

## PTSA Executive Board Meeting Minutes – 12/4/19

- I. Call to Order by BC at 9:04 am.
- II. Approval of November executive and general meeting Minutes: motion made by MB, approved unanimously. Motion passes.
- III. Officer Reports
  - a. Trevor Honohan, School Report
    - i. PTSA will contribute \$500 to faculty holiday party, which will come out of staff appreciation budget.
    - ii. Fish tanks are going in. Children have chosen cool fish like a blue crawfish. We also got approved to host baby alligators in an alligator tank. Two teachers will be certified to handle the gators.
    - iii. Shade is scheduled to be installed this month.
  - b. Becky Junod, Falcon Fund Report
    - i. Gather & Give Event Dec 5<sup>th</sup> : purpose of the event is to gather and encourage donations, but donations will not be the focus of the evening. Approximately 65 are attending so far.
  - c. President, Brooke Castino
    - i. PTSA Closet: shelves are needed. We have two small file cabinets.
  - d. Treasurer, Wendy Coomes
    - i. Current Balance: \$49,515.97
  - e. VP Fundraising, Kristen Reynolds
    - i. Holiday Shoppe: begins Monday. Goods have been delivered and chair people have worked hard. Suggestion was made by PTSA members that we have a holiday shop where items are made and sold by children in the school.
    - ii. Park Life Falcon 5K: We have 30 volunteers. Shirts are being designed and ordered. We have another sponsor – Carter Landscaping. Abigail Slaughter is hosting a running club. Red Light will host packet pick up and post party again this year. Kristen Morgan suggested a student competition to design the t shirt. This will be suggested for next year since we are so far along in the process at this point.
  - f. VP Events, Kristin Morgan
    - i. International Night: January 23<sup>rd</sup>, 6:30 to 8:30. Pictures of students will be on the screen. \$25 reimbursement to families for set up and expenses. 20 countries are represented so, at most, the cost would be \$500. PTSA provides a table and table cloth. PTSA is providing passports for the children.
    - ii. Mrs. Quintana requested that talent show be held after the spring concert, in April. We will move the night at the nest to March 8<sup>th</sup> instead, right before spring break (March 13). Becky Junod suggested a Sunday event for Night at the Nest.
    - iii. Tentative date for talent show is April 23<sup>rd</sup>.
  - g. VP Communications, Brittany Johnson
    - i. December PTSA Newsletter

- h. Membership Coordinator, Tracy Foust
  - i. Membership Drive: three new members in November. Consider having a PTSA table at International Night.
  
- i. Outreach Coordinator, Maddie Heinen
  - i. Giving Tree Drive: Amber received 22 student requests from local families for assistance. Each envelope has one child, but MH will ensure that gifts to the same families are approximately equal so one child does not get substantially more. Gifts are due back December 16<sup>th</sup>.
  - ii. We are also going to donate food since we have some left over from Thanksgiving.
  - iii. Emmanuel Episcopal will donate gift cards.
  - iv. Amber Thomas briefed the Board re the number of families requesting assistance.
  
- j. PIE Coordinator, Will Dukes: not present. BC presented.
  - i. Teach In: teach in was very productive and students enjoyed the guests.
  
- k. Parent Liaison Coordinator, Terri Guitton
  - i. 5<sup>th</sup> & 8<sup>th</sup> Grade End of Year Parties: TG notified teachers about the end of year party budgets. 5<sup>th</sup> grade has 21 people on the committee and 8<sup>th</sup> grade has 10. There is a 5<sup>th</sup> grade parent who owns a photo booth and will donate the photo booth.
  
- l. New Business: Next meeting is January 8<sup>th</sup>. Next general meeting needs to be scheduled, ideally in January so that we can promote the 5K and the other events. Possibly January That meeting may include discussions re board elections.
  
- m. Meeting closed by BC at 10:11.