



**WASHINGTON GT MAGNET ELEMENTARY SCHOOL
PTA EXECUTIVE BOARD MEETING MINUTES**

APPROVED DATE: 7 Dec 2018
1st Jessica Dixon 2nd Carey Forman
Secretary: Sherri Satterwhite

Date: October 24, 2018
Location: Washington GT Elementary School
Presiding: Amy Thomas
Call to Order: 9:30 a.m.

In Attendance: Sherri Satterwhite, Amy Jones, Amy Thomas, Jessica Dixon, Carey Forman, Kara Goeres, Karen Stanley, Hollin Goodwin, Manjri Lall, Marquitta McNeil, and Liz Harder

Approval of Minutes:

September 28, 2018, minutes were presented. Hollin motioned to approve the minutes and Manjri seconded. The September 28, 2018, Board Meeting minutes were approved.

Outstanding Forms:

All the code of ethics and conflict of interest forms are in.

Reports:

Administration: Principal Bob Grant

Amy Thomas reported that the next principal chat will focus on social emotional learning.

Faculty Rep.: Liz Harder

- Grades 3, 4, and 5 are taking NC check-in, an assessment test to evaluate first quarter material.
- Third grade has finished the Cogat.
- The school improvement team needs a parent representative. Meeting times are 4:20 - 5:30 p.m.

President's Report: Amy Thomas

Amy Thomas reported that Lola Houston-Hager has resigned as vice-president. Amy T. motioned to nominate Emily King as interm VP. Jessica seconded the motion. All were in favor and the motion passed. Amy T. also suggested filling the nominating committee as soon as possible so it could propose next year's president early and have that person step in as VP for the remainder of this year to learn the process/job of president for next year. Possible nominating committee members include: Kara Goeres, Emily King, Kim Gupton, Padmini Koti, and Yiyi Sun.

Amy Thomas motioned that Amy Jones be a 4th check signer until a permanent VP is named. Sherri seconded the motion. All voted to approve. The motion passed.

The next Wizard News will note that Lola resigned and that we are looking to fill the nominating committee and to find a new VP for this year.

Treasurer and Audit Reports: Jessica Dixon, Carey Forman

- \$17,000 has been collected to date for the Shining Star fundraiser.

- Bank signature cards have been revised. Emily, Jessica, and Amy T. are check signers.
- 2 signatures are required for each check.
- 2 people are needed to authorize any expense.
- No cash has been pulled from the account; funds going out have only been by check.
- Jessica and Carey both reconcile bank statements.
- The access code to the PTA safe in the office has been changed.
- At end of events, volunteers will put cash in an envelope, seal it, have two people sign the envelope, and then put it in the safe.
- Ask teachers to put cash in envelopes, with a note what the funds are for, seal, and place in safe.
- Should there be another internal audit since check signers have changed?

Standing Committee Reports:

Ways and Means:

Shining Star Fundraiser: \$17,000 collected to date.

Wizard Wear: Shirts to arrive this week.

Communications: Marquitta McNeil

Room parents are trained. Need to confirm volunteers for yearbook.

Media Center: Kara Goeres

Book Fair: Book fair planning is on target. If we take profits as Scholastic Points we would get 50% of sales as scholastic points plus a 5% bonus. May need to adjust the budget if the committee recommends Scholastic Points.

Reading Incentives: May be able to reduce the reading incentive budget since Readevolution will delay read across the rainbow.

Other: An editor visit is planned for Nov. 29.

Programs and Events: Amy Jones

Arts and Letters: Nov. 8. The theme of this community building event will be enchanted forest. Bluegrass Stomp will be the featured performance. Kim Gupton Ala Alapatt are on the committee. Food trucks are booked. Students can wear costumes. Crafts are planned. Staying on budget so far. Amy J. suggested that with new committee members serving this year, it may be a good time to evaluate if there are ways to improve the event going forward, especially with teacher buy in / participation.

Reflections: Manjri reported that there are few entries to date; i.e., lower participation this year compared to last at the point in time. The deadline will be extended to Nov. 2. Manjri suggested that we reassess whether or not to do Reflections every year. One suggestion was to alternate years between Reflections and Science Fair.

School Spirit:

- Jump St., Tuesday, Dec. 4, \$100 deposit, which is refundable if there are enough students. Student fee is \$10/2 hours of jumping.
- City BBQ: Thursday, Jan. 10, Amy needs to book.
- Jellybeans: Saturday, Feb. 23, 5:00 - 7:00 p.m., Washington families only time.
- Suggestions for other events: Marbles?

Math and Science Night:

Thursday, January 24. Emily Melton is chair. Ask Mr. Grant if we could fund the Number Drummer for January 25 to tie in with the math/science events of that week.

Science Fair:

Dale Holloway and Manjri Lall are co-chairs.

Advocacy: Hollin Goodwin

Hollin will tell the new band and orchestra teachers that they have a budget of \$750. Two people applied for teacher grants. The grant form will be changed for next year to reflect that grants are not to be used for subscriptions. A grant was approved for a virtual reality system that all teachers will have access to and be able to use. Hollin will remind teachers to use stickers “property of Washington Elementary, purchased by PTA” as necessary. Hollin will follow up with Leigh on startup funds.

Audit: Carey Forman

See Treasurer report.

New Business:

Send out a reminder about the school bond resolution prior to next Wizard Words.

Upcoming Wizard Words - November 14 (paper and electronic) and December 5 (electronic). Committee chairs, please get information to Amy T. for inclusion

Old Business: None noted.

Announcements: Next Board Meeting, Friday, December 7, at 9:30 a.m. in boardroom. Next General Meeting is November 8 at Arts and Letters Night.

Adjournment: Hollin motioned that the meeting be adjourned. Jessica seconded the motion. The meeting was adjourned at 11:30 a.m.