**PTA Board of Directors Meeting Minutes**

**December 4, 2018 at 9:30 a.m.**

I. Call to order –Amanda Bassett called the meeting to order at 9:37 am. In attendance: Mrs. Walsh, Mrs. Jones, Amanda Bassett, Danielle Elliott (via phone), Christine Bartolone, Dawn Law, Amy Teoh.

II. President’s Report –Danielle Elliott

1. Volunteer of the Month. For November, the board would like to recognize Book Fair volunteers: The Perez family, Sonya Sizemore, and Tonya Kertland. For December, Sara Strasser for maintaining the school sign.
2. Spring Events
3. Family Game Night. We have not heard back from the SPICE grant people yet. Danielle has identified a parent willing to help with this event.
4. Volunteer Appreciation event. Event will take place on 5/3/19.
5. Cozy Day. The board discussed promoting Cozy Day (e.g., pajamas, flannel), tentatively scheduled to take place Friday, December 21st, the last day before winter break. This Thursday, 12/6, is the United Way Pajama Day which includes a cost for students to participate. Cozy Day would be school-wide, no cost. We will confirm plans for Cozy Day after seeing how the United Way event goes on Thursday.
6. Hospitality update. Signups are going well for staff luncheon. Gift wrap signup sheet has been moved so that teachers can see it more easily.
7. Communications – Bugler. January and February will be combined. That issue will promote spring events and volunteer opportunities. After this year, the Bugler will be discontinued.

III. Principal’s Report - Jill Walsh

1. Mrs. Walsh requested an update on beautification. Kirsten will come tomorrow to take care of that. She will finish tomorrow or Thursday.
2. Northern Middle service learning day tomorrow, 9:00-11:30. Students will be working with teachers, reading buddies, etc.
3. Mrs. Walsh would like to remind families about the new drop-off times in January. Students will be allowed in the building at 7:15. Buses will run 5 minutes earlier. Everything else will remain the same. Danielle suggested a special Mail Chimp for this announcement and then include it in all other Mail Chimps. We can also add a reminder about the make-up day to it. Safety reminders.
4. Enrollment remains consistent, with students leaving and enrolling at a similar rate. If kindergarten goes over the class size limit, the school may request a waiver.
5. Mrs. Walsh would like to use some of her principal line item for staff gifts. Christine will follow up with Mrs. Walsh after today’s meeting.

IV. Teacher Representative Report – Mrs. Jones

Mrs. Jones discussed ideas for direct communication between teachers and administration during emergencies. Mrs. Walsh said she will take the discussion to Leadership. Safety and security is a PTA line item. Admin and teachers will make a decision, and PTA will support and purchase items, if needed.

V. VP Report – Amanda Bassett

Board applications are due in early February. Committee applications will be due in March. At the January meeting, we will discuss if any additional committees need to be added.

VI. Treasurer – Christine Bartolone

1. November Treasurer’s Report Review. We began the month with $40,647.91 and ended the month with $39,541.49. The Book Fair was very successful this year. Going forward, Mrs. Harris would like to continue to schedule the fall event in early November.
2. Mini Grant update. Progress is being made, but there are still several staff members that Christine has not heard from. Due date is Monday, 12/10 at 2:15 pm.

VII. Secretary – Amy Teoh

1. Approve November minutes. Motion to approve November minutes made by Christine. Seconded by Amanda. Motion passed.
2. General Meeting agenda. Amy will not be able to attend the general meeting. Danielle and Christine will be there; they will make sure that someone takes minutes at the meeting. Amy will put the agenda and sign-in sheets on the secretary shelf in the PTA room after today’s meeting.

VIII. Programs & Advocacy – Dawn Law

AR committee’s suggestion to hand out popsicles at recess in May as an AR award. The board discussed the award for Level 8. Dawn will go back to the AR committee, and let them know that we do not want to do popsicles at recess in front of the other students. We will suggest they consider a non-food prize.

Meeting was adjourned at 10:17 am. Motion was made by Amy. Seconded by Danielle.