

# Windridge Elementary PTA

Executive Committee Meeting

July 26, 2016, 8:30 am, Hess Farms Park

## **Attendance:**

Lisa Hyde, President  
Carrie Forbes, President Elect  
Valerie Halladay, Treasurer  
Jessica Payne, Secretary  
Lacey Gatherum, Community Involvement VP  
Monica Glover, Fundraising Co-VP  
Heidi Webster, Fundraising Co-VP  
Monica Monson, Family Life VP  
Jolene Larsen, Student Involvement VP  
Whitney Hall, Individual Development VP  
Holly Marelli, Health Commissioner VP  
Lisa Wood, Membership VP

## **Members Excused:**

Tiffany Midgley, Administration  
Tammy Tueller, Teacher Representative  
Amy Gray, Education VP  
Shannon Archibald, Safety & Wellness VP  
Becky Riplinger, Special Needs Rep.

**Call to Order:** 8:36 am.

**Pledge:** Jessica Payne

**Thoughts:** Lisa Hyde

**Agenda:** The agenda was presented and adopted by the Board of Directors.

**Minutes:** As this was the first meeting of the year, no minutes were reviewed or approved.

## **The Treasurer's report was given by Valerie Halladay.**

- A budget for the year was handed out.
- Reimbursements will change this year. Each reimbursement form will require three signatures: A board member or secretary, treasurer, and president.
- All reimbursements will be collected on Tuesday and checks will be issued the following week. All reimbursement checks will be put in the PTA box in the office in an envelope marked "checks." Anyone expecting a

reimbursement check should retrieve their check from the PTA box. Exceptions can be made regarding the timing of reimbursement on a case-by-case basis. Contact Valerie if you have questions or concerns.

- VPs are encouraged to talk to their team regarding the new reimbursement process.

## **Items of business**

### ***Calendar***

A draft of the calendar for the school year was handed out by Jessica Payne. The following events were highlighted:

- This year we are putting on our own fun run on October 14<sup>th</sup>.
- Faculty and Staff appreciation has two possible dates. Mrs. Midgley is talking with teachers to see if the last week in April or the first week of May is preferable.
- Pops on Patrol Pizza Party is a new event this year to encourage our dads to get involved with Pops on Patrol. This is an event for all dads in our school and their kids. Inviting dads with their kids to a pizza party will hopefully provide some positive peer pressure. We will talk about the Pops on Patrol program, have sign up sheets, and maybe have a few dads who participated last year come and talk about their positive experience. During Pops on Patrol, dads come to the school from 9am to 1pm, help in classrooms, talk to the kids during lunch, and play with the kids during recess.
- Thursdays are elementary school nights district wide. Mrs. Midgley recommends we put important events on Thursdays so they don't conflict with Junior High or High School schedules.

### ***Teacher Grant***

The idea of a teacher grant was presented. A portion of the funds raised from this year's fundraiser (fun run) would be used to fund teacher classroom grants. If the fun run raises \$6,000 in funds, we would be able to provide 30 teachers and staff a \$200 grant to support classroom needs. Teachers in the same grade would also be able to apply together and pool their money to purchase something that would benefit the entire grade. We have a draft of the grant application and guidelines written. Teachers would fill out the grant form and the PTA Board would review the grant requests and award or deny them. Teachers would be required to report back on the use of the grant funding and provide a picture of the class using the item purchased.

Discussion was held regarding the teacher grant. Many felt the grant would be a beneficial use of funds and that parents would be more willing to donate to the PTA fundraising knowing their donation would directly benefit their children/classrooms as well as general school/PTA initiatives like Red Ribbon Week, Running Club and Teacher Appreciation.

A motion was made by Monica Glover to approve the Teacher Grant. Whitney Hall seconded the motion and the motion was passed unanimously.

***Fun Run***

This year, the PTA will put on its own fun run fundraising event. This event will be co-chaired by Monica Owen and Heidi Webster. This event will be held earlier in the year (October 14<sup>th</sup>) when people are more willing to give. The fun run information will be explicit in explaining how funds raised from this event will be used (PTA activities as well as teacher grants).

***Miscellaneous***

Custodians - There are new forms we need to fill out for the custodians when we have an event at the school. This will ensure we have everything we need for our events and the custodians will be prepared with both supplies and staff.

Pictures – Each VP or Chair will need to be responsible for taking pictures of their events for the bulletin board and PTA newsletter. If you are unable to take pictures, VPs and chairs will be responsible for arranging a photographer.

Meeting Adjourned at 9:10 am.

August meeting TBA - sometime the week before school to put together folders.

Minutes will be read and approved at the next meeting.

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Minutes accepted: \_\_\_\_\_ (date)

Secretary signature: \_\_\_\_\_