**Summerfield Elementary PTA Board of Directors Meeting Minutes**

**From July 1, 2018 Meeting**

I.  Call to order –Danielle Elliott Meeting was called to order at 9:41am. Danielle thanked the members for serving on the board and for coming to today’s meeting.

II. President’s Report –Danielle Elliott

1. Goals & Priorities – Continue doing the excellent things we are doing for our school.
2. Standing Committee Chairs Vote: Danielle made a motion to appoint Joann Entrikin as the Ways & Means chair, Dawn Law as the Programs & Advocacy chair, and Kaye Ferree as chair of the Audit Committee. The motion was seconded by Christine. Motion carried.

-Joann Entrikin – Ways & Means

-Dawn Law – Programs & Advocacy

-Kaye Ferree - Audit Committee (there will be an audit meeting July 9, 7pm at Lisa McHenry’s house)

1. Updates: Viking folders, website, PTA room, Bugler. Viking folders have been ordered. Kay and Britt are working on the website transition. PTA room was packed up last week. Lynne DeVaney moved everything. Space is smaller. There is a desk and a phone in the new PTA room. Danielle will come this summer to organize. Bugler will be 1 page front/back, more like a bulletin than a newsletter (calendars will be included). Mail Chimp will be primary form of communication.
2. Back to School Events

1. Kindergarten Play-dates/Newcomers

 -Saturday, August 18th 10 am

 -Tuesday, August 21st 4:30 pm

 -Newcomers – has date been set? Dawn will reach out to Briana Cattano for date for 1st-5th grade

 play-date.

 2. Folder Stuffing

 -Wednesday, August 22nd – shifts starting at 8:00 am. Amy will set up on Tuesday afternoon.

 Motion to approve Viking Folder packet with edits discussed was made by Danielle. Seconded by

 Amanda. Motion passed.

 3. Kindergarten Parent Night\*

 -Monday, August 20th, 6:30-7:30 pm (\**Date is tentative, pending GCS approval*)

 4. Open House\*

 -Wednesday, August 22nd, 4:30-7pm, floating K-5 *(\*Date is tentative, pending GCS approval)*

 -PTA table outside (membership, spirit wear, etc.). Discussed also having a volunteer information

 station set up. Also discussed putting up signs/balloons in Hill and Long buildings about coming to

 PTA info tables.

 -Kona Ice Truck – Danielle will follow up with Mrs. Walsh. Would like to have truck at front of

 building, near tables, which will help with getting traffic to this side of campus

5. Tissues & Treats

 -Monday, August 27th, 7:45am (Media Center?) Danielle will confirm location with Walsh.

6. Back to School Picnic or Movie Night as first community event – need date/movie. Danielle made a motion to have movie night October 5th. Seconded by Amy Teoh. Motion passed. Dawn will contact Kay about date, having the kids vote on the movie given 3 approved options.

7. General meeting. Just need a quorum of 20 to have a general meeting. Danielle will discuss scheduling ideas with Mrs. Walsh. Instead of combining general meetings with an event, discussed scheduling general meetings after school or prior to a staff meeting.

8. Upcoming PTA Board meetings Aug 28, Sept 4, Oct 2. Committees on Sept 4 at 11:00.

7. PTA Q & A Coffee– Tues, Sept 11 at 9:30

III. Principal’s Report - Jill Walsh or Melinda Mayhew

1. Staffing & Building Update – adding a teacher in 4th grade. Mrs. Pawluk is leaving. There will be 5 4th grade classrooms next year. One will be self-contained downstairs. 5 in k; 5 in 1st; 6 in 2nd; 5 in 3rd; 5 in 4th; 4 in 5th.
2. Other Updates - Summer leadership meeting on Tuesday, Aug. 14th 9:00 am.

IV. VP Report – Amanda Bassett

1. July/August Mail Chimps – Kindergarten-only will be sent on Aug. 1st. Mail Chimp for the whole school

will go out the following week. Some people are not getting Mail Chimp, going to spam. We do not have technical support for this issue. We are reminding people to look in their spam folder. On a ConnectEd, Mrs. Walsh can say that a Mail Chimp was just sent out and if you didn’t get it, check your spam folder or let us know.

1. Committee Vacancies – in good shape. Will do council membership in the fall. Teacher rep – not known yet. After school has a co-chair vacancy. Reflections has an opening. Viking Set Sail opening and Middle school liaison.

V. Treasurer’s Report – Christine Bartolone

1. Financial Review – see July report for details
2. Audit Findings – No audit findings at this time. Yearly audit will take place on July 9th.
3. Check Signers – Danielle Elliott, Christine Bartolone, Amy Teoh, Amanda Bassett. Amy will send general meeting minutes from April (saying we are officers) so that we can go to the bank to add signatures to the account.

VI. Secretary – Amy Teoh

1. Approve May Minutes – Motion made by Amy to approve May minutes. Seconded by Christine. Motion passed.
2. Approve PTA BTS forms for Viking Folders – see above
3. Approve Standing Rules/By-laws – Danielle made a motion to approve the bylaws with the edits discussed. Seconded by Amy. Motion passed.
4. Review Open House documents – discussed volunteer sign-up sheet, order of items on the list, room parent issues. – Motion to approve Open House packet with edits discussed made by Amy. Seconded by Amanda. Motion passed.
5. Review RUN deadlines – discussed spirit week ideas. Mrs. Walsh will get feedback from teachers at leadership in August. Danielle made a motion to approve RUN packet without the specific spirit days and the edits discussed. Seconded by Dawn. Motion passed.
6. Review AR documents – Danielle made a motion to approve AR packet with edits discussed (change date on overview page and add Claudia Bonia to overview page). Seconded by Christine. Motion passed. This year general AR information (milestones, prizes, and website info) will be sent out via Mail Chimp, not hard copy.
7. Discuss idea for reducing number of copies and review copy guidelines. Discussed green dot program as a potential program. Also discussed having specialty Mail Chimps instead of flyers/handouts when a return is not needed. Will do a separate Mail Chimp about Green Dot program. Mail chimp only. For those that find it, print it out and send it in, Amy will follow up with teachers regarding procedure for green dot. Motion made by Amy Teoh to implement green dot program pending feedback from teachers at leadership meeting in August. Seconded by Amanda. Motion passed.

VII. Ways & Means – Joann Entrikin

1. RUN – Updates and Approvals

-RUN Dates

-Sponsor Letter

-Envelope

-Parent Shirt Letter

-Prizes – discussed drawstring bags and pencils for envelope return. Joann made a motion for prizes to be backpacks for $100 and pencils for any envelope returned. Seconded by Christine. Motion passed.

-Spirit Week Ideas were discussed.

1. Spirit Wear Update – Christin Marasco will chair this committee. She is streamlining the program. There will be fewer times to buy spirit wear this year. We will include an order form in the Viking Folder; this will be the only time a flyer will go home. She is going to get samples so we have those for open house. Streamline order process and items offered. At open house, she will have socks to sell. Looking into getting a rack to display items.
2. Family Nights feedback – exceeded our goal on family nights this year. Discussed family nights and Joann will follow up with Briana.

VIII. Programs & Advocacy – Dawn Law

1. Hospitality Back to School Luncheon – date to be determined
2. Newcomers gatherings – see above

Meeting adjourned at 11:58 am.

In attendance: Dawn Law, Christine Bartolone, Joann Entrikin, Amanda Bassett, Danielle Elliott, Jill Walsh, Amy Teoh.