

**Minutes from the Executive Board Meeting**  
**August 30<sup>th</sup>, 2011 by Gretchen Schock, Secretary**

Beginning at 7:08pm at The GES Media Center

One minute check in: each board member went around the table and said what they were passionate about, why they are on the board

Gretchen- talked about being an advocate for children who have special needs. Her son is on the Autism Spectrum and she would like to see more events that are modified slightly so that special needs children can be included within our community.

Sheila- talked about her desire to support the Before/After Care program in place at GES. Working with them to coordinate with the schools learning.

Melinda- talked about her belief in public education and that she believes all children should be given the tools to succeed and that our school should provide the best resources for all children.

Karen- talked about extending opportunities to our parents and providing resources and literacy. Karen is passionate in the Scholastic Book Fair and believes it's important to building community.

Lucy- Believes in creating community and enriching the public school system and to make the environment enriching for all kids.

Carolina- Talked about community and wants the parents and children to feel as though they are a part of something and to feel as though their participation is making a difference.

Old Business:

Labor Day Book Sale:

Book sorting and collecting is under control; we need a big push for volunteers for shifts at the festival. Carolina volunteered to stand outside in the morning at drop off with a clipboard to recruit volunteers. Melinda is going to send out a volunteer spot for parade volunteers and she also needs counters at certain shifts.

Back to School Night:

Sign in sheet for each class to find a parent volunteer per grade to be the liaison between the grade level teachers and the parents of that grade. Lucy mentioned that she would talk about it in her speech vowing to "keep it simple". Sheila is going to share the email she wrote to the 4<sup>th</sup> grade parents, and she also volunteered to be the parent liaison for the 4<sup>th</sup> grade. Lucy told the group that Mimi has expressed an interest to Lucy to volunteer for the data entry aspect of collecting the contact information from each classroom.

President Report:

Lucy reported that she would like to gift Melissa Sites with an “Honorary Life Membership” for all of the work she has put in over the years with the Labor Day Book Sale. Lucy mentioned as a “thank you” gift the PTA will be buying a one hundred and fifty dollar massage gift certificate from Renee Cooper to give to Melissa and she will be honored at the October meeting.

Back to School Night Duties, because the nights are split all board members will each work shifts on the nights when we don't have children's classes to attend, if we are able.

The copy code for making copies in the office is no longer working. Lucy said she would talk to Beezy and ask for a new number.

Walk to School: is October 5<sup>th</sup> and we need to recruit volunteers for that at the PTA meeting.

Fingerprinting: Fingerprinting will take place on the same night as our PTA General meeting. 5<sup>th</sup> grade parents have to get fingerprinted in order to chaperone the overnight Camp Schmit field trip.

Lucy determined that the PTA should help cover the cost for the fingerprinting. There was not an official vote and Gretchen questioned routinely if the PTA has funds allocated for such a thing. Melinda, the treasurer said that there is plenty money in the bank account that could cover it. Gretchen pointed out that there needs to be a cap or limit to how many parents we can cover, Lucy determined to place the cap on 20 families.

Race for Rafael: Meeting on August 31<sup>st</sup>, which Gretchen will attend because she is on the committee. The race will fund field trips.

#### Vice President Report-Karen:

Karen, Lucy and Carolina met privately to talk about the jobs, which need to be filled, and they determined that Karen would be in charge of communications, publicity, and flier setup/create. Carolina will be in charge of volunteer relations and getting people to sign up to volunteer, grade level liaisons and managing the mailbox.

Sheila volunteered to take over the arranging for the babysitter for the PTA meetings.

Gretchen is now in charge of producing a timed agenda for all meetings. She is also in charge of creating the PTA events calendar.

Lucy needs to check with Ms Gaines about whether she will be honoring the homework pass, which was given out at previous PTA meetings to the parents.

Lucy will be in charge of rewriting the by laws.

Karen will be handling the “Just Between Friends”.

Melinda will be keeping track of field trip money and what the PTA covers.

#### Vice President Report- Carolina:

Carolina talked about the yahoo group and the issue of deciding if we should allocate one person to post important messages from the school to the group. The Board can't agree on a system that will work so it was left that whoever happens to be at the school and gets the information that needs to go out to the

other parents will post it on the listserve, regardless if they are a board member or parent. Karen will send important blue box messages as she has done previously but it was not expressed as to what subject those messages will be.

Treasurer's Report- Melinda:

Begin year total: \$14,252.87

	<b>July 2011</b>	<b>August 2011</b>
BALANCE FORWARD from previous	12724.05	11798.82
INCOME:		
1 Dues Collected	0	63
6 General Fundraisers	21.18	0
7 T-shirts (revenue)	0	10
8 Scholastic News/Time for Kids (revenue)	0	389
<b>TOTAL INCOME</b>	<b>21.18</b>	<b>462</b>
EXPENDITURES:		
2 Labor Day Booksale (expenses)	300	0
8 Scholastic News/Time for Kids (expenses)	1071	0
14 In-School Programs	0	669
15 Liability and PTA Officer's Insurance	179	0
20 Teacher/Staff Appreciation	0	691.48
24 Miscellaneous Expenses	0	26.75
<b>TOTAL EXPENDITURES</b>	<b>1550</b>	<b>1387.23</b>

Melinda reported that we passed the audit. She is requesting that everyone turn in his or her receipts for the last budget year so we know what we are working with for this school year in terms of our bank account balance.

New Business:

At PTA General Meeting have parents sit at tables by grade level.

Karen is going to create the icebreaker for the meeting.

Karen will send Gretchen the agenda for last years meeting so that she can use that as an example in creating the agenda.

Meeting adjourned at 8:28pm