

2011-2012 Board Meeting Minutes
29 November 2011: 6:30-8:00 pm

Name	Role	Present	Name	Role	Present
Mary Wilkie	President	x	David Ziegert	Watch DOGS	
Stephanie Jackman	Principal	x	Mandy Bradish	Community Chair	x
Lisa Chinnery	VP	x	Debra McCloskey	Green Team Chair	x
Wendi Hinrichs	Treasurer	x	Shayna Whitehouse	Membership Chair	x
Suzanne Hoagland	Secretary		Annette Gruba	Financial Co-Chair	x
Sue Grant	Teacher	x	Michelle Killpack	Financial Co-Chair	x
Steve Lohn	Teacher	x	Pam Ziegert	Communication Chair	x
John Meere	Teacher	x	Debbi Serke	DPC Council Chair	x
Renee Christofferson	Teacher	x			
Karen Mackie	Teacher	x			
Laura Hendrikson	Teacher	x			

Welcome and Old Business

- Pam taking minutes, as Suzanne needed to miss this meeting. Thanks, Pam!!!
- Minute Approval via Doodle poll - Mary
 - Suzanne sent out the minutes of last month's meeting today - sorry so late!
 - please approve by Monday, 5-December
- Action Item Review - Pam

Communications - Mary & Pam

- Background of communication process
 - Working better than system before.
 - Looking for constructive feedback, maybe a better template
 - Revamped flow-chart
 - Looking for all PTA members to attend (including committee chairs, i.e. Reflections, etc)
 - We'd love Patty and Luisa to attend
 - Mandy brought up maybe managing all the emails that have been going around. Do we always need to be CC'd, it gets confusing to. Mary mentioned putting in the body of the email whether you want to be cc'd?

- Kudos to Lisa Chinn and Pam for making it work so well
- Structure important, so we need to be firm on avoiding exceptions
- How can we help you meet our deadlines?
- Mandatory Communications Training for PTA - choose one
 - Tuesday, 10-Jan, 7-8:30pm
 - Thursday, 12-Jan, 9:30-11am

Culture & Identity - Mary

- Personal expectations, goals, values for PTA?
- Getting to a mission statement
- We all wrote anonymously why we were in the PTA. Mary read the statements aloud. Then we wrote about what we hope to get out of our experience in the PTA.
- There is no right or wrong investment level, and we do not have the exact same agenda for why we are here. It's ok to be all here for different reasons. (The kids notice!)
- Socializing is the number one reason people volunteer (meeting new people)
- Homework assignment!!!! ACTION ITEM:
 - Before January meeting please send Mary
 - TOP VALUE—in terms of PTA
 - TOP GOAL—in terms of PTA
 - What do YOU think our key values and/or goals should be?
- 18 people on board, we send 2-3 people to the state PTA convention (April 20th-21st). Can we do a one-day retreat instead in May? To work on our goals for next year. Spend that money on the retreat instead of the convention. Looking at a manor house in Estes. A weekend day during the school year. From about 7-8 am until about dinner-time.
- Stephanie cautioned about how we communicate that. So that it doesn't look like we're misusing money. We'd need a vote from the membership to approve the re-allocation of the money.
- Should we move forward? Doodle poll to peruse the idea or not. Find a local place. We will present for vote at the January meeting.
- From Staff perspective... a Saturday in May will be really hard.
- Whose term is up? Mary, Lisa, Wendi

Membership Drive - Shayna & Michelle

- Ideas/proposal on January membership drive
- We have 90-93 members
 - How can we reach our goal of 105? Does anyone have some ideas?
 - Classroom drive? Most members in a class gets a pizza party? Or item/educational experience?
 - Can we do another table at the Dance? Do a drawing for new people who sign up that night, in addition to those PTA members are present.
 - Can we get volunteers to help at table. Shayna and Wendi will help. Karen will be in the library for book fair, anyway, so maybe have the table set up in the Library for PTA members
 - One teacher signed up at conferences.
 - John suggested making a pitch for PTA membership at the concerts. Make sure they know what the limited commitment is. Not a huge deal. Mary and John to talk later about the logistics.

Principal's Report - Stephanie

- Fundraising items: Air conditioning (can our systems handle the a/c's -blowing circuits, etc), intermediate playground, "why can this school raise money for this and we can't"??

