



**PTSA Executive Board
Meeting Minutes
3/7/19**

- I. Call to Order by FW: 9am
- II. Officer Reports
 - A. School Report:
 - a. Field Day: K-2 (8:30 am) and 3-5 (12:15 pm) are at different times. We have a lot of parent volunteers. If there are gaps in tents, etc. Trevor will let us know.
 - b. District has reached out and is providing shade free of charge for the tot lot in June. We are trying to parlay that into both shade areas being done at the same time (APS is paying for one). Also, we would like to pick a color that matches our school colors.
 - c. APS forwarded application to be a part of Innovation Learning Community (13 schools hand selected based on ability to think outside the box and be innovative).
 - d. Open enrollment: 42 of 50 elementary spots are filled, 17 out of 25 middle school are filled. APS must hit 1,080 students to close open enrollment. Closes May 5th.
 - B. President, Francee Williams
 - a. Nominating Committee Updates: we have received a lot of interest forms. Nominating Committee is hosting a meet and greet.
 - b. Procedure Books: make sure the procedure books are complete. Form re: "Leader Guide" was circulated. Form should be completed after each event.
 - c. Volunteer Appreciation Cocktail: May 7th is the target date. APS community is one cohesive entity. We are doing volunteer appreciation event in conjunction with the school, not separately as in years past. Trevor has a contact on Park Ave. for a cocktail hour to honor the volunteers. Garp and Fuss, in the secret garden. Longhorn Sprit Night is May 14th currently but we are waiting on confirmation.
 - d. Winter Park Health Foundation has offered their new space to host Screenagers movie showing in the evening. Parent and child event. May include a panel to speak to the kids. Consider following up with Michelle Vanson or Michelle Cash who have connections. Suggested dates are May 1st or May 8th.
 - C. Treasurer, Suzy Strates
 - a. Account status/ Get signers on bank statement: current balance is \$18,771.22. \$3,400 was spent on staff appreciation, with a small amount to be reimbursed by Dr. Beatty.
 - b. \$2,500 is allocated for 5th grade party. There may be a need for a bit of fundraising and it is suggested that any ask be to 5th grade parents only.
 - c. At the next meeting, we will discuss initiatives to carry over a balance to the next year. \$10,000 is generally suggested.
 - d. We are a total under budget for events in the amount of \$2,000
 - D. Brooke Castino, Parliamentarian/Falcon 5k Chair

- a. Gross income was \$16,411.97: net was about \$3,505.94
- E. VP membership, Ashley Vann:
- a. Last general meeting was well attended. We are still working on an online directory. Permission to be on the online directory is on the form.
 - b. Laura Arja and Ashley Vann should be in contact to make sure that online list is up to date and members are captured.
 - c. LA wants to send the newsletter out this week.
- F. VP of Fundraising, Becky Junod
- a. Fundraising Campaign & wall update: looking at options for donor wall - colors, sketch of mural.
 - b. Donor appreciation: suggested that we hold a separate event for donor appreciation. We are looking for the names affiliated with each donation for a few donors. Donor appreciation will include everyone, wall will include levels. In the past we have held the event at a home.
 - c. In the future, we can have pledge cards at the donors event. Donor event may have 75 -150 people. Palmers was suggested as a venue. Cinco de Mayo theme. Ben Bom was suggested as caterer. Question was raised if we need a bar tender. Suggested date is May 3rd
 - d. Fund balance is approximately \$50,000
- G. VP Events, Kristen Reynolds
- a. Middle School Dance: may be canceled.
 - b. April 25th is science night, Orlando Science Center does it all at the school. "Science Fest" was a suggested name. Kelly's Ice Cream is coming to sell ice cream. Working on other food vendors. Hoping for food trucks since those are easiest. BJ suggested a food cart. We need two options for shorter lines and choices of food.
- H. Parent Liaison Chairperson, Terri Guitton
- a. Looking ahead to end of year parties. \$50 budget per class for end of year party. AV suggested we increase the budget to \$75. There are 77 teachers. However, a change in this budget item would require a vote at the general meeting. We were under budget on a few parties. K-5 has 30 teachers.
 - i. 7th grade rep has reached out to determine what kind of event would be held for that grade. There is a lot of interest in a class event.
 - ii. FW suggested that the teachers be given the lump sum to determine what they want to do for the class.
 - iii. 8th grade is out because they have their own party. 6th and 7th and elementary need assistance to plan their end of year party.
 - iv. Motion made to add \$550 for elementary k-4 (22 teachers); two teams in middle school, 6th and 7th, \$300 each, total \$600, Total addition to class party is \$1,150 in addition to the \$1,350 for a total of \$2,500 for school wide class parties (less 5th grade and 8th grade who have their own parties). Motion passes.
- I. VP Cultural Arts, Lawanda Thompson: *not present, report given by FW and TH*
- a. Art day is underway. Date is May 10th. We only lose Mr. Walters this year. Susan Coppens has agreed to be connection to great ideas and artists; day is to be

modeled around teach in, with a performance element during lunchtime. Heidi Ciaramella is logistics person.

- b. Irish dancers went well and was well attended by middle schoolers.
- J. VP Outreach, Rebecca DeVane
- a. PIE Committee Update: PIE. - Pokehana had a very good turn-out. Danielle has not set a date yet with Longhorn.
 - b. Audubon Serves Committee Update: Partnering with Mr. Merrill and NEHS for food drive for spring break.
 - c. Feeding Children Everywhere is not on the calendar currently because of the entry cost at \$10,000.
- K. VP Communications, Laura Arja
- a. Newsletter - please submit recaps to LA.
 - b. Next general meeting is April 2nd.
 - c. Question raised re whether Google Number is the best choice.
 - d. KR will send the Science Night info to LA
- L. VP Membership, Ashley Vann:
- a. Membership totals/Committee Update
- M. Student Initiatives Coordinator, Maddie Heinen
- a. Committee Update: MH tried to attend student council meeting but the meeting was not being held that day. Suggestion was made by Robin Greene to put a student survey in Canvas, but it has not been done yet. MH is looking into options as to how to harvest the results.
 - b. Suggested that student council make this part of their responsibilities. Also, possible to use the Falcon Hour news as a way to get ideas from students.
 - c. 7th grade lead teacher is Serena Miller; 6th is Shannon Halon; Joel Hanson is 8th. TG suggested using a Google Form to survey the middle schoolers by using the lead teachers.
 - d. Suggested that middle school event be skipped, and possibly use movie night as their event instead. There are only two dates that could work anyway. MH will let Robin Greene know.
- N. Secretary, Mickey Barkett: no update.
- O. New business:
- a. BJ - add sign ups for people to bring things into the lounge for the teachers as staff appreciation. Suggested donations are individual bags of treats including M&M's, gum, skittles, trail mix, granola bars, bottled waters
 - b. Coach Howell wants to do a school wide sports banquet. Catered from Sonny's. Wants to recognize kids for character. Sometime between May 6th and the 10th pending approval by TH. Annette Reyes has been helping especially with sports events and would be a good resource going forward.
 - c. Art staff are so grateful for the money they received from PTSA.

III. Meeting Adjourned by FW at 11:10 am