

Sam Davey Elementary Parent-Teacher Association

Meeting Minutes
September 2, 2026

Meeting Called to Order at 6:00 PM

- Current Paid Members (via Givebacks): 10
- People in Attendance: 8 Members, 2 Staff

Approval of Previous Month's Meeting Minutes

- May meeting minutes were not available, so we will approve at the October meeting.

Treasurer Report

- The debit card was cancelled and all funds were transferred to savings
- The checking account will primarily be used to pay taxes
- Taxes have been filled, and the PTA is now current
- Josh D will sign up for QuickBooks (under non-profit accounts)
- Our tax-exempt certificate is no available
 - We will try to get a digital version for the website and/or our PTA Board files.

Principal or Staff Report

- Library & Media Specialist Updates
 - There is a plan to hire a 0.7 long-term sub or limited-term position for this year. Next academic year may result in a permanent position.
- All communications should flow through info@samdaveypta.org
- TO DO – Email Jean about the new website and email address for family handbook

Old Business:

- Sam Davey Staff Wishlist
 - Will be revisited once the budget is approved
- Need someone to set up Dairy Queen nights
 - Cassie reached out, and we are good to promote the third Tuesday of each month
 - The first date would be September 15
 - TO DO – Create Facebook events & graphics
- Update: We did *not* get the Eau Claire Foundation grant

New Business:

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- New Reimbursement Process
 - Josh M to build a new online form
 - Require receipts/documentation
 - Emails will be sent to Sara/Josh for approval
 - Josh D to look into digital payments directly from RCU
- GiveBacks Documentation
 - There should be some documents we can/should upload there to make our relationship with WI PTA more seamless.
 - Erica C may have documentation as to what is needed
- 2026 – 2027 Budget Discussion and Approval
 - Line items discussed and final budget of \$32,250 was approved by seven paid members in attendance.

Items Not Discussed:

- PBIS Items and Sponsoring
- National PTA Healthy Habits week is September 14-18, 2026
 - Social media throughout week
 - What can we do or want to do in school?
- Back to School Picnic on 9/16 - all PTA leading
 - Volunteers for set up/staffing food/tear down needed
 - Breana creating a sign-up form to go out via Signup Genius/Givebacks + Facebook, will be linked in RSVP.
 - RSVP forms going to families by end of week
 - Food discussion needed
- Reflections – Breana is leading
 - This year's theme is "What My Culture Means to Me"
 - Kick off 9/28
 - Need volunteers to be judges for the artwork submitted (end of November – early December) - anyone interested?
- National Walk to School Day is 10/1
 - Breana is planning
- Spooktacular Dance: What is the best time/date to host in October?

Upcoming Reminders:

- Back to School Picnic – 9/16
- Reflections Kick Off – 9/28

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Open Discussion:

- Fundraising – Michele
 - Red Robin
 - Amazon Wishlist
 - Run by PTA
 - Items requested by teachers (via an online form)
 - Community purchases sent directly to the school (automatically)

Meeting adjured at 7:38 PM