Meeting Minutes

Smyrna Elementary PTA

Meeting Agenda

Wednesday, May 31st, 2017

1. Call to Order – 6:40pm
2. Review Mission Statement, Goals and Inspiration
3. Mission Statements:
   * 1. National PTA: PTA's mission is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children. <http://www.pta.org>
     2. Georgia PTA: To make every child’s potential a reality by engaging and empowering families and communities to advocate for all children. <http://www.georgiapta.org>
     3. 9th District PTA: promotes the academic achievement and overall well-being of all children. <http://district9pta.my-pta.org>
     4. Smyrna Elementary PTA: To be committed to leadership and collaboration with respect and integrity for all children, parents and staff. <http://www.smyrnapta.com> - This will remain the same
4. Goals:
   * 1. Review National, Georgia, District and Smyrna Elementary (See attachment 1) – listed on website
     2. Establish goals for 2017-2018 SES PTA Board
5. Ground Rules for meetings – To be respectful of all ideas and opinions and strive for total transparency in all meetings. When in doubt, refer to the mission of the PTA Board and the goals established.
6. Reading and approval of minutes. ***First meeting, not applicable***
7. Reports of Officers (try to limit to 2-3 minutes of highlights, put rest in writing for all to see) ***Introductions for this meeting.***
   1. Principal’s Report (Brett Ward)

* There will be several new teachers joining the staff. Most are veteran teachers except a small few.
* Milestones for 3rd, 4th, and 5th – if scores are level 1 they will partner with teachers and parents to determine if the child should repeat or move on – parents can pick up scores once all scores system-wide are in
  1. Co-President’s Report (Michelle Murphy & Jennifer Simms)
* Bylaws are on the website
* Michelle and Jenn are looking forward to working with everyone!
  1. Treasurer’s Report (Jennifer Moss)
* There will be a July 1st complete turnover to Jennifer from Stacey.
  1. Teacher Liaison’s Report (Bailey Oliver)
* Looking forward to giving insight into teacher input and involvement
  1. VP Communication Report (Tiffany Sudderth)
* Rights will be set up for Tiffany to post to Facebook – Co-Presidents will post as well
* Further social media – encourage everyone to follow school on Twitter – Mr. Ward will make posts and updates about important announcements and special events
* Mr. Ward will continue to manage phone call-outs but we can have something added at any time – tell him or Bailey by Wednesday.
* Tiffany is working with Haley on the PTA website
* We need to pay attention to calendars to make sure events do not overlap with other committee events and meetings throughout the school
* Latin families are not on social media – callouts are the best form of communicating information to them
  1. VP Development Report (Farrah Galloway)
* Most fundraising will begin at the beginning of the school year
* We need to simplify the descriptions of sponsor levels – this has been tabled until next meeting
* ACTION FOR NEXT MEETING: Everyone bring the names of 5 businesses/sponsors that would be willing to contribute for the upcoming school year
  1. VP Parental Involvement Report (Angela Blakey)
* Psychology of Parental Involvement presented – way of thinking to ensure that we are serving our parents in the best capacity and engaging them fully
* Google Docs will continue to be used for membership database – Angela has been working with Melanie to get docs transferred over
* Proposal for digital survey to be given to gage desired ways parents would like to be involved – would need to think of ways to include the Latin families – concluded to table digital sign-up process
* Proposed to do one mass sign-up for volunteers and then send out Sign-Up Genius for individual events – put sign-ups on every hall during Open House and Meet and Greet events
* Sign-up sheets for room parents should be given to each classroom
  1. Secretary Report (Shanelle Ivey)
* Will work with Co-Presidents to know when to submit applications for PTA awards throughout the school year

1. Report of Committees (try to limit to 2-3 minutes of highlights, put rest in writing for all to see).
   1. Parental Involvement Committee Chair (Lorene Aguilar)
   2. ***Others To be determined***
2. Tabled Business: ***First meeting, not applicable***
3. New Business:
   1. Description of Officer duties (some need to be created).
   2. Appointment of a Parliamentarian, verify procedure.

* Would need to appoint non-board member to volunteer
* Determined that Parliamentarian is not extremely necessary as it has not been used in the past – Ideas for possible volunteers can be brought to the table but not immediately urgen
  1. Appointment of Legislative committee chair, to attend, alert, update, on issues that can or could impact schools, students, etc.
  2. Training provided for existing or new board members (District 9PTATraining (DLT) for incoming officers and priority committee chairs will be held June 16 and 17at NorthStarChurch - We will offer 4 sets of workshops each day (for a total of 16 sessions) covering All Officer Positions, as well as Family Engagement, Membership, Reflections, Legislation and Conducting an Audit. All materials will be provided. Registration begins at 9:30am and Workshops from 10am-3pm - <http://www.signupgenius.com/go/10c0d4faaaa2da7f94-district>)
  3. Review 2016-2017 Budget and Create New budget for 2017-2018.
  4. Determine Schoolwide Events for 2017-2018 school year (General)
     1. Movie Night/Back to school/Fall event, Spirit Nights, Curriculum Nights, Million Minute Reading, Art/Cultural Night, Winter event, Spring Event, Diversity Event, Garden Event, Teacher/Staff Appreciation, Met & Greet, PTA General Meetings, PTA Board Meetings, 5th Grade Events (line item in budget), Grade level events/musicals, Kindergarten Camp, Popsicles and Kindergarten, Open House, Watch Dogs, All Pro Dad’s, Conference Week, Awards week, Volunteer Thank You event, Field Day/Shirts, Suggestions.
  5. Determine who and when signees of PTA account need to be changed
  6. Spirit Wear
* We have enough left over from last school year to get through Kindergarten Camp
* Proposed to switch to dri-fit material – pricing will be checked
* Proposed to make a generic shirt that can be used from year to year that way any unused shirts would not be wasted at the end of each year (no year, generic theme) – Jen will send proposed graphic to board members for vote
* Proposed to add tall socks to the list of items – pricing will be checked
  1. Yearbook Sales, pricing, earlier, etc.
* Still have some leftover – put ad on Facebook that parents can still make purchase
  1. Sponsorship packages, modify, goal for corporate sponsors this year. Family packages, modify?
  2. Membership goals for the school year? Theme?
  3. Foundation Campaign (Brain Gain – ELA & Math Enrichment), Events, Purpose, etc.
* Gala will be October 20th
* Jingle Jog will be December 9th
* Sweetheart Dance will be February 9th
  1. Bridge relationship more with Campbell Middle School
  2. Newsletter, combined with Foundation, need partner for electronic version – LaWana Streger
* Tiffany will reach out to LaWana and we will find volunteers if necessary
  1. Dress Down Pass Idea
* Proposed to have monthly pay option – not mandated – students would have something on their bag to show they have already paid – tabled until next meeting for board members to think about

1. Announcements:
   1. July 12: New Student Registration, 9am-6pm
   2. July 17th-20t:h: Kindergarten Camp, 9am-12pm
   3. Date TBD: Back to School Breakfast or Lunch for ALL staff, hosted by PTA. – July 24th
   4. July 27th: Meet & Greet, 8-9:30am (A-M), 9:30-11am (N-Z)
   5. July 31st: First Day of School!!!!
2. Meeting Adjourned – Date for Next PTA Board Meeting, TBD

* Date for next PTA Board Meeting – June 14th at 6:30pm – focus on rest of calendar and budget
* Meeting adjourned at 9:38pm