



**PTSA Executive Board
Meeting Minutes
1/10/19**

- I. Call to Order by FW
- II. Officer Reports
 - A. School Report: Audubon Park is applying to be a part of the Innovation Learning Community. This is a group of 13 schools in the county that are selected because of an innovative idea that they propose that will have a positive impact on the school. The superintendent has encouraged Audubon to apply - the deadline for this is February. Audubon's innovative idea that will be proposed is that Trevor will work with Rollins College to develop a class for their education students in which the student will serve as substitute teachers at APS. This would be instead of using substitutes through Kelly Services, as APS has had trouble filling all vacancies through Kelly Services on days that teachers are absent.
 - B. Field Day is tentatively scheduled for 3/14.
 - C. Arts at Audubon will be a daytime event on 5/10.
 - D. Board approved reimbursement for teachers who covered gifted expenses up front, approximately \$350.
 - E. President, Francee Williams
 - a. Calendar Updates
 - i. OSC offered a free stem night. Date is TBD. STEM is everyone including parents. International Night will be canceled to allow for STEM night; STEM night will have a daytime component, so people can attend during day or night. Trevor will look into a technology seminar through Winter Park Health Foundation.
 - ii. Field Day. March 14th is tentative date, should occur before spring break
 - iii. Art at Audubon suggested date is 5/10/19, FW moved to reallocate the funds from International Night to Art night, seconded, motion passes.
 - iv. Chihuly plate decoration is being used at the Coronado Springs Resort sometime in February in the lobby.
 - v. Change February board meeting from 2/7 to 2/8.
 - vi. Next General Board meeting is 1/28/19 at East End Market; encourage biking and walking to event. Last General Board Meeting should be in April.
 - vii. Middle school dance: Glenridge crew is used to having a middle school dance. TG and FW will confer about cost, etc.
 - b. Staff Lounge Update & vote: Trevor surprised the staff yesterday with the announcement of the lounge; FW and BJ found a seating group that is inexpensive; would like to make an investment in the lounge in a manner that has long term value and use; we already have \$5,000 for an "annual initiative;" suggested that we allocate \$3,000 of these funds to the staff lounge project; discussion re: the importance of having a place for teachers to gather and relax; MB moved to allocate an additional \$3,000 from the annual initiative

budget to the teacher lounge budget for a total of \$5,000, seconded by BC, motion passes unanimously.

- c. General Meeting & vote; meeting will be at East End. Meeting to occur January 28 at 6:30. Meeting will set up nominating committee. Suggested that nominating committee include FW, AV and three grade representatives. Recruiting only for executive committee, not executive board at this time. Diversity on board will be encouraged and will flow from interest forms and responsive and active PTSA members, regardless of race, ethnicity and gender.

Suggested that PIE and Audubon Serves be two separate committees next year because both are too much for one person. If we do split the roles, question raised as to when that should be done.

There will be a form at the general meeting and on line. Interest forms for board, committee and volunteer roles will be taken until the end of February. Nominating committee will pre-select the recommended board, nominations can be taken from the floor, then election will happen at April meeting. MB moved that nominating committee include FW, President, AV, Membership and 3 grade or room reps (chosen based on interest, reliability, availability); seconded by KR, passes unanimously.

Bylaws: Bylaws are intended to have an executive committee. Motion to change VP's from 6 to 2 vice presidents: VP of fundraising (who is also president of Falcon Fund) and VP of communications.

Change would mean that the new executive board selects/appoints the remaining four appointed positions. Other schools have same number of officers. 5 elected officers including 2 VP's rather than 6 VP's committee and fundraising.

Motion to approve proposing these changes at the general meeting for a vote by the general PTSA membership by FW and second by SS, motion passes unanimously; future boards can change number of VP's as they see fit.

F. Treasurer, Suzy Strates

- a. Account status/ Get signers on bank statement
- b. Holiday Shop Report: Teachers approved of the holiday shop. \$11,000 in sales; \$8,700 went back to holiday shop, we earned \$2,200 after taxes
- c. Donors must go into School Pay to sponsor or donate. People can also donate through event website, but fee is higher; good to direct larger donations through website to avoid fee.

