

July 31, 2010

### **Attendees**

Darryl Lesure, Greg Kershner, Robin Cash, Dymeka Harrison, Patres Hillis  
Missing Board Members:, Elaine Banks, Diane Hilleary, Angela Russell, Alishia Richards

### **Meeting Objectives**

President Discussion (Open Positions)  
Approval of Minutes  
Board Approval  
Treasurer Policy Presentation  
Meet and Greet Update  
Committee Update

Meeting called to Order: 8:39am

### **President Discussion**

#### **New Business**

Dr. Hormes

Greg met with Dr. Hormes concerning outstanding PTA items on July 26, 2010. Dr. Hormes indicated that she is very supportive of the PTA efforts and will ensure 100% participation of the teachers in the PTA as well as meetings. She also agreed to assist in organizing student events at the general assembly meetings. During the meeting Greg spoke with Dr. Homes concerning the following: educational programs, fundraisers, uniforms (NUT), and the Nutrition initiative

- Educational Programs: Dr. Hormes is very supportive of the proposed educational development programs she feels that it will add significant value to the school. The first one is scheduled for November 16 and the topic is Single Gender class rooms presented by JoAnn Deak Ph.D.
- Fundraisers: Dr. Hormes indicated that t they do not have any plans to do a standalone fundraiser at this time. Should they decide to participate in the future she will inform the EC. Greg also indicated that he will meet with the SAC and LL Governing Boards to coordinate fundraising activities and policies.
- Uniforms: Dr. Hormes is very supportive of the PTA initiative on uniforms. By having the committee under the PTA fold, it will allow teachers to focus more on education. Greg indicated that he has appointed Heide Dettrich-Harris to chair the uniform committee (Special) to define the uniform policies for the school and to evaluate options for uniforms in the future. This committee will also filter complaints and concerns from students and parents. Heide has drafted a uniform policy that will be forwarded to the EC this week for review. Once approved by Dr. Hormes, this policy will be given to every teacher, student and parent.

They made a decision to eliminate dress down Fridays and incorporate NUT passes. NUT passes can be purchased or the teacher can provide them to the students as a

reward for positive actions at his/her discretion. Money collected from the NUT passes will be used to assist underprivileged households in obtaining uniforms.

- Nutrition Initiative: Dr. Hormes acknowledged that she is very interested in the initiative however it cannot be kicked off until later in the year.

#### Greg's Open Discussion

- Greg would like the Grant committee (Robin) to present during every EC meeting to review any grants we are perusing.
- Greg will speak with Diane about ways to track our inventory even software. Would like something in place soon.

#### **Action**

Greg: Speak with Dr. Hormes big board in front of school

Diane: PTA needs to implement inventory control procedures. Need your assistance in driving this initiative

Robin: At the next meeting you will need to present on the current grants and well as grants we are perusing.

#### **Approval of Minutes**

Darryl made a motion to approve amended\* minutes by Dymeka Robin seconded motion carried at 9:29am. (Amended\* – name correction)

#### **Board Structure**

Karrissa Vaughn and Rachael Smith Belton were nominated to chair the Grant and Room Parents meeting respectively. Darryl made the motion to accept these two nominees, Patres second motion was carried at 9:40 am

We still have 7 open positions. Our goal is to have candidates for these positions by the August 14 meeting. Open Positions:

##### Communication

- Newsletter:
- Electronic Media:

##### Parent Involvement

- Educational Development:

##### EVP Committee

- Community Outreach:

##### Fundraising

- Merchandising Sales
- Special Events: Christy Parker

##### Enrichment

- VP Enrichment

#### **Treasure Policy Presentation**

In the absence of Diane, Dymeka and Greg presented the new treasure policy for money handling procedures and check writing. The new policy for collecting income for the PTA and requesting a check from the PTA are as follows. Everyone must adhere to these policies

When collecting income for PTA:

- Receipts must be written for any cash received ie. For membership sign-ups, t-shirts, tickets at a festival, we must write a cash receipt for all cash received.
- At the end of the event, cash receipts should equal cash received and any discrepancies should be explained.
- All monies, cash or check, should be counted immediately at the end of the event. Please plan volunteer shifts for your event accordingly so volunteers have time to count money at the end of the event.
- All cash and checks received must be counted by two people. A PTA Cash Verification form must be filled out and signed by both counters.
- All cash and checks must be turned in to treasurer immediately after the event. If this is impossible, money should be turned in to treasurer within 24 hours of the event. Please coordinate this with the treasurer in advance of the event.

