

October 2, 2019

PTSA Executive Board Meeting Agenda – 11/6/19

- I. Call to Order by BC at 10:03
- II. Approval of October Executive Meeting Minutes by BJ, seconded by KR, approved unanimously.
- III. Officer Reports
 - a. Trevor Honohan, School Report: Fish tanks have been installed, one parent funded 6 fish tanks; one company is sponsoring at 7th; one parent donated a 50 gal fish tank to the media center; a contact from Gatorland wants to donate a 100 gal tank with baby gators which will grow for one year and then the gators will be re-homed at Gatorland.
 - i. National Elementary honor Society inducted 60 more children this morning;
 - ii. School conducted PMA's to determine how well our children are doing and all of our scores are ahead of every school in the area;
 - iii. School growth has slowed a bit, however there is concern that new apartment complexes will inundate the school.
 - b. Becky Junod, Falcon Fund Report
 - i. Campaign update/Current Balance.
 - ii. A cohesive communication strategy is necessary. Email addresses will come from Skyward. Send communication through social media first; donor night is December 5th at the Clark's house. Allison Hanon posted the donor wall this morning and BJohnson will share on social media. BJohnson will create a flyer for the Donor event.
 - iii. BJunod wants to focus on connection and relationship with people. BJunod wants to connect with more parents. Mentors are needed for the children. BJunod presented a "Refresh" program which would allow teachers to take a break during recess or lunch by finding volunteers once a month to assist.
 - iv. BJunod said there is demand for more visibility for larger donors.
 - c. President, Brooke Castino
 - i. Spirit Shirts: all shirts have arrived and have been distributed. Next year we hope to get a person to chair the shirt effort. 500 shirts were ordered.
 - ii. General PTSA Meeting: 11/7/2019. We will announce the 5K date and the sponsor is Park Life. PTSA board members will wear last year's shirts in support. Be there by 6:15, meeting starts at 6:30.
 - iii. We will continue to have volunteer signups at the door. This year at the door we will have a pre-printed list for existing members to sign in and a blank list for new members.
 - iv. We have volunteer needs for Teach In, Holiday Shop, and various other volunteer opportunities.
 - v. Meeting minutes are on the website under "about PTSA." For meeting, WC will identify the current balance and KR will discuss how much was brought in.
 - d. Treasurer, Wendy Coomes
 - i. Current Balance: \$6,030.32
 - ii. Audit: for September and October, TG and KR reviewed the bank statements.
 - iii. Thank you to Abigail Roofner, who prepared the PTSA tax returns.
 - iv. WC distributed the National PTSA Conflict of Interest policy for the boards' signature.

- e. VP Fundraising, Kristen Reynolds
 - i. Falcon Fling Recap: event went very well and raised \$62,073.61. More funds trickled in after the event. APS absorbed approximately \$2,300 in credit card fees. \$1,600 in credit card fees were covered by donors/parents. Auction item distribution went well and it was easier because the items were not on site.
 - ii. Holiday Shop: 12/9-12/13. We have three great Chairs of the event. KR will verify that we can use the same room we used last year on the 2nd grade hall. BJ has created a flyer for Holiday Shop. Money should be tallied at the end of every day. WC and BC will coordinate the daily tally. The Chairs need to know that there should always be someone supervising the transactions since it is a heavy cash event. Make an effort to greet volunteers and train them how to use the register.
 - iii. Park Life Falcon 5K: spring fundraiser, set for 2/1/2019. KR met with Felix and parent volunteers. Abigail Stocker and Ryan McCormick are going to start a free running club. Felix said that student club participants can do the new years day run for free.
 - 1. Entry fee is \$25 with an early registration fee by 11/15/2019 of \$20, which is a typical race entry fee. We have our named sponsors and are still looking for Bronze and Silver sponsors. We already have water sponsors. Fun run is \$10. Last year we had over 500. This year our participation goal is 750.
 - 2. Sponsor levels are Gold \$5,000 (sold out); Silver \$2,500; Bronze \$1,000; Water Station \$500; Booth \$250.
- f. VP Events, Kristin Morgan
 - i. Hispanic Heritage Month is this month. KM has a chair to help with all Heritage Months. BC's father loaned his native American materials for display and the students find it very interesting.
 - ii. There is a committee meeting next week to discuss future heritage months.
 - iii. International Night is January 23rd. The NEHS wants to assist with International Night. KM will request assistance for International Night at the General PTSA meeting.
 - iv. Faculty Thanksgiving lunch is 11/21/2019. KM is requesting volunteers to assist with the lunch. BC mentioned that three microwaves are needed for the different staff lounge areas. Money was already allocated in the budget for teacher appreciation.
 - v. KM is meeting with chairs for staff appreciation next week to discuss events. KM will loop WD into the schedule since PIE is important for staff appreciation week.
 - vi. KM reached out to theatre teacher Quintana re spring talent show. The date for this event has not yet been set.
- g. VP Communications, Brittany Johnson
 - i. Next PTSA Newsletter, upcoming events and event recaps: BC and BJ discussed adding new events to newsletter including holiday shop, heritage months, PIE, etc.
 - ii. BJ said she cc's Allison Hanon on events so that they can be added to the school calendar.
 - iii. BJ is preparing a separate newsletter/announcement for the Falcon founder's mural.
- h. Membership Coordinator, Tracy Foust
 - i. Membership Headcount: 368 total members as of today. Goal is to get up to 450 members by December 1st.
 - ii. Goal to have student government president start presenting at general board meetings. Push for middle school students to join PTSA and attend meetings so that they have a voice. Tracy will talk to student government to help recruit the middle school students. Focus on the "S" in PTSA
 - iii. Have a teacher speak at a general meeting to give their perspective on how PTSA helps the school. The goal is to help parents understand the value of having a PTSA Membership.

iv. Giving Tree in December

i. Outreach Coordinator, Maddie Heinen – not present

i. Giving Tree Drive

j. PIE Coordinator, Will Dukes

i. Teach In. PIE- needs handlers for presenters 11-20-19 from 8:30-10:30 teach in day.

ii. First PIE night- approximately 12 people attended. Had open table discussion, talked about getting a speakers bureau/online directory of PIE. May have another in January, a few more throughout the year.

k. Parent Liaison Coordinator, Terri Guitton

i. Start recruiting for parents to help with the 5th and 8th grade graduation party.

IV. New Business

a. Walk n Roll

V. Adjourned: 11:56 a.m.