Executive Meeting Minutes

PTA: Liberty Elementary School PTA, Executive PTA Meeting
Date: August 29, 2019
Time: 8:00 a.m. - 9:20 a.m.

I. Call Meeting to Order: William at 8:00
II. Attendance: William, Caitlin, Jill, Lisa, Smitha, Tez, Alex, Stephanie, Anne
III. Approval of Minutes: Approved by all present. Caitlin will upload to Liberty PTA site.

IV. Reports of Officers
   - Events and Committees - Smitha Tumuluri
     - Tez pursuing Odyssey, Reflections, Science Olympiad (VSO).
     - Odyssey: always good participation.
     - Reflections: We struggle with it each year, even though it’s pushed by national PTA. Let’s do it and try to find someone responsive. We have better luck with other programs, volunteers are more interested in other things.
     - Science Olympiad: not too much participation over the years, and not as much obligation. Big difference is reflections is run by PTA.
     - Anne needs volunteers for Laps for Liberty.
   - Treasurer’s Report - Lisa Geurin
     - Two budgets emailed, proposed (without numbers) vote next week. Sponsorship money was put in income but wasn’t getting spent because chairs couldn’t see it correctly on the budget. Broke it down in activity line. $1000 gets voted on in budget, $750 sponsorship expense. Should $750 be in income? Need to get sponsorship money spent, no surplus. Supposed to designate where the money is spent. Lisa will figure out how to show it accurately.
     - Audit: Jill and Lisa and husbands completed August 18. Everything added up. Use Jill while she can still sign checks. Vote it in at general meeting September 3.
   - Principal’s Report – Stephanie Worthley and Alex Gray
     - Alex wants to showcase flex seating at September 3rd PTA meeting, take quick tour of spaces. Do we need numbers breakdown? William wants numbers for records. How many of each flex seating items and total cost, so future boards know. Alex will get with Dana for accurate numbers. $16,550 (ish). Did every teacher get something? Yes if requested. Was open to all staff, filled out list and goal statement to follow up on and get feedback.
     - Stephanie asked if shirts will be here for Patriots Day Assembly September 11. William confirmed receipt noon September 9. Need volunteers that afternoon or 10th am to sort. They need to be handed out morning of 11th. Alex will share google shirt info with William.
     - Children’s Diversity Night contacts are Vijaya and Ramadevi. Stephanie wants to know if we need music teachers that night.
- Certifikid fundraiser: Paul wants to make sure parents aren’t feeling pushed to spend. Run it by admin before any advertisement of fundraising. Crop out the part that says fundraiser on this one. Thanks for lunch from Admin!

- **President’s Report – William Perry**
  - Thanks from William, with notes and pins. Had great BTSN and Open House. Exceeded membership from last year. Stephanie said it was so much fun and welcoming. Received many thank yous from teachers. Caitlin will record who sent notes.

- **Fundraising - Jill DeLorenzo**
  - Summer project was Chromebook cases. Didn’t foresee names being written on them, but will be dirty at the end of year. Younger kids can use for years. Lisa didn’t imagine them being passed down anyway. 30 extras in Stephanie’s office for new students.
  - Four spirit nights over summer. Restaurants and PlayNLearn earned over $500 total. Open House Kona Ice brought in $120. 13 sponsors with 2 coming soon. Some new and some that went out of business. Velocity wings back on, adding Thrill Zone. Jill no longer allowing benefits until they pay up front. Full calendar set for the year. Tez has been delivering thank yous after events. Three Crowned Eagle sponsors at $2000. Eaglets are $250, Bald Eagles are $500, Golden Eagles are $1000.
  - Going to be getting four Disney tickets donation, which are awarded like a grant. Applied using CDN and now need to figure out how to give away. Tez suggested maybe low income family. Jill thinks maybe a drawing if you’re a PTA member or volunteer.
  - “Free money programs”: All the usuals, Harris Teeter, etc. Will now get proceeds from Giant reusable bag sales in October. Adding Certifikid and Shoperoo receipt scanning app. Box Tops going between old fashion cut out and scanning a receipt. William is going get Jill the flyers for Box Tops. Included in form is a place for digital receipts as well. Letter will accompany first announcement.

- **Volunteers - Poonam Upadhyaya (absent)**
  - PTA needs list and contacts within 24 hours of BTSN. William wants volunteer list that night or next day next year. A week later we only have four names but we know more signed up. Google doc is probably the way to go. Smitha wants the account where people sign up to have more people able to access. So everyone who needs the info can get it for each event.
  - William to follow up with emails. Most positions have been allotted, just need people to show up. Smitha says the forms were a struggle. Committee and volunteer organization needs to be user friendly and clear. Pink form for chair and blue for volunteering or something like that. Don’t need general volunteer list, more important to have chairs signed up.

