



PTSA Executive Board Meeting Minutes 11/01/18

- I. Call to Order
 - a. In attendance:
 - President: Francee Williams
 - Vice President of Communications: Laura Arja
 - Vice President of Events: Kristen Reynolds
 - Vice President of Outreach: Rebecca DeVane
 - Vice President of Cultural Arts: Lawanda Thompson
 - Vice President of Membership: Ashley Vann
 - Vice President of Fundraising: Becky Junod
 - Parent Liaison Chairperson: Terri Guitton
 - Recording Secretary: Mickey Barkett
 - Treasurer: Suzy Strates
 - Student Initiatives Coordinator: Maddie Heinen
 - Parliamentarian: Brook Castino, *Not present*
 - Staff representative: Amber Thomas

- II. Approval of Minutes: Move to approve the minutes by AV, approved unanimously.

- III. Officer Reports
 - A. School Report, Trevor Honohan: Trevor was not present, Amber Thomas was present. Trevor followed up with Becky Junod re Night at the Nest requirements.

 - B. President, Francee Williams
 - a. Updates to Standing Rules:
 - i. PTSA sponsored activities or expenditures should always be approved by the board or the executive committee.
 - ii. PTSA committees are to be a support to the needs/desires of the school. Therefore, all PTSA sponsored activities or expenditures should be discussed with school administrators or staff in advance to ensure that it supports the goals of the school, aligns with curriculum and that it is realistic in scheduling.
 - iii. PTSA sponsored activities or expenditures should strive to benefit the entire school population. Discussion and approval of proposed activities with the board or executive committee will help to clarify what activities accomplish this goal.
 - iv. The PTSA President should be copied on all committee communications and invited to all committee meetings to help ensure proper organizational guidance & support.
 - v. 1. PTSA sponsored activities or expenditures should always be approved by the board or the executive committee.
 - vi. 2. PTSA committees are to be a support to the needs/desires of the school. Therefore, all PTSA sponsored activities or expenditures should be discussed with school administrators or staff in advance to ensure that it supports the goals of the school, aligns with curriculum and that it is realistic in scheduling.
 - vii.3. PTSA sponsored activities or expenditures should strive to benefit the entire school population. Discussion and approval of proposed activities with the board or executive committee will help to clarify what activities accomplish this goal.
 - viii.4. The PTSA President should be copied on all committee communications and invited to all committee meetings to help ensure proper organizational guidance & support.
 - b. Suggested apps for communication include Remind or What's App
 - c. AV moved to approve the addition to the standing rules, MB seconded, motion passes.
 - d. Audit of PTSA Roster & membership: AV and FW stated that there will be an audit of volunteers to make sure that volunteers are part of PTSA. Discussion on how to encourage membership. Proposed two types of messages, including one that advertises upcoming PTSA events.

 - C. Treasurer, Suzy Strates
 - a. Account status/ Get signers on bank statement: Account balance is \$4,651.58.

- b. SchoolPay: SS designed four options for payment for PTSA membership on School Pay; teacher/ staff, students, parents, business
 - c. She revamped the check request form. SS will email the expense reimbursement form.
- D. VP Events, Kristen Reynolds
- a. Committee/event update: expecting high attendance at Night at the Nest, hoping for dry weather, games being delivered by Christmas shop company, we have hay bales and pumpkins, lights, etc. There will be music during the event, a band and a DJ.
 - b. AV suggested that the Nest event include a welcome message from Trevor, introduce teachers and FW. AV suggested an organized message to convey additional events and inform the community;
 - c. Originally was going to be Allison helping Trevor with community communication, but now it comes from directly from Trevor. We are trying to save money because the newsletter is \$5,000, not right to spend the money when there are so many needs; FW, Allison, and BJ are going to team up to help Trevor with communication to the community. Next week, the team helping Trevor will be organizing the communication from Trevor. LT suggested a paper newsletter be added to communication because SAC survey suggested this is the most effective communication.
 - d. Another general meeting was set for November 13th at 6:30. FW will run the meeting by Trevor. Will take place in cafeteria. Babysitters will be provided, maybe offer a movie night.
 - e. Suggested that Gifts from the Heart should be shifted a week, LA suggested that this would require too much communication to change the bidding.
 - f. Shin Dig type of event was discussed again. Suggested by the group that we want to be different than prior schools and that we can create other social events unique to APS.
 - g. Staff appreciation including a pot luck will start next week
- E. VP of Fundraising, Becky Junod
- a. Suggested to promote events in car line, Falcon News and Trevor making an announcement re events. Amber will order air conditioning to be turned on for the Cafeteria for the Nest event.
 - b. Fundraising Campaign Update: Committee met and decided we need to do more fundraising and discussed how to do it. Suggested that we mail out donor list to encourage other donations. Committee is writing thank you notes to donors. Foundation used to send a confirmation of donation to BJ via email, but BJ is not getting those now. BJ wants to set that up. BJ suggested that there be a way to further communicate with community re the Falcon Fund. She has received a little over \$30,000 in donations. BJ met with a company who will provide shade for tot lot and Orange County will pay for it. PTSA will pay for covering the other playground and basketball court.
 - c. It is important to make sure that PTSA has the confidence that money is there to fund the PTSA. The Fund will support the PTSA. FW suggested that money be pulled over in chunks so that PTSA does not have to ask for money in chunks.
 - d. Holiday Shop: Led by Neily Rein and a number of volunteers.
 - e. Falcon 5k: February 2, 2019. After January 1, it will be \$30. Discount for 3 or more. BC will be handling donations.
 - f. Questions by TG re Gifts from the Heart: she cannot see online what has already been donated. Suggested donations like reserved seating for graduations and Kindergarten holiday performance. Teachers are maxed out this year so we are careful about what we ask them to do.
- F. Student Initiatives Coordinator, Maddie Heinen
- a. Committee Update. Meetings are growing - four kids came this time. All kids will be allowed for the committee. Meeting involved reviewing where student section for volleyball game should be and other student related issues.
 - b. Meetings occur on Fridays, once per month. Probably last week of the month. Will try to communicate via Instagram, FB, Falcon News.
 - c. LT suggested that 6th grade meet with 5th graders letting them know about the opportunity to be on the student committee for PTSA.
 - d. FW reminded the Board that other schools have started small with events and grow over time, grass roots.
 - e. The Board should continue the positive message in response to complaints.
- G. VP Cultural Arts, Lawanda Thompson
- a. Committee Update: Reflections was not as successful as hoped. LT suggested a talent show instead rather than Reflections. Discussion re: funding national observances. Waiting on a native American performer to RSVP re native American observance. Cultural events is planning for 2019, black history month, native American month, etc. Dr. Phillips is doing a play re