DATES TO REMEMBER

- Original Artwork order distribution - Wednesday, 30-Nov at 9am
- Open Enrollment Tours
 - Thursday, December 1st 8:30-9:30
 - Monday, December 5th 8:30-9:30
 - Monday, January 9th 8:30-9:30
 - Note from Stephanie: consider volunteering for OE Tours!
 - Slide show
 - Snacks/goodies
 - Some staff members will be present to answer questions
 - Mostly parents of future kindergarteners, but also families who are considering switching schools.
 - Sue—doing the tour makes a HUGE impact on the potential family. Makes it more personal, talks to the culture of the school
 - Deb—let's please use lending closet/dishwasher for the tours. (Industrial dishwasher). No need to line up a separate volunteer to do dishes.
 - John Meere—would like parents on the tours to come on in. It's more disruptive to stand around in the hallways. (Stephanie will remind teachers to keep their doors open during tours)
- School Dance - December 9th 6-7:45pm
 - Pizza to everyone (not just students)
 - They will be given a ticket to turn in for a slice of pizza
 - Leave stage door open, use traffic cones to separate food area from dance area
 - John to coordinate with the DJ for certain dances.
 - There will be hula and limbo at the beginning
 - Book fair starts that night as well.
 - Sue suggested putting out a donation jar for pizza (if people are so moved). Agreed by fundraising committee
- Book Fair - December 9-15
- Game Night - January 20, 6-7:30pm
 - Can the game guy sell his games at the Game Night — Mandy
 - Crawdaddy's gave us all the games to play with
 - Tim with "Board Now Games" is the contact. He is at Tutti's everyday (down in basement)
 - Deb—should she bring some "Superstructs" toys?
 - In the flyer: "Additional games will be available for purchase" as well as bring your own or use ours.
- Lending Closet--Deb:
 - Holiday Parties ... let's use the lending closet. Maybe we can do better communication on using the dishes.
 - Can we send stuff to Renee to ask teachers to use dishes? Yes.
 - Send request to Teachers first, and also let the classroom reps know. Yes.
 - Let make sure we are not bombarding the staff.

Action Items - highlighted items are incomplete

Item #	Action	Owner	Resolution
291111B	Determine whether our HVAC system can handle AC; if we had the funds, what AC-type solutions are we able to implement.	Stephanie	
291111A	Work with Mary to research a PTA Board retreat later in the year/May.	Wendi	
181011C	Talk to Stephanie & Mary about School Level Directory for 2012-13 year	Suzanne	Stephanie clarified that it is not her decision.
130911C	Set up bylaw review committee meeting to be completed by 18-October meeting. Committee members are: Annette, John, Suzanne and Mary. <u>18-Oct: In progress. Changed owner to Annette from Mary. Annette & John have met... need to add Mary and Suzanne in follow-up meeting.</u>	Annette	
130911H	Ask Luisa to take photos of the Cougar Wear options and send to Karren Stuart to put on website. 29-Nov: changed owner from Stephanie to Wendi	Wendi	Was discussed, but clothes are down. Wait until Spring for new Cougar Wear. Discuss at January Meeting.
181011B	Contact Class Reps to remind them to use lending closet for Halloween (check with Deb first to determine what's already been reserved)	Suzanne	Completed in October
130911D	Set up a meeting to discuss how to be more efficient with PTA packets, including translating, sending electronically. Meeting to include Sheri (copies), Pam, Luisa, Mary, Patty Gruber, Stephanie, Suzanne	Pam	Completed in September: only Spanish and those who requested hard copy docs will be produced; the electronic version will go out the following Monday
130911E	Follow up with Tonja Yelton at tonja.yelton11@gmail.com on connecting with potential RER readers	Debbi	Completed in September; Johnna was instrumental in helping get readers!
130911F	Send Board write-up for explaining the RER reading program and commitment	Mary	Completed in September
130911G	Follow up with Stephanie for a plan for	Suzanne	Completed in

	drying and putting away dishes the morning after PT Conference dates		September
130911A	Provide Mary and Stephanie with thank you notes for corporate donations	Suzanne	Completed on 15-Sept
181011A	Get Student Council to participate in planning of School Dance	Mandy	Has emailed Jenny, they are busy with winter jobs. May be able to volunteer at dance
181011D	Ensure the budget is on the website for parents to easily see	Wendi	Done!
181011E	Meet with fundraising committee to discuss fundraising and matching funds	Wendi	Done!
130911B	Work with Stephanie and [grant writer] to sign and send thank you notes for corporate donations (Calypso)	Mary	Completed in September; wrote the letters & left them for Stephanie to sign