G. Brooke Castino, Parliamentarian/Falcon 5k Chair

- a. Falcon 5k: 100 people registered already. Goal is 500 people. BC is working on getting everyone excited for race. Sponsorship is going well. Barre 3 and David Weekly are Bronze, maybe Advent health. We have water station sponsors. Booth is \$250. Advent health has a bag. We have a spring fundraiser budget of \$3,000. Don't have to pay for run and fun run. Consider a meet up spot after the race with a sponsor.

H. VP of Fundraising, Becky Junod

- a. Fundraising Campaign & wall update

- I. VP Events, Kristen Reynolds
 - a. Staff Appreciation: Teachers prefer lunches; still solidifying vendors; will need volunteers; LA is PTSA handling gift cards for staff? We have about 70 teachers; no school wide initiative yet for 80 people \$20 gift card = \$2,000. Staff appreciation budget is \$5,000; SS suggested trying to get AMEX fees waived
- J. Parent Liaison Chairperson, Terri Guitton
 - a. 5th Grade party: 5th grade party; Blankner does a 5th grade graduation; \$2,500 is budget for party; we can fundraise for extra. Reach out to Cara Batterson re plans already in place.
 - b. Middle School EOY party/dance: 8th grade is going to Gradventure. How to make Gradventure special for 8th graders; find out what high school kids are going to and get them a swag bag; reach out to Ensley Hewett and Clark re class parties; middle school dances not well attended at other schools; at bowling social most 6th grade boys are there; how to make sure the dances are diverse and well attended?; arrange for transportation; how to do a survey of what kids want?
 - c. Rep Meeting? Room & Grade: APPV for communication with grade reps if needed; some reps are very responsive, but some are slow; suggested a room rep/grade rep meeting in next two weeks. Question was raised as to where to have meeting. TG will follow up with room/grade reps - many are still not PTSA members
- K. VP Cultural Arts, Lawanda Thompson
 - a. Committee Update: someone is coming for African American history month. Working on art and art show. Native American act fell through. Committee meeting was going to be set based on upcoming events, committee is involved between 4-5 people; committee needs to be members of PTSA; committee has been as involved as they should be so art will be well supported.
 - b. Arts at APS: Arts fair is 5/10.
 - c. Concern was raised re making sure all presentations are heard
- L. VP Outreach, Rebecca DeVane
 - a. PIE Committee Update: PIE. - Spoleto and Yogurtland. 1/22 is spirit night, 5-8. Spoleto is an APS family and offered 25%; Poke Hana is also an APS family and will do a spirit night and date is TBD. Tracy was a big help with PIE. RD can give a recap to LA re Giving Tree / Audubon Serves.
 - b. Audubon Serves Committee Update: Audubon Serves jacket drive went well. RD will prepare recap to LA. We had APS students who needed jackets as well. Giving Tree helped 14 families and 30 kids. Episcopal church helped as well. Food was left over after Thanksgiving.
 - c. RD - We are probably not doing Feeding Children Everywhere because the cost is high at \$10,000 (.32 cents for each meal based on 210 people helping).
 - d. Volunteer appreciation is at end of year. Include crossing guards at staff appreciation. Recognize Father David.
- M. VP Communications, Laura Arja
 - a. Newsletter - dates, upcoming events, event recap: LA will do a December recap of all events. LA - newsletter; PTSA; Falcon 5k; Staff appreciation.

b. Next newsletter is 2/5. Will do an interim notice and include an “upcoming events” on next email.

N. VP Membership, Ashley Vann: Not present

a. Membership totals/Committee Update

O. Student Initiatives Coordinator, Maddie Heinen

a. Committee Update: MH attending student council meeting. She will do a survey of what kids want to do. MH will report findings at general meeting.

P. Secretary, Mickey Barkett: none.

III. Meeting Adjourned by FW at 12:45