Freedom Riders, beginning week of March. Suggested that cultural arts survey teachers at the end of the year to find out what teachers were able to use and what they need.

- b. Discussion re how to incorporate cultural arts into the school day. The Hispanic performance was lightly attended because some teachers cannot miss instruction time. LA suggested that the performance can be done during lunches. A performance can be done during lunch event thought it tends to be loud. Pride meeting went well.
 - c. 2019 big events: Art Show; multicultural event; Black History Month; Irish American Month; Women's History Month.
- H. VP Outreach, Rebecca DeVane
- a. PIE Committee Update; Spirit Night was well attended, many middle schoolers attended, they rode their bikes. Raised \$500. Burger Fi gave back 15% and Baskin Robbins gave 20%. Will follow up with Spoleto re spirit night because owner has offered 50% give back.
 - b. Teach In: we have six speakers. Teachers will have their own Sign Up Genius for this event. One person will be highlighted each day. Needs greeters for the visitor guests. FW will send out requests for volunteers to full PTSA.
 - c. Giving Tree is tentatively going out next week. Joy is helping with that. May wait to send until we know if we want to do a Teacher Giving Tree.
 - d. Audubon Serves Committee Update: flyer re Audubon Serves was sent out; only two families used the Love Pantry. Jacket Drive will be donate jackets to other schools. LT suggested that the community has other needs that need to be met, such as books from the book fair, holiday shop or money for field trips.
 - e. FW discussed the possibility of doing a giving tree for teachers.
 - f. We have a lot of left over school supplies for the teachers if needed.
- I. VP Communications, Laura Arja
- a. Newsletter - dates, upcoming events, event recap. LA needs copy on Giving Tree and Jacket Drive. LA will need copy for the social event after the PTSA meeting. AV will send copy to LA for the PTSA General Meeting and a "fireside chat" or the equivalent with Trevor Honahan. LA needs to add Holiday Shop to upcoming mailer. Science Night is not happening and something else is substituted. Holiday Shop is the December 10 - 14. Maybe we can set it up on the 7th because there may be a holiday drop and shop as part of Gifts for the Heart.
 - b. "The S in PTSA" was a successful logo.
 - c. Deadline for next week's flyer is Sunday. KR will re-send the Jacket Drive email.
 - d. FW will provide email to opportunity for business to provide water delivery service for staff by including a sign near water cooler. \$100 per month sponsorship through June.
 - e. LA can send out the communication, but she cannot create it. MH offered to create copy if people need the copy created.
 - f. LA asked for the copy from the Night at the Nest speech. VIP seating are tomorrow for the dedication.
- J. VP Membership, Ashley Vann
- a. Membership totals/Committee Update: Ashley clarified that she is not getting a ton of kickback emails.
 - b. Everyone should get their membership cards starting tomorrow. FW suggested that we do another membership push. Reasons to join PTSA include the communication, discounts and volunteer opportunities.
 - c. Allison Hannon requested that someone volunteer for the mascot at the Dedication and Night at the Nest
 - d. Discussion re how to better communicate with community
- K. Parent Liaison Chairperson, Terri Guitton: items covered during other discussions
- L. Recording Secretary, Mickey Barkett: will create receipt for donations and write thank you notes for donations to Gifts from the Heart
- M. Brooke Castino, Parliamentarian: not present
- IV. New Business: covered during other discussions
- V. Meeting Adjourned at 12:15