

Committee Chair Meeting  
September 14, 2016

PTA Attendees: Tammy Jones, Sara Weiers, Jessica Stanfield, Jenny Morton, Pam Blake, Molly Bilderback, Donna Callaway, Jenny Craver, Diane McWilliams, Kim Walsh, Jennifer Bryson, Torey Parsons, Laura Carlevatti, Ann Lambiotte, Michelle Braswell, Jennifer Coggins, Ginny Sloan, Debbie Titlestad, Julianne Guzik, Michele Cole, Lynn Shearon, Lisa Lindvall, Shelley Waple, Sally Harriss, Astrid Jain, Jenn Loeffler, Cyndi Schumann, Liz Waller, Annie Dixon, Jennifer Saxton, Beth Prus, Stowe Demarest

School: Terry Hall

President

- Welcome and review of policies and procedures
- Meets with Ms Hall on Friday mornings
  - Chain of communication = chairs communicate to their VP, VP communicates to Pres, and Pres communicates to Ms Hall
- New website [dilworthpta.org](http://dilworthpta.org) - very user-friendly
- If chairs have a big budget item change or change scope of event, it must to be approved by Exec Board
  - Exec Board usually meet first Friday of every month
- More volunteers coming in and will get filtered through volunteer coordinator and to chairs
- Chairs were asked to review their committee chair description
- Chairs were asked to keep a binder so that next year's committee knows what to do
- Chairs were reminded to please re-register with CMS to be a volunteer
- Chairs were asked to communicate through Secretary (Sara) if you need class lists- this is to prevent Amy Boykin (School Secretary) from getting inundated with requests
- SPARK allowed to email teachers directly

Principal

- Thank you to committee chairs
- Enrollment is 735
- We added two teachers and had to double up classrooms in 2nd and 3rd grades
- We lost .5 Coach Feeney, but hoping to have her return next year
- We hired a new .5 TD
- Ms. Hall noted that she could occasionally attend meetings with committees if needed

Directory: Liz Waller

- Most classrooms have returned forms, but some classrooms have returned nothing
- 2nd round of forms going out today in WED folders

Marketing: Jessica Stansfield

- New website is being maintained by Debbie Titlestad
- Reminder that for the Weekly E-newsletter: submissions need to be sent to Meredith Murchison by Friday and must be proof ready/ copy and paste ready
- Facebook page managed by Liz Waller: pics need to be representing at least 2 families
- Photobucket: everyone encouraged to upload photos
- *Communications and Marketing Cheat Sheet* distributed

- Meredith Parrish manages bulletin board or marquee outside
- Printed banners need to be approved through Jessica
- Reminder to use the PTA copier codes
- For Wed folders, documents need to be submitted by prior Thursday (so Ms. Hall can approve at Friday meeting with President)
- "Volunteer Today" button on website - links to SignUpGenius
  - create school-wide sign ups here (not for individual classroom sign-ups)

#### Secretary

- Please make sure you have submitted your PTA membership form and check

#### Budget: Stowe Demarest

- Reviewed board-approved PTA Operating Budget
- Reminded chairs that if you are going to go over your budget, you need to notify VP
- Check Requests
  - forms are in the mailroom
  - forms are also on new website under forms
  - need separate receipts for PTA expenses vs. personal
  - give 2 weeks to process checks

#### Financial Secretary: Jenn Saxton

- deposit procedures reviewed
  - use blue form
  - deposits go in safe
    - safe is bolted to floor, next to couch in Admin Hallway
- Sponsorships:
  - will email chairs all the sponsorships that we currently have
    - wants comm chairs to update
    - will be Master that everyone works from
- SPARK: Torey Parsons
  - contracts going home today in Wed folders
  - pledges and contracts are due Sept. 30
  - t-shirts are being made
  - purchasing prizes for Oct. 14 assembly

#### Health and Safety: Astrid Jain

- Walk to School Day
  - October; forms go out next Wednesday
  - Drop off for buses and car riders
  - very safe event; need police officer
  - Sir Purr attending
  - SignUpGenius through website

#### DragonFest: Michele Braswell, Ann Lambiotte

- all vendors are booked: slides, Dilworth Neighborhood Grille, Moes, HT, ChickfilA
- still need volunteers for pumpkin decorating
- over 120 sign-ups, need people
- save the dates going out next week; rain cancels the event

Office Support:

- fully staffed
- new employee Janelle Rogers replaced Amanda Sosa

Directory Ads: still need more ads

Spirit Wear: all online; small items available on Fri mornings 7:15am-8am in school through end of September

InReach: Megan Fenstermacher

- currently replenishing clothing and food

Room Parents:

- so many volunteers, so trying to pair down and steer them to other committees
- if you need something communicated to Room Parents— please have it cut and paste ready and send to Diane McWilliams
- meeting this Friday morning to establish communication between Room Parents and their parents
- Jenn Loeffler will attend Friday Room Parent meeting to encourage the surplus room parent volunteers to move to other committees (Character Ed, DragonFest, etc)
- Please ask Room Parents to add website tag to room parent emails

Volunteer Coordinator: Michele Cole

- Collecting green forms, received total of 90
- Marquee Board and Directory Ad Sales had no volunteers
- helpful to add time commitment to green form
- suggestion to changing to Fall and Spring volunteer sign up
  - also add more descriptions and time commitments to website

Learning Buddies: Laura Carlevatti

- only have 1/2 of the volunteers they had last year; need more people
- push going out soon, info session 10/6
- program start 10/11
- add to website

Green Team: Laura Carlevatti

- 3rd graders help with bulletin board and will be Dragonfest stewards

Character Ed: Jennifer Coggins

- meeting coming up soon
- waiting on Room Parents

Supply Closet: no report

Staff Appreciation: Cyndi Schumann

- welcome back lunch in August; Dean and Deluca
- 80 staff members
- set up refreshments to monthly staff meetings

- Staff Appreciation week starting to plan

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Service Learning: Talked briefly about Pulsera and giving the project to the new Student Council

Corporate Rebates: need people to re-link HT cards; reminded people to connect to AmazonSmile

School Beautification:

- Working on quotes for leaf removal
- Mulch by Cadieu

Book Fair:

- different kind of book fair this year; less books with toys/pens/extra
- end of October

Meeting adjourned