Sam Davey Elementary Parent-Teacher Association

Meeting Agenda & Minutes
10/7/2026 | 6 PM

Meeting Called to Order 6:02pm

- Current Paid Members (via Givebacks): 39
- People in Attendance: 11

~~Approval of Previous Month's Meeting Minutes [5 min]~~

- ~~Motion 1 [NAME]~~
- ~~Motion 2 [NAME]~~
- ~~Approval [YES OR NO]~~

Treasurer Report [5 min]

- Sept 2026 Treasurer Report presented
- Register balance as of 9/30/2026: $19,047.05
- Field trip money - $6,416.44 – still not being cashed; Shelby Mahder will check with Jean Derfus about this.
- Will have a board member go through the report and make sure it's synced.
- Public website: board report ok – not bank statement.
    - Can put out a statement for people to reach out if there are any questions or concerns.

Principal or Staff Report [5 min]

- Ashley questions:
    - Staff update for teacher stipend + the new grade level supplement we are going.
    - October 23 – Halloween Costume; no masks or no weapon representations
- Veteran's Day request for funds for refreshments
    - Line item "events and programs"
    - Approved
- Indoor recess items – follow up and timeline from last spring
    - Josh Myers will create a public amazon wishlist as well.
    - Josh Dalton will go through wishlist and purchase to be sent to Sam Davey
- Walk to School Day 2027 debrief
    - Garbage can be near bike rack?
    - Moving tables
        - We can have 2 lines on both side of the doors.

  - Kids going through multiple times issues
  - All adults who wish to volunteer must be vetted ahead of time.

Old Business: [15 min]

- Reflections Kickoff was on 9/28
  - Will need 3-5 adults for judging at the end of November
  - Connect w/art teacher to see if there is some way to push the initiative
- Welcome Back Picnic readout
  - We went through 142 of the 144 hotdogs!
  - We do have plenty of water & juice downstairs
  - Great feedback from parents (many willing to help at future events)
- Dunk Tank Update
  - Reservation & Down Payment Submitted (Rosie?)

New Business: [15 min]

- Event Committee:
  - Spooktacular Dance will be October 23rd (6 – 8 PM)
    - If you'd like to help, please let Breana, Josh M., or Sarah know
  - Volunteer Policies
    - New volunteer email signup
    - We need volunteers to have the BG check completed
- Clubs Choice Fundraising | Oct 6-20th
  - Pickup on November 16th (3 – 5:30 PM); will need all hands-on deck for this
  - How many volunteers do we need (and in which shifts)?
    - We will need six volunteers (truck unloading, order picking)
    - Will get a sign-up link for Michele for people to sign up
  - Michele will get a processes doc for future fundraising chairs to be prepped for the years to come.
- Parent-Teacher Conferences Oct 15th
  - PTA will be catering lunch for staff on this day – Jimmy John's.
  - Sarah will handle it
- Payment method for event planning committee
  - We have hit issues already with funds
    - Can we purchase a prepaid VISA card for events?
  - We can try the debit card again – just make sure documentation is speedy

Upcoming Reminders: [5 min]

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- Dairy Queen Night: Tuesday, October 20
- Next PTA Meeting: Wednesday, November 4

Open Discussion: [10 min]

- Nontraditional fundraising opportunities
- Updates on trailer for cans?

Adjournment 7:20 pm

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AI MEETING SUMMARY

Here are the concrete action items I pulled from the October 7 meeting. The transcript identifies every speaker under the same account, so a few owners remain unclear.

Time-sensitive items

Owner	Action	Due
Josh M	Send the direct Givebacks membership link to the member who still needs to join.	Soon
Josh M and Josh D	Meet online to review the new reimbursement system, approval fields, and four pending submissions. Josh said he would send the meeting invitation.	October 8
Josh M	Retrieve the correct classroom Amazon wish list and purchase the requested items.	Soon
Josh M	Obtain the district volunteer and background-check link from Jean, move volunteer signups to the PTA website, and include the link in automatic signup confirmations.	Before October 23
Breana	Work with Gena and Ashley to identify which volunteers have completed the district requirements.	Before October 23
All Spooktacular Volunteers	Complete the required district volunteer process and contact Breana or Sarah to help.	Before October 23
Event Committee	Finish planning the Spooktacular Dance. Costumes are optional, with no masks or weapons.	October 23, 6:00 to 8:00 PM
Sarah	Order or pick up three large variety boxes, including a vegetarian option, plus condiments, cookies, chips, and pickles. Food should arrive at school by 11:00 AM.	October 15
Josh M	Send the Dairy Queen flyer to Jean. If the entire year's flyers are ready, send all of them.	Before October 20
Board	Promote and attend the Dairy Queen fundraiser.	October 20

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Owner	Action	Due
November Meeting Attendees	Count Clubs Choice order forms, cash, and checks during the next meeting. Kristen will also be invited to help.	November 4
Michele	Create the volunteer signup and confirm delivery logistics with Jean, including building and custodial access.	Before November 16
Clubs Choice Volunteers	Recruit approximately six people for unloading and setup, plus two to four runners during pickup.	November 16
Michele	Communicate the additional $100 top-seller prize and send financial details through email so they remain documented.	During the fundraiser
Josh D	Prepare the Clubs Choice payment after receiving the final amount, then provide the check to the representative or delivery driver.	By November 16

For Clubs Choice, volunteers should plan to arrive around 2:30 or 3:00 PM. Distribution runs from 4:00 to 5:30 PM.

Financial and administrative items

- Josh D should update QuickBooks by:
    - Reallocating the World Teacher Day proceeds to staff appreciation.
    - Separating the $500 grade-level allocations.
    - Separating the individual MAPE allocations.
    - Correcting any other classifications discussed during the meeting.
- At least one additional board member should review the QuickBooks budget against the approved budget.
- Document backup access to QuickBooks through the shared PTA email account so the records are not dependent on one person.
- Follow up with Jean or the district regarding:

  - The approximately $6,000 field-trip check that has not been deposited.
  - The approximately $40 PTA restitution check that appears to have been deposited by the school.
- Prepare a staff update for Ashley explaining:
  - Who is eligible for PTA funding.
  - The $100 teacher reimbursement.
  - The $500 grade-level allocation.
  - The MAPE allocations.
  - What each allocation may cover.
  - How purchases and reimbursements should be submitted.
- Update the Veterans Day request with the final receipts. Approximately $200 was requested for refreshments under the school-sponsored programs budget.
- Preserve any purpose-specific donations for their stated purpose. Future fundraising campaigns should include a target amount and stop accepting restricted donations once that target is met.

Other assigned follow-ups

- Reflections coordinator:
  - Continue tracking submissions.
  - Contact the two art teachers about encouraging participation.
  - Recruit three to five judges, preferably including a teacher, if more than one entry is received by the end of November.
- Communications or event lead:
  - Ask Jean where the PTA banner is stored.
  - Revisit purchasing promotional materials at the November meeting.
- Rosie:
  - Confirm that the dunk-tank reservation and deposit are complete.
- Lindsey:

  - Contact North High School about stage availability for the talent show.
  - Ask whether January 29 or February 5 works better.
- Santa event lead:
  - Verify the correct 2026 date and time. December 6 was mentioned, but the group then realized the calendar being viewed might be wrong.
  - Notify Nestlé once the correct date is confirmed.

Items parked for later discussion

- Consider a membership drive with an incentive in November.
- Compare Zeffy with Givebacks for donations and product sales because Givebacks is costing more than 10 percent in fees.
- Revisit whether to remain a PTA or become an independent PTO before the end of the school year.
- Consider creating a public classroom Amazon wish list and promoting it around Christmas.