Windy Hill Elementary PTA

September 20, 2018 General Board Meeting Minutes

|  |  |
| --- | --- |
| Date, Time and Location: | Thursday, September 20th, 2018 6:30pm WHES Media Center  |
| Meeting called to order by: | President, Andrea Hoover, at 6:33pm |
| Attendance: | Andrea Hoover, Maria Phelps, Wesley Donovan, Jenifer Duff, Sarah David, Nancy Sorzano, Naomi Blackman, Alison Burggraff  |
| Members: | Principal Cleland  |
|  | 7 additional members  |
| Minutes: |  |
| Principal’s Report | * Mrs. Cleland discussed the updated volunteer procedures at the school. The procedures provide new emphasis on security, organization, hallway management and were developed to keep our kids safe, working environments secure, and have a place for volunteers to feel welcome while they work and talk. Some specific examples are the barn area cannot be used on Wednesday or Thursday and there are specific ways to enter and exit the office and library.
* PBIS (positive behavioral interventions and supports) incentive on September 26 will be giving kids popcorn in the cafeteria. Kids will be able to use their wizard wows earned from the token system to get popcorn. A sign up genius will be coming out soon requesting volunteers.
* A wizard wow cart will be coming soon.
 |
| Officer’s Reports: | President’s Report: Report given by Andrea Hoover. A brief summary was given on what the WHES PTA followed by WHES PTA board introductions.* Each WHES PTA Board member was introduced and a brief summary was given on what the WHES PTA does.
* WHES PTA creates a positive environment between teachers and parents and advocates for the school.
* WHES PTA fundraises, mobilize volunteers for the school and the PTA, and supports the school and community.
* WHES PTA offers free and low cost family fun events and events that also raise money for WHES.
* WHES PTA provides recognition for the WHES teachers.
* WHES PTA helps advocate for our school and children as well as help our Principal advocate for our school and school boards.
* WHES PTA also helps supplement field trips, teacher grants, cultural arts assemblies, playground improvements and many other things.
* WHES PTA wants to add more service to our community and is researching ideas on to better accomplish this.

Budget: A copy of the 2018-2019 budget was provided to all members and was reviewed by Andrea Hoover. * Virginia Anderson commented that the website needs to be in the budget and the cost needs to be greater than $50. She also asked what goes into the cost Spirit Nights and what is our long term goal as a PTA. As a new PTA, our goals are more community focus than raising large amounts of money. We want to continue doing free family activities with the Spring Fundraiser as our large fundraiser. Money raised would continue to go toward the high costs of continuing to improve the outdoor playgrounds, especially the kindergarten playground. Mrs. Cleland was then asked what the school’s needs were and she mentioned a teacher requested shade structure on the kindergarten playground.
* Projected $3500 budget surplus and may be greater if the Spirit Nights and Pizza Code continue to materialize.
* After the budget was discussed and questions were answered, a motion was made by Andrea Hoover to approve the budget. Wesley Donovan provided the second. The vote to approve the 2018-2019 budget was taken and no one was opposed. The 2018-2019 budget was approved at 7:35pm.
 |
| Committee Reports: | PTA Membership Report: Report provided by Amy Duvall, read by Wesley Donovan. * Currently have 220 members (50 staff, 170 parents/guardians).
* Need volunteers for the Open House Membership table (9/25 & 9/26).
* Distribution of foam fingers at the General meeting to those who signed up last week. Rest will be distributed to the teachers to send home.

Communications: Report provided by Jenifer Duff. * Jen is in need of someone who is knowledgeable with websites and can assist in updating the WHES PTA website.
* Suggestion was made to put more emphasis on PTA summaries on social media, Wizard Wire, etc., as well as create FB events for Spirit Nights.

Hospitality: Report provided by Jessica Helwig, read by Wesley Donovan. * Teachers loved the Salsarita’s luncheon.
* Want to recognize teachers and administrators this year. Jess put together a list of ways we can do this. They have expressed a preference in smaller food events vs larger ones. Suggestion was made by Naomi Blackman to send out a teacher survey to gather likes vs dislikes.
* Will work on creating a finalized calendar of hospitality and family fun events to present at the next General meeting on 10/11.
* Andrea created a volunteer interest spreadsheet on the google drive and they would like Jess to review it and send out an email to anyone interested hospitality. Will also use the sign up genius to seek volunteers as well as Facebook and the PTA Corner in the Wizard Wire. Reminder was given about the 1,000 email per month limit via sign up genius in the past. However, this year, a new sign up genius has been created with only those parents who submitted a volunteer interest form.

September 7 Back to School Family Fun Event: Report given by Maria Phelps. * Great turnout and kids had a great time – event moved inside due to weather, volunteers were amazing.
* Income $273 – merchandise sold (water bottles, old magnets, reusable totes) - $93; pizza and bottled water - $120; Kona ice - $60.
* Provided free drinks to those that brought cups, will continue to do at future events.
* Lessons learned – have a sign-in to track numbers, move to the second week of school, and have specific roles/assignments for volunteers.

