

PTSA Board Meeting Minutes- Monday, September 19, 2016 @6:30 pm

*Meeting called to order at 6:35. Tina welcomed everyone. Members in attendance were: Dr. AJ Muttillio, Tina Subasic, Ginger Mann, Charmane Dail, Caroline Rohs, Donna Ferrell, Kathy Lakey, Wendy Finger, and Jennifer Bateman.

*Discussed Meeting Minutes for 8/22 board meeting. Jennifer noted that Dallas Harsa's name was misspelled. Upon correction, the minutes were approved with the change via voice vote. **Jennifer to send corrected minutes to Dr. Mash when sending the next minutes so the corrected ones are posted.**

*Dr. Muttillio reported that staff feels welcome and a great start to the year. He is continually reminding the staff to join PTSA. Reports are usually sent out to staff on Thursdays, by Kathy Flor and if PTSA needs to send any events or information to the staff.

***Charmane to send weekly staff membership reports to Dr Muttillio on Thursdays.**

Our enrollment is up to 2536 and we are at full staff status. The cut in the high school teacher allotment formula is forcing higher class sizes. All school thermostats are set up 2 degrees (a/c) as a money saver across the county, and it has been a little warmer with that and more students in the building, but things are pretty smooth so far. Smart lunch discussion has come up again and it is in place for now. We need students to take the time to sign in to their smart lunch locations and we can continue to use this in our lunch. Thanks to the volunteers for a nice start!

***The instructions on how to sign in to smart lunch to be sent out via yahoo email to help students and parents understand the process.**

Tina asked about the locker bay project. Right now, Dr. Muttillio said that the project is stalled due to bidding for vendors. Discussion still ongoing about funding and bidding by two Wake county schools vendors. Hoping to get moving on it soon and get it completed!

***There is a need to look for a committee or at least someone to volunteer for grant writing help for our school. Currently, AP Anne Waechter handles them, but needs parent help. Donna and PTSA board to spread the word to see if we have some with grant writing experience or willing to learn to do these to assist with this process for our school. If anyone has names to approach about this, send to Tina.**

Tina went over etiquette of meetings. Reminder to keep discussion focused on PTSA business at meetings and other subjects should be directed to administration or staff one on one. Since most of the PTSA has experience on the board, most know what items belong in meetings. If anyone has a question about discussion topics, please reach out to Tina or Jennifer to find out if needed to put on agenda.

Reported that combined Principal Chat on seniors and Student Services senior night was big success and much more efficient.

*Idea brought up to add sign in sheets at meetings, one more way to collect emails and names for volunteers and also keep up with attendance on events to help decide if well-attended for future planning. **(If hosting events, meetings, etc., please provide sign in sheets and membership forms also to help recruit new members and volunteers.)**

***Continue to send Donna emails early to include in the yahoo email blast in advance for upcoming events.**

*Nominating Committee formation to be discussed at Oct or Nov meetings. Jennifer (Secretary) responsible for getting the committee formed. Need one chairperson, and either 3 or 5 total, it must be an odd number. Only one or two board members allowed on the committee.

*Jemalia has sent the volunteer spreadsheets to Tina, so the advertising of volunteering needs is working well and parents are signing up. Keep it up! Tina to send Jemalia's spreadsheet to committee/events chairs for over 25 more volunteers that signed up already!

*Please share any ideas on upcoming general meetings. One example is an internet safety project or other informative meeting topics for parents of high school age children.

*Community requests with Chick-fil-A should be turned in as early as possible to get on their calendar. They are continuing to support student focused events. There was a question about the role of Hospitality in these events, and in the past, Hospitality/Staff recognition just helps set up the food deliveries, etc. behind the scenes, helps to coordinate these events. Mrs. Eastman is the staff event coordinator for the blood drive coming up on October 17, snacks have already been set up for this event, but Chick-fil-A is doing the spring blood drive event.

*Discussion on whether PTSA yahoo email blasts are appropriate for advertising needs, etc., to the Leesville community. Discussion within board about not setting the precedent to advertise outside needs through PTSA email system.

*Continue to get community sponsor names for events to Jennifer and Tina for personal thank yous. We will keep up community sponsors lists updated on the PTSA board. Tina suggested to get someone to use the larger bulletin board to thank event sponsors with posters or some sort of display. If anyone has ideas on this, please contact Tina.

Wendy presented budget updates. Check/payment request forms sent out to board. Stressed that it is very important on forms to identify the correct category/program/event when writing up the request so she knows the budget category.

Membership dues collected last month were \$1728 and general donations of \$1692, educational enrichment donations of \$740. Apparel income was \$14081.

Tina discussed a budget imbalance she discovered. Was working on the numbers with Wendy and figured out that there was approximately an \$1100 difference in net budget for academic boosters programs. Tina requested all VPs to review their budgets to look for areas to cut expenses. Will discuss proposals to revise budget at next meeting.

*Tina and Wendy will work on getting it balanced correctly for next meeting in October. If this is an amount we can't balance, we will work on places to cut or add fundraising to resolve this budget.

Charmane gave updated membership numbers for Tama. 110 faculty, 98 students and 184 parents so far have signed up. Staff number is ahead of last year but parents/students is behind. Working to hand out membership forms at events, such as games, etc., to give opportunity for parents to sign up at school. Also on bulletin board, there is a folder with forms available and online. Will keep making membership forms available. Charmane to discuss setting up a table at Friday night's football game and spirit wear will be set up as well. Wendy volunteered to man table for membership at football game.