V. **Reports of Committees**

- **Membership - Anaheeta Minwalla (absent)**
  - 418 PTA members as of August 28. Need to communicate the membership to benefits, i.e. sign up early for Bingo night. Need to let people know what the rewards of signing up are. The cards are now online, they email a link to card to use for perks. When to do another push? In newsletter, link a form?
- **Laps for Liberty – Anne Corej**
  - Cards are printed, need to be cut. Envelopes and labels are done. Cover letters and forms are printed. Waiting on more blue paper. Divided into piles of 30. Anne updated files and envelopes. Pledge sheets go home on kickoff day September 11. T-shirt order was placed, to be delivered noon September 9. Need T-shirt sorting volunteers. Adults can’t get nicer shirt this year because forms didn’t specify teacher shirts. Anaheeta can change form for next year.

- **After School Enrichment Program - Megha Thakur (absent)**
  - William stressed that all these clubs that use Liberty space and students are not PTA associated. Either it needs to be 100% PTA or 0%. Finding volunteers shouldn’t be on us. Odyssey requires same school students, and needs PTA help. William wants PTA to be separated from it, and make it more clear to parents. Lisa should not be involved in the money flow in ASEP. Discussion on other boards to remove PTA affiliation. Is there a financial and insurance hit? Maybe have an Afterschool parent info night, which PTA does not sponsor, and have a rep present. Remove OOTM line item in budget. Reach out to Girl and Cub Scouts for PTA Parent Info Night.
  - Megha Thakur reached out to Prodigy School chess, pricing too high even for whole year. Dropped $30. Still high but participation will determine if it’s too much. Silver Knight chess won’t work with our cc program, and there were safety issues according to Jen. Thursday is big push for Spring because we have three classes that day. No PTA things on Thursdays. No library, no art room for classes. Art classes in classrooms instead of hallways.
  - Registration is September 2, and opens at 6am. Paper copy has to go home today. Stephanie will notify teachers to send flyers home today. All classes are 2:40-3:40.

- **Back-to-School Teacher Lunch Chairperson - Alisha Vaughan (absent)**
  - Teacher Luncheon went well except some issues with food. Didn’t bring enough cookies or silverware, plates. Maybe do BBQ next year. Reach out to teachers and admin beforehand about prizes to see what would be needed. Different ribbon color next year. Clipboards are well received! Need three volunteers next time for tables. Hold, Roll, and Cut!

- **Spirit wear Chairperson – Jeff Geurin (absent)**
  - Lisa waiting on Jeff for updates on sales. Goes until September 20th. William asked Jeff about what else we can sell. Stephanie likes the website for ordering.

**VI. New Business**

- **National PTA School of Excellence**
  - A recognition program that supports and celebrates partnerships between PTAs and schools to enrich the educational experience and overall well-being for all students. We are applying, it’s good for 2 years. Survey, project, then a survey, while meeting deadlines. Will be after Laps for Liberty, online and paper.

- **Hospitality day**
  - Pushcart with drinks/water for teachers. Alisha suggested to use leftover money. Last month of school or before spring break? Stephanie suggests March, after Mat Ball. Need volunteers.
• **Bingo**
  - It’s been so successful we’ve run into space issues. Options? How many can we safely fit? Need to control the numbers somehow. Problem with having two in one night is multigrade families. Would they have to just pick a room? William suggested an entrance fee, not card fee. Last year’s free entrance wasn’t the only time it was too crowded. Stephanie will find out max capacity. Should we have the Fire Marshall there? Must make it clear that it’s a safety issue, maybe Paul can include our capacity message in announcements.
  - Maybe give discount to economically disadvantaged, get list from Nannette. Still need to decide.

VII. **Announcements**

- September 11 – Donuts with Dads; Patriotic Day Assembly; Laps for Liberty Kickoff.
- September 15 – AJ 5K Event: mention in newsletter, just no mention the week of because it’s too much with LFL. Tez notes that the money is good, just unfortunate timing. Maybe it doesn’t come from Liberty PTA, only from Tez on parents forum.
- September 19—Laps for Liberty

**Teacher Thank Yous Received:**

1st Grade Team
Donohoe
Schoenherr
Austin
Carlin
Culver
Correia
Pelak
Roivas
Peckham
Ricci
O’Connor
Croxton