

**PTA Executive Board Meeting
September 9, 2016**

PTA: Tammy Jones, Nathan Lanning, Sara Weiers, Pam Blake, Molly Bilderback, Jenn Loeffler, Jenn Saxton, Jessica Stanfied, Stowe Demarest; *Dilworth Staff:* Terry Hall, Nicole Boyd, Kerry Vreeland

President:

Greeting; June Minutes approved

Terry Hall introduced Nicole Boyd, new 5th grade teacher

Nicole Boyd:

- Introduced plans for 5th grade Student Council
 - There will be a Pres, VP, Secretary, and Treasurer
 - 5th grade students were nominated by classmates. They submitted essays and will run campaigns.
 - 3rd-5th will have assembly and then Pres. and VP candidates will give speeches; 3rd-5th will vote
 - Each class will have classroom reps. (5th will have 2, undetermined about 3rd and 4th)
 - Plan to have community service project and be ambassadors of our family events.

Terry Hall:

735 total enrollment

- Staffing:
 - Out of classroom space so had to double up 2 classrooms: 1 in 2nd, 1 in 3rd
 - “Very smooth start to the beginning of the year”
 - Having teacher assts at beginning helped
 - 5th grade has 3 new teachers, and its going really well
 - Extra TD teacher is helping with large TD load
 - Hired Misty Winn as a TA, supporting 3-5th grades
- Notes:
 - Overcrowded: 2nd, 3rd and 5th are very full
 - Focused on looking at data so that they can direct training on early release days (DDI)
 - SLT
 - Completed our SEF (self-evaluation form) submitted 9/8/16
 - SLT meeting completed, finished school safety plan
 - Hitting deadlines early

President:

- Calendar updates reviewed
 - 4th grade moved curriculum night - ConnectEd going out tonight
 - 5th grade field trip set for Nov 7th to Camp Thunderbird

- Fundraising review of policies and procedures: no changes to p&p
 - Reminder that SPARK operates PTA budget and TTS goes directly to the school
- Reviewed PTA forms: pink, yellow, blue and their uses
- Introduced changes to Marketing and Comm P&P (Jessica)
 - PTA SignupGenius created called Dilworth Volunteers
 - Media helpers, beginner of year signups, Dragonfest
 - feeds into new website
 - to be used for school wide events
- Updated *Committee Chair Description* document
 - removed a few things, merged Secretary with Membership
 - various small updates were made to the document
- Discussed how to setup mother-son bowling
 - worked well last year, but JL had to use her own personal paypal account
 - suggestion for EventBrite

Secretary:

- “Parent room” is now in hallway to the left of the boys bathroom/lunchroom
- Membership - forms are coming in
 - Sara Weiers will take the lead on Teacher PTA membership

VP of Fundraising:

- SPARK: packets distributed today, go home next Wed
 - Assembly, Oct 14
- Corporate Rebates: they will set up table at General PTA meeting to facilitate getting people renewed
- Directory Ad sales: need 8 more to match last year
- Book Fair: planning has begun
- TTS: had first meeting, need more committee members
 - Fischer couple head of TTS, Lara Carson will do all tracking

Treasurer:

- Reviewed proposed budget
 - Income: increased Corp Rebates income, increased SPARK proposed
 - There are 34 classes instead of 32 this year; therefore directories will cost marginally more this year
 - Request for directory ad sales to email exec who they have currently secured for ads, so that we can ask other businesses and not repeat ask
 - Expenses:
 - Discussed having badges for Exec Board, and Tour Committee, Learning Buddies
 - Marketing and Comm:
 - New PTA website, annual fee \$600; planning to sell some ad space on website
 - Reduced summer newsletter fee by reducing a page inside

- Parent and Student Support: budget increased for New Families to add having cleaners and buy wine
- Staff Support: aquarium monthly support more expensive than anticipated but “worth it”
- Had removed “misc copies” line item, will put back on with budget (billed in June) \$500
- Discussed using Briarwood TTS to pay for busses for Career Day
 - suggested using Activity Buses
- Budget Approved by all present Board members

- Reviewed PTA operating budget
 - Noted that TTS and PTA share a bank account, but we divide the two budgets because they are spent independently
 - Discussed DragonFest, currently over budget by approx \$900
 - Waiting to see what is offset by income from cakewalk and food
 - Need to know what further expenses are and what is expected income
 - Molly B to ask them to remove pumpkin decorating
 - Addtl’ fees include park and rec fee and permit fee
- Reviewed TTS Budget
 - purchased Chromebooks for all of 4th-5th grade students
 - purchased lots of books for Media Center
 - purchased uniforms for Briarwood students
- Reviewed budget to be presented for a vote at next Tuesday night’s General PTA Mtg

Financial Secretary

- Financial review results were good
- Jenn noted that it is preferable to have receipts submitted with only PTA expenses on it, not bundled with personal items
- **adjust comm chair agenda, so that check requests are adjusted to reflect above

Past President

- No report

Marketing:

- New website: looks and works great, lots of info
- Summer newsletter: cost less- looked great
- Directory: will be distr. 10/24, will cost more due to more classes
- Distributed *Communications and Marketing Procedures Cheat Sheet* - all committee chairs will get copies of this at Comm Chair meeting next week
- Spiritwear - all online, available at school on Friday mornings until end of month

Parent and Student Support:

- Kindergarten party: color coding helped friends in same K classes find each other
- New parent party: 10/18 Tues night, Allison Abbott is hosting
- 5th grade Fall field trip: Camp Thunderbird 11/7, team building activities, use activity buses

- DragonFest: decent shape with volunteers, received donations from HT, Moes, Chick-fil-A
 - Have to pay fees this year for field use, permit and insurance
- InReach: planning snack bag packing dates with Ms. Myers; 50 donated backpacks
- Student/Teacher Basketball: need to make sure gym is reserved and food trucks are reserved; teachers were provided meals last year; Tammy had given Park and Rec calendar with our requested dates- she has not received confirmation that those dates are secure
- Cultural Arts plans: meeting with new art teacher on Tuesday to reinforce her curriculum; asking if they should plan an assembly for Briarwood
- Character Ed: need volunteers ASAP; discussed using new signup genius link on website

Staff Support:

- Volunteer Coordinator
 - Michele Cole received 70 volunteer sheets total; was waiting and consolidating lists as they came in, but will now send as received because some committees need volunteers now
 - Could we use “survey monkey” to get people’s interest more quickly? Or SignUpGenius?
 - Remove green forms for next year to avoid confusion and lost papers
- Media Support: she has her volunteers; can use signup genius
- Health and Safety: Walk to School, 10/6, permission slips go out 9/21; Sir Purr coming
- Office Support: fully staffed
- Beautification: hoping to outsource many items

New Business

- Oct. 18: Latta Park basketball court being refinished by Hornets/NBA
- Briarwood new principal hasn’t been hired; former principal was moved to another school

12:00pm meeting adjourned