted that while this budget represents a deficit, the reserve fund needs to be spent down to align with the national PTA guidelines. Discussion of possible use of excess funds ensued. Laurie Miller moved to accept the proposed budget as amended, and Kathleen Moynihan seconded. Motion carried.

#### MEETING ADJOURNMENT

Motion to adjourn meeting was made by Jeannette Hallerman, seconded by Penny Arsenault. Motion carried.  
Meeting adjourned at 10:55 a.m.

Respectfully submitted,  
Laurie Miller