

PTSA Board Meeting Minutes- Monday, August 22, 2016 @6:30 pm

*Meeting called to order at 6:40. Tina welcomed everyone, and since first board meeting, all went around and introduced themselves. Members in attendance were: Tina Subasic, Ginger Mann, Caroline Rohs, Holly Laird, Jemalia Akpele, Donna Ferrell, Ginger Henshall, Dallas Harsa, Amy Campbell, Bonnie Quesenberry, Kathy Lakey, Tina Saib, Tama Blackburn, Wendy Finger, Stephanie King and Jennifer Bateman.

*Discussed budget for approval for Open House General Meeting. It includes a carryover of \$11000 after revisions and close out from last year. **Need to continue reaching out to area businesses and families who own or represent businesses in the community.** Discussed and Approved by board, ready to present to General membership meeting. Tina will discuss budget and present slate of officers at Thursday night's Open House event. Will introduce board members. Tables for Spirit wear will be set up and memberships. Starts at 6pm.

*Tina/Jennifer discussed committee chair list that was passed around to verify that we got all emails and names, phone numbers correct. The website has a list of board members and email addresses for anyone to get in touch with us. Also, the bulletin board has a list posted. The updated calendar will be posted as needed on the PTSA bulletin board. Dr. Mash posted the calendar already and Jennifer printed and posted on front bulletin board. **Still need to find a volunteer to help with "no fuss fundraising" and football game spirit wear sales.** Other than that, we are mostly covered in leadership for our committees and events. Always welcoming more hands for everything!

*Jemalia is the volunteer coordinator. She came up with a google doc spreadsheet that is linked on the website to make it easy for parents to sign up to volunteer. She already has it up and running and it is linked directly through the president's letter also that was sent out via yahoo and also posted on the PTSA tab on the school website. **She will collect volunteer names and contact information and send to the correct committee chair/board member weekly or as needed.**

PTSA leaders encouraged to direct parents to her spreadsheet to sign up and give contact information to her for collection.

*Jennifer to keep documents updated as much as possible for our PTSA bulletin board. There are also supplies for the two bulletin boards in front lobby. Posted there are the president's letter, the calendar, a list of businesses/sponsors thanking them for the support of our PTSA events and a spot for membership forms. Jennifer can print items for updating it throughout the year, just email her the information. **Also, will send out the committee forms once it is corrected.**

*Tama Blackburn has membership forms. **All board members to join as soon as possible.** Some joined tonight, others will at Open House on Thursday. Memberships and Spirit wear for staff set up at breakfast kick offs and also going in tomorrow.

*Holly Laird spoke about the faculty breakfast, said staff really enjoyed it. Great school year kick off!

*Caroline Rohs and committee organized two breakfasts. First for new teachers last Friday (August 19), serving 15 new teachers and their mentors and today's breakfast was full staff. 150 had breakfast together, there were raffles for donated items and opportunities to sign up for PTSA memberships. Caroline thanked all that helped out at school and/or donated items for the breakfasts. Caroline and

*Tina also spoke about the PTSA closet organization. Caroline and others organized and took inventory of the PTSA section of supplies. Tina reminded everyone to check inventory of supplies in the PTSA storage area before purchasing anything for upcoming events. There are lots of trays, paper products, etc. in that closet. Try to use up that first and this will assist in spending. Also, encouraged **PTSA board and committees to reach out to businesses in the community to get sponsors and donors to help out at events. If this does happen, and we get any business, churches, or family sponsors, please let Jennifer Bateman (Secretary) and Tina know so that we can get thank you letters written and so we can post public help on the bulletin board up front.**

* Casey Rainey is our representative for the Chick-fil-a marketing for our area. They will continue to support events for Leesville students. Schedule as far in advance as possible to help in planning these events.

*Donna Ferrell talked about the communications this year. She is going to send out emails to parents through the yahoo group emails on Mondays and Wednesdays. If you have something to announce, **send to her at least a day in advance to include on the next email notice.** Also, **encourage new parents to sign up for the yahoo group via the school website.** This is the main way that the school communicates to the parents as well. Dr. Muttillio sends out phone blast messages and refers to important items in his phone call recordings so that parents will know to check. Also it was suggested that we post some upcoming items on twitter. Dr. Mark Mash keeps the website up and quickly posts any of our PTSA events and messages for us. He also handles the twitter account.

*Wendy Finger is working to get everything started up as far as Treasurer duties. Working with Tama in learning the ropes. Check signing will be by two signatures, and can be done at meetings monthly or prearranged for checks needed beyond that. **Wendy will send out the PTSA Check Request Form to the board via email.**

*Dallas Harsa and Ginger Henshall are working on the Pride launch for incoming students on Wednesday, August 24. They have organized it all and will be getting doughnut holes from Dunkin Donuts for a grab and go station for refreshments. All is planned and ready to begin at 7:30 am Wednesday morning. The Cross Culture Church that meets in our school is providing other refreshments and being awesome to assist with volunteers and donations for this event!

Stephanie King discussed the Presidential Awards that she is handling again this year. Online hours will be logged and packets to be turned in to her in front office.

*Dallas Harsa mentioned **relinking VIC Cards; encouraging parents/students to use our school code link to Amazon smile to get donations to our school.** Tama said that our membership forms have a place to enter VIC card numbers for PTSA to relink if not already done for this new school year.

*Tina announced meetings are usually the second Monday of every month at 6:30, usually in the Media Center. ** Special thanks to Caroline Rohs for hosting this first PTSA meeting in her home tonight!

Meeting adjourned at 8:50 pm.

Next Meeting is General Membership meeting Thursday, August 25 at Open House. Next board meeting is at 6:30 pm in the Media Center on Monday, September 12.

(Red Text donates Action Items)

Submitted 8/24/16, Jennifer Bateman, PTSA Secretary