Lots of volunteers to help with spirit wear thanks to the volunteer sign up google spreadsheets. Working on forming a team to help take over the spirit wear sales committee. Pride launch very successful in getting memberships and spirit wear. Also very successful Spirit wear and Membership tables for the staff back to school breakfast. Most faculty signed up at this event, or at least took forms to turn in with payment later.

*Charmane to ask Tama to send link and write up to Donna to send out membership forms link via email blast and do a "membership blitz." Will send email to Donna with information on importance of PTSA membership and how memberships benefit our school. Possibly do a drawing of some sort to boost numbers?

* Any needs for volunteers send to Tina and Donna to work on getting something out on yahoo. Will include volunteer signup link.

Spirit wear sales are up from last year. Charmane had many volunteers sign up to help with spirit wear, went well at open house, last football game. Will have sales this Friday night at game, and membership forms available to catch new parents who have not joined yet. A few students from LRMS have requested some of the high school spirit wear. These individual orders have been filled as requested.

*Charmane will contact Ms. Kramer (LRMS principal) to discuss spirit wear orders from high school to middle schoolers. Don't want to take away from their apparel sales, but a lot are wanting our stock.

3 special order items will come out soon with fall season. Last year it was the block letter jersey, now doing research on the next "new thing" to design. Will come up with designs, order sheets and discuss in October meeting.

Jennifer Bateman discussed and asked for ideas on possibly getting stationery for personal, handwritten thank you notes from the PTSA. Maybe a stamp for envelopes or even designing a letterhead for this to use to thank community sponsors. Already mailed a note thanking the Cross Culture Church for their help with the Pride launch and their generous donations. Charmane came up with idea of asking Springdale printing to see if they could help with this. Maybe try to get donations and allow their logo on the back as the printer. Will look into this and contact Springdale printing.

Have a letter example with a logo that Caroline typed up last year to use, but it was discussed that it would likely be a good idea to have note cards made for personal thank yous and continue to use form letter for some instances too.

Calendar changes to Jennifer for updating on bulletin board and for the website.

*Kathy Lakey reported that pride launch went well, and working on college fair planning night coming up on October 13. She will promote this upcoming event by sending a blurb out to Donna explaining that this event is designed for sophomores and juniors too, not just a senior event. Freshmen also could get valuable insight from this event. Also will send out script to Kathy Flor for student announcements, and to Dr. Mash for twitter announcement.

*First principal chat was combined with the Sept 15 senior night event with student services. Huge turnout, great information session. Next principal chat is on February 2. Topics to be on registration, or another needed information session. May combine with other topics/events again for more efficient timing, and participation. More discussed at later meetings.

* Caroline Rohs reported that the new teacher breakfast and whole staff breakfast was held prior to start of the year. Fed about 30 new teachers and 180 staff in second event. The staff tailgate is not going to be planned this year, instead, a members only lunch on November 2. **Calendar had Sept 30 at members only lunch, this to be changed to November 2.** Janis Lawrence to help with this lunch. Last Early release lunch was pizza and next one is subs. Ginger Henshall took the Early Release lunch planning on for the rest of the year, starting with the sub sandwich lunch on September 30 early release.

Changed monthly mailbox treats to teachers' lounge monthly treats since sometimes we can't fit things in mailboxes. Muffins this month, Halloween trail mix treat bags for October, November is the Thanksgiving pies collection for staff, coffee carts December 8 set up in lounge, and more ideas being discussed further into the year. Cookie exchange was a huge hit last year, will continue this program for holiday treats for staff.

***Still need more volunteers to assist with the monthly treats and collections.** Also for early release. Hoping the volunteer spreadsheet has more signed up to help with these events.

Ginger Mann working on academic boosters events. For first quarter, working on new ideas for rewarding students with all A's and A/B honor roll. In talks with Which Wich new owners of the brier creek location to help sponsor this event with Chick-fil-A. Chick-fil-A providing a sandwich and Which Wich providing chips and a cookie for students earning "all A's." For A/B honor roll students, working with the foods classes to provide treats (desserts) for the students earning "A's and B's." Invitations will be sent out, Janis Lawrence will work on these to send to students. Invitations should be brought by students in order to attend this event, and as a backup, a list of students sent invitations will be there for check in. (Working on maybe a water donation for this quarter one event, but many students bring their own water bottles anyway, so may not be necessary.)

Honor cards planned to be distributed end of second quarter. **May need help with this project.** Breuggars wants to be involved with our student recognition this year as well. The Stonehenge and pleasant valley locations are giving us cards to include in the honor card program giving them a free bagel with cream cheese. **They would like to help with other events and requested a 45 days in advance time frame for event needs.**

Stephanie King is working on the Presidential Volunteer Service Awards. The deadline is September 23 to turn in the forms. They are found online and hours can easily be logged into the PVSA website. This event honoring award recipients will be held on November 29 at 7pm in cafeteria area.

*Donna Ferrell said nothing to report, just continue sending blurbs to her to send out. She is going to continue to send out emails to parents through the yahoo group emails.

Meeting adjourned at 8:11 pm.

Next board meeting is at 6:30 pm in the Media Center on Monday, October 10.

(Red Text donates Action Items)

Submitted 9/20/16, Jennifer Bateman, PTSA Secretary