When requesting a check from the PTA:

- Anyone requesting reimbursement from the PTA needs to fill out a Check Request Form with invoice or receipts attached.
- Committee Chairs should monitor budgets and expenses closely in order to be eligible for reimbursement for all expenses.
- It will not be possible for the treasurer to write checks on the day of an event. Please submit invoices for your event in advance so checks for expenses such as event performers or police managing traffic can be prepared in advance of your event.
- Checks will be issued bi-monthly in most cases. Please submit your reimbursement requests by the 15th and 30th of each month. Checks will be issued on the 7th and the 22nd of each month. Submit your check request form with receipts or invoice attached to the treasurer or in the PTA lockbox in front office.

**Action**

Dymeka: Send out new policy to team by August 4, 2010

**Meet and Greet Update**

Patres updated the team on the Meet and Greet which will be held on August 5, 2010. Meet and Greet packets are completed. According to Darryl, we will have two tables (Membership and Volunteer. Darryl was also able to solicit 4 four volunteers for the event.

**VP Update**

**Communication: Patres Hilliard**

The newsletter will be sent every month: October, December and February. Communication via electronic newsletter will be sent 2<sup>nd</sup> and 4<sup>th</sup> of every month. The paper newsletter will detail future events, special projects, teacher/PTA accomplishments. Email Newsletter will focus on things such as coming attractions, reminders and dine outs.

Patres is new in the position still trying to get a handle on the best means of communicating with parents. Dymeka agreed to send Patres notes from Amy indicating her plan of action while in the role. Patres expressed the need to get volunteers on board to assist with the yearbook.

**Action**

Dymeka: Send Patres meeting notes on Amy's communication presentation by August 4

Greg: Send Patres blurb on expectations for the GA meeting

**Parent Involvement: Darryl Lesure**

Darryl briefed us on the upcoming speaker JoAnn Deak Ph.D. He will start sending Patres communication so that he can start to draw interest in the program. Additionally, he will work with Robin in an effort to generate interest in community for this program  
Darryl will go to local bookstores to see if they will be willing to set up a table and showcase her books

Darryl has four volunteers to assist with the Meet and Greet. He plans to attend the event all day. We will have two Meet and Greet tables that will have volunteer signup sheets, membership forms and T-Shirt forms. He also indicated that the PTA will be selling used uniforms as well.

The PTO system will not be used this year. Volunteer hours will be logged in the main office and monitored by Sherry Bell. Activities outside of school will have a Volunteer signup sheet for parents to sign which will be forwarded to Sherry for input.

**Action**

Darryl and Robin: Create Volunteer guidelines by August 5

Darryl: Send Patres a write up on the need for upcoming volunteers

Patres motioned to adjourn the meeting, Darryl seconded. Motion carried. Meeting adjourned at 10:11am

**Summary of Action Items June 19 – July 31**

**Greg**

- Speak with Dr. Hormes about Big Board in front of school
- Send Patres blurb on expectations for the GA meeting

**Diane**

- Send Dymeka a copy of the electronic budget and treasure report by July 25, 2010 –
- Implement inventory control procedures for all things purchased by PTA. This includes Software

**Robin**

- Complete 990
- Present on the current grants and well as grants we are perusing.
- Create Volunteer guidelines by August 5 with Darryl

Darryl

- Create Volunteer guidelines by August 5 with Robin

Dymeka

- Send out new treasure policy to team by August 4, 2010
- Send Patres meeting meetings on Amy's communication presentation by August 4

Team