Mumraiser: 270 mums sold for a $1,282.50 profit – THANK YOU TO ALL! Clothing Drive: We are hoping to have another WHES PTA Clothing drive in November and are seeking volunteers to coordinate. We would like to team up with Savers FUNDrive again. A trailer would be placed outside of the school and anyone wishing to donate would drop off items in the trailer, items would get weighed, and WHES PTA would get paid per pound. This was done twice in the 2017-2018 school year and was successful, just had issues with getting a truck to haul the items after. Penny Wars: We are hoping to start a new Penny Wars PTA fundraiser and are seeking volunteers to coordinate. Spring Fundraiser: We are seeking volunteers to chair the WHES PTA Spring Fundraiser. Our goal is to raise $8-9000 if possible. Need to begin the planning now. Need to begin contacting businesses for auction donations, etc. Also need to better coordinate with one another using the shared spreadsheet on the Google drive so businesses aren’t contacted by more than one person. Sponsor thank you note has been placed on the Google drive. Spirit Nights: Report given by Naomi Blackman. * Online Papa John’s pizza code “WHESPTA” for 40% off your pizza order/10% to the WHES PTA, has already donated $50 to the WHES PTA with only 20 orders – FANTASTIC!!! Naomi was seeking a donation from the PTA to have magnets ordered for all WHES families. Papa John’s has graciously offered to cover the cost of the magnets. Look for your magnet soon.
* Cold Penguin Spirit Night Report – made $150, spent $25 in flyers, so a net of $125.
* Dunkirk Chipotle Spirit Night, Saturday, September 22, from 4-8pm. Will donate 33% of proceeds after they have cleared $300.
* Prince Frederick Five Guys Spirit Night, Thursday, October 18 from 5-9pm. Will donate 15% of sales when you mention WHES.
* Skate Zone, Crofton, MD, Monday, November 5, from 6:30-8:30pm. So much fun! We’re pairing up with Sunderland Elementary for our first ever skate night fundraiser. Skate Zone will be reserved just for us and will charge $5 for admission and $4.50 per sake rental. Skate Zone will take the first $25 for each school, then we share the remaining profit.
* Mrs. Cleland has offered to send text message quick reminders for all Spirit Night events.
* Spirit Nights will also be created as Facebook events.
* Waiting on responses back from Ketch 22, Hook n Vine, Mexico, Dairy Freeze, etc.
* Naomi has drafted thank you notes to provide to all of the sponsors that host Spirit Nights for WHES PTA.

Trunk or treat: Report provided by Jenna Lyons, read by Andrea Hoover. * Friday, October 26, 5:30-7:30pm.
* Need help and volunteers.
* Expect LARGE crowds.
* Not doing wows for bringing in candy this year. Will seek candy donations from businesses and need to start contacting businesses now.
* If doing a trunk, be prepared to bring 300 pieces of candy.
* Will have the kindergarten playground open to the guests as we will not do the monster mash.
* Need someone to dress up as the Wizard.
* Rain date will be Saturday, October 27.
* PTA membership drive will end.

WHES Color Run: Report given by Maria Phelps.* Please share the WHES Color Run business sponsor application shared on Facebook and the Wizard Wire with any businesses interested in sponsoring/advertising on the Color Run t-shirt.
* Maria has created thank you notes for sponsors.
* Volunteers needed for the Color Run on 10/31.
* Our Color Run does not use an outside vendor. Outside vendors typically take a 40% cut. All money raised goes directly to WHES.
* A suggestion was made to advertise more to parents that they are welcome to attend and to possibly sell color run stuff prior to the event to kids (i.e mustaches, etc.) and pizza and other items at the event.
 |
| Old Business: |  |
| New Business: | Treasurer Election: The group was asked if anyone was interested in the Treasurer position and the treasurer position was opened for nominations. A motion was made by Andrea Hoover to nominate Nancy Sorzano to be the Treasurer. Maria Phelps provided the second. The vote to approve Nancy was taken and no one was opposed. Nancy Sorzano was approved to be the Treasurer of the WHES PTA at 6:50pm.MD PTA Grant Applications: WHES PTA applied for three grants: Science, Mathnasium and Goya Wellness. We are still waiting to receive word on the Goya Wellness grant, but our school did not fit the criteria for the Science or Mathnasium grants. This was our first year applying and we have applied for several other grants. EPI Supply Boxes: Report was given by Joe Cormier. * 117 kits out of 700 students (16% engagement) were delivered along with 37 donation kits
* Joe suggested we get a teacher list earlier in the year for end of year supply boxes.
* A suggestion was also made for stronger advertisement and turning it into a possible fundraiser.
* Joe has also offered to chair this committee and has secured an agreement with EPI for the 2019 school year. Thanks, Joe!

School Supply Kits: AC Moore reached out to us and said we were selected for school supply donations. Had a difficult time getting the stuff from Waldorf and once received, were not school supply items. Items will be used for Wizard Wow cart. A BIG THANK YOU TO ALL THOSE THAT HELPED DISTRIBUTE THE EPI SUPPLY BOXES AND STUFFED THE FIRST TUESDAY FOLDERS!!  |
| Next Meeting: | Thursday, October 11th, 2018, 3:30pm General, 4:30 Board, WHES Media Center  |
| Meeting Adjourned: | at 7:58pm |
| Minutes compiled by: | Alison Burggraff, Secretary  |