

Clinton Elementary PTA
Executive Board Meeting Minutes
August 10, 2016

Present:

Andrea Beck, Kimmerly Bulkley, Eileen Campos, Candice Davenport, Jonelle Delk, Paul Gaykowski, Liz Gordon, Anne Harding, Kathleen Hong, Annie Horcasitas, Verna Jackson, Jeff Lehman, Jessica Murphy, April Mason Nichols, Margy Nolan, Renata O'Beirne, , Katie Rumley, Ambra Teague, Norman Villatoro,

Absent:

Ann Bodnar, Arden Cavecchia, Donna Herley, Sharon Geraghty, Anne Harding, Maureen Jones, Mike Mack

Eileen Campos moved and Jonelle Delk seconded the motion to open the meeting.

Eileen Campos moved and Verna Jackson seconded the motion to approve the June 2016 meeting minutes.

Liz Gordon provided the **President's** Report:

Introductions were completed and Liz welcomed the new board to the school year. Liz shared that she hoped that this year the PTA would focus its efforts on creating an inclusive atmosphere for all families while supporting the teachers and the creative learning environment.

Liz reminded the board members to attend the monthly meetings and to remember the PTA is an extension of the school at events and at the playground – a positive attitude helps to build community.

Liz shared the draft PTA event calendar for the year. A few dates are still being finalized. A few dates to note are the new date for the ice cream social (September 22nd) and the Art festival will be separate from the Music festival this year. Also, the Clinton School Musical rehearsals may begin at the end of December.

The teacher's breakfast will be on September 2nd. A signup genius will be circulated later this month.

The back to school coffee will be on September 6th after drop-off (8:05am). The supplies and participation needed for the event were reviewed: 4 tables for the school store, 1 table for membership, 1 table for the school show, 1 table for volunteer sign up with chrome books if possible. The following representatives are needed: President, 1st Vice President, School Store, Membership, Special Ed, and ELL.

October 6th is the 1st General PTA meeting; the budget will be approved in this meeting; The 2nd General PTA meeting will take place in January; Mrs. Latimer and Rami Coleman will present a workshop on Comic Books. The final General PTA meeting will be in May.

We have several working committees this year and anyone interested in helping with a committee should email Liz. The committees are as follows:

- Standing Rules (in progress) – OPEN. This committee is working on a document to support and clarify the By-Laws as well as provide historic information about board practices.
- New Website (in progress) – OPEN. This committee will work to improve and update the look and feel of the PTA website.
- Budget (voting members) – FULL. This committee reviews the completed budget from the prior school year in preparation for submission to the state. Eileen, Kimmberly and Verna will assist Jonelle (Treasurer) this year.
- Teacher's Fund – OPEN. This committee is new this year and will meet 2 or 3 times during the year to review teacher grant proposals.
- Trivia Night – OPEN. This committee will plan and execute the trivia night fundraising event.

Liz distributed a handout with the fundraisers/committees and the PTA leads for each. Please review and provide Liz with any edits.

The final kindergarten playdate is August 13th from 9-11. Please drop by if you have time.

Lia Gordon provided the **Garden/Courier** Report on behalf of **Anne Harding**:

The Courier will have a new format this fall. The publication will be primarily student led with support from the PTA and Tim Beaumont. The publication will be digital. (Kathleen Hong reminded Liz that her picture will be needed for the president's column).

There is a need for garden coordinators from each grade. Liz will work with Anne to determine the best way to solicit garden assistance.

Jess Murphy provided the **Vice President's** Report:

The procedures and forms document was distributed. Jess asked board members to review and comply with the outlined processes. She noted that the flyer approval form has been removed this year. Instead, the flyer itself should be circulated to Liz and Jess for approval.

Jess also reminded members to complete the event summary form and update each year with new information.

Andrea Beck provided the **President Emeritus** report:

Andrea shared that there have been delays in the front office renovation project. The delays relate to vendor selection. The district has requested that we solicit bids from 3 vendors. The bid process is underway.

Jonelle Delk provided the **Treasurer's** report:

The PTA bank account has a current balance of \$60,708.29

Jonelle reminded the board that the check request folder (purple) is in the mail room and generally is checked daily. She also reminded the board that advance notice is needed to procure the cash boxes.

Jonelle reviewed the budget for the upcoming school year. A motion to approve the budget was made and the budget was approved by the voting members without dissent.

Eileen Campos provided the **Fundraising** report:

In general, we will continue the fundraising activities from last year. The exception is that we will not sell the coupon books this fall and we will not continue with Farmiga. We will also add several new fundraisers:

- Read-a-thon (chaired by Donna Herley)
- Great Clinton Closet Cleanout
- Shoe Drive
- Election Day bake sale

Our goal for the year is to raise \$60,000

The new front-zip sweatshirt was displayed for the board.

Verna Jackson provided the **Membership** report:

Verna shared that we expect to be able to reach at least 290 members. Verna will provide Mr. Lehman with the percentage of teachers who were PTA members last year.

Candice Davenport provided the **Cultural Arts** report:

We are planning for several assemblies this year:

- The Clinton Farmers' Market September 16th. Volunteer help will be needed at 7am that day to unload and set up the food. We will need 8 tables for the event. A sign up for volunteers will be available at the back to school coffee.
- The Sky Dome Planetarium
- Colors of India
- Gold Miners Trail

Ambra Teague provided the Member at Large report:

The Ice Cream Social will be on September 22nd. There will be recycling available and a flyer is in draft.

The Sunshine “welcome back to school” gifts for the teachers are being prepared.

Katie Rumley provided the **SEPAC/PTO** report:

Katie has created a one-page overview to include in the teacher assignment packets in the fall.

There was no Principal, ELL, Public Relations or Teacher Report.

Jonelle Delk moved to close the meeting and Candice Davenport seconded the motion. The meeting was closed at 8:42 p.m.

Respectfully submitted,

Kimberly Bulkley