



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

APPROVED DATE:

1st 2nd

Secretary: Sherri Satterwhite

Date: August 13, 2018
Location: Amy Thomas' house
Presiding: Amy Thomas
Call to Order: 6:10 p.m.

In Attendance: Hollin Goodwin, Carey Forman, Jessica Dixon, Kara Goeres, Amy Jones, Emily King, Lola Houston-Hager, Amy Thomas, and Sherri Satterwhite

Approval of Minutes:

May 25, 2018 meeting minutes were presented. Jessica motioned to approve the meeting minutes and Emily seconded. The May 25, 2018, Board Meeting minutes were approved.

Reports:

President's Report: Amy Thomas

Staff Changes:

Mr. Bell retired and the new band teacher will be Casey Sagolla-Slamp. Ms. Sherling moved to Sanderson High School and the new orchestra teacher will be Stephen Mitchell. CCK moved out of WES per school board changes. Rebecca Hash will be the new media center specialist.

There will be 4 kindergarten teachers (Baildon, Clarke, Ludwig, and Morrison) with 74 students. There will be 4.5 first grade teachers (Curran (0.5), Hoffman, Holt Mordy, and Wall), with 92 students, offering the combo families from last year first chance to be in combo classroom again. There will be 4.5 second grade teachers, (Curran, Baker, Lebiezinski, Leonard, and Madison) with 90 students. There will be five third grade teachers (Bailey-Martin, Contrerra. Davis, Parker, and new hire - Coia?) with 97 students. There will be four fourth grade teachers (Andrews, Berquist, Laney, and Marathe) with 103 students. There will be four fifth grade teachers (Devoto/Smith and Edwards/Staley) with 97 students.

Community Use Form Changes:

There has been a change regarding community use forms. The PTA will not have to fill out community use forms, the school will do this, since all of our events are considered "school events that the PTA sponsors." We will also not have to pay for janitorial service time from our events' budget.

New Business:

Appoint New Board Members 2018-2019 Board

Elected Positions: President, Amy Thomas; Vice President, Lola Houston-Hager; Secretary, Sherri Satterwhite; Treasurer, Jessica Dixon.

Appointed Positions: Communication and Recognition, Marquitta McNeil; School Advocacy, Hollin Goodwin; Events, Emily Melton and Manjri Lall; Ways and Means, Veena Shanmugham; Media Support, Kara Goeres; Audit, Carey Forman; At Large, Emily King, Amy Jones, Manjri Lall.

Lola motioned to approve the roster and Jessica seconded the motion. The roster was approved.

Code of Ethics and Conflict of Interest Forms:

All attendees signed the code of ethics form and the conflict of interest forms. The forms will be retained in the secretary's files.

Survey Results

There were 61 responses to the survey. In general, people were happy with communication from the PTA.

Amy Thomas noted that Mr. Grant would like to offer "gap care" between the end of the school day and the start of special after school events to increase participation at evening events like Open House, Arts and Letters Night, etc.

The survey comments on the Fall Picnic were mixed. More discussion is needed to determine if we should try to get food trucks again or make the fall picnic a "bring your own picnic food" event.

A paper copy of the survey will be sent home with students' beginning of the school year packets.

Proposed Budget

We have \$43,000 in bank right now. We should plan to carry over \$20-25k for next year. If our income budget is similar to last year is approx. \$35,000 - we should be spending \$53,000 this year...depending on how fundraising goes in the fall. Last year's final spend was \$41,431 (plus any summer changes).

Eliminating the Spring BOGO BookFair was discussed and more evaluation is needed.

Providing more teacher Start Up funds moving from \$175 → \$200 per full time teacher was discussed. There are approximately 50 teachers total, which would be an additional \$1,250. Sherri moved to approve the additional startup funds and Emily seconded the motion. The motion was approved and we will increase the startup funds per full time teacher to \$200 each; each part time teacher will receive \$100.

The new band director would like to purchase steel drums for the band room (price approx. \$3,000). He will need to submit a grant request for this.

Amy Thomas introduced the idea of school T-Shirts for all students/teachers (\$5 x 750 = \$3,750). Could we change the Fall spirit wear sale to be gear branded with the school logo or is the planning too far along with the traditional t-shirt program? Amy Thomas will check with Leigh and report back at the next meeting.

The school would like to have the track renovated. We may be able to partially fund this via a grant so that the PTA doesn't end up committing to providing ongoing maintenance to the track facility.

Review Proposed Calendar

The proposed calendar was reviewed. The Science Fair needs to stay in January to meet needs for subsequent portions of the competition. The Theater production evening was moved to March due to too many snow days, too many years running. No other major changes were noted.

Room Parent Plan

Not having functioning room parents seems to have made it harder to recruit volunteers for other committees.

Room Parent Expectations: join a memberhub for room parents; attend a training session on Sept. 18; be the keeper of the parent list; have a short meeting in September with the teacher; organize a class gift; coordinate volunteers for teachers; grade K-3 room parents would be asked to serve on the staff appreciation committee; grade 4-5 room parents would be asked to serve on the graduation committee; help with teacher grants. At Open House there will be an info sheet for each classroom asking for room parents/participation.

National PTA School of Excellence

It was decided that the National PTA School of Excellence was not something that we should put our focus on at the present time.

MemberHub / Communications Strategy

We will continue to send newsletters via memberhub and ask Ms. Sykes to send it out via Dojo. Newsletters sent via memberhub go to all families that have e-mail addresses listed - even if they are not PTA members. We will try to send out a quarterly paper 2-3 page newsletter as well. Amy Thomas asked Amy Jones to help find another translator for next year.

Other Ways to Use MemberHub:

SignUps and PTA Committee Planning work (great way to archive resources)

Membership (register and pay for membership online)

Fundraising (take credit card donations)

Up to room parents to decide if they want a Hub for classrooms (seems to duplicate how teachers use Class Dojo)

Committee / Volunteer Needs by Standing Committee

List for each Team - last year / volunteers / contact info etc.

Host a Social for each Standing Committee

Upcoming Events / Volunteer Needs

1. Welcome Back Breakfast: August 16 at 8:00 a.m.
2. PTA playdate at North Cary Park, 3:30 p.m.

3. Meet the Teacher: Thursday, August 23 5:00 - 6:30 p.m. Will need:
 - Man the table (MemberHub information)
 - PTA Membership
4. Popsicle playdate for Kindergarteners: August 25 at 10:30 - 11:30 a.m.
5. First day of school, Monday, August 27, 2018
6. Kindergarten Meet the Teacher: Friday, August 31 at 2 p.m.
7. Kindergarten Staggered start: Aug. 27, 28, and 29
8. Audit - Due 8/31/18
9. Wake County PTA Council Training - Aug 30th at 5:15 at Crossroads
10. Kindergarten Super Start: Sept. 4 at 8:50 a.m.

Change Check Signers at Bank (remove Leigh / Add Lola)

Old Business

Announcements

Next Meeting Friday August 31 @ 9:30am in boardroom

Adjournment

Emily motioned that the meeting be adjourned. Hollin seconded the motion. The meeting was adjourned at 8:06 p.m.