

WESPTSA Meeting Minutes

October 13, 2016

Attendees: Emily B., Michelle E., Ben E., Tala E., Camilla F., Amy M., Megan O., Jamie R., Carrie H., Sean F., Peggy H., Robyn B., Marnie M., Michelle B., Lynette P., Kelly C., Angie H., Chad S., Melissa I., Helga M., Colleen L., Craig D.

1. **Welcome and Introductions.** Craig.
2. **Approve/Review September Minutes.** Craig.
 - a. Ben motioned, Michelle second. Minutes approved.
3. **Treasurer's Report.** Chad.
 - a. Distributed report for discussion and review (*see enclosed*).
 - b. Noted a few changes to the budget, specifically - increase in Wharton allocation, adjustment for Teacher grants, inclusion of Family Reading Night, etc. After changes, operating at a loss for the year, approximately \$2,275.
 - c. Currently have about \$32,000 in the bank.
 - d. Discussion whether PTSA has limits/thresholds for amount retained in account.
 - e. We're ahead in membership. Dues submitted to the State. Seems bulk of memberships came in at the beginning of September instead of later in the year.
 - f. Amy M. motioned to accept treasurer's report. Michelle second. All approved, report approved.
 - g. Amy M. motioned to remove Maureen Zurvalec from the PTSA bank accounts at FirstMerit. Ben second. All approved, motion passed.
4. **Membership/Volunteers Update.**
 - a. Membership. Chad
 - i. Currently PTSA has 73 members. Camilla noted that she had 5 more membership forms/fees to submit.
 - ii. In the past PTSA membership has been about 26-30. Significant increase in membership this year.
 - b. Volunteer. Camilla.
 - i. Currently have 2 open spots for the book sale next week.
 - ii. Utilizing Sign up Genius this year, working out well.
 - iii. Discussed means of communicating volunteer opportunities to parents - emails via the schools, through teachers, flyers, etc.
 - iv. Amy C was not present, but Camilla reported that she has everything ready for the Fall Festival. Currently determining volunteer needs. Reminder that Fall Festival is October 21 (also a ½ day at school).
 - v. Next volunteer event will be Dec 1 for the Mobile Dentist.
5. **Events/Activities Calendar - Updates on Upcoming Events.**
 - a. Parent Info Night. Michelle.
 - i. Discussed next Info Night with Ms. Gerard, Behavior Coach, in Nov. Michelle noted that she will be absent asked for a volunteer to introduce Ms. Gerard. Amy M. volunteered.

- ii. Discussed attendance - first event had about 20 people, second event had about 15. General discussion regarding marketing (newsletters, calendar, social media, etc) and increasing attendance. Some ideas were floated regarding involving kids/classrooms, have kids introduce speakers/cleanup, as parents may be more willing to attend if their child is involved. Discussed possibly coordinating Parent Info Night with monthly grade-level art. Recommended looking for other ongoing events for possible overlap. Suggestion of having food/incentives for participation. So far have not offered food as we'd like to keep the event cost at zero, but may be something to think about next year.
 - iii. Michelle looking for someone to assist with these events. Will help with eventual handoff.
 - b. Walk to School. Camilla.
 - i. Held on Oct 5.; event went very well, no major issues. Lots of kids participated. Volunteers were great. Some confusion regarding location of vests for volunteers, Camilla stated she will be in possession of vests prior to event next year.
 - c. Fun Run. Camilla.
 - i. So far schools have raised over \$12,700, which is 73% of our goal. Still have a week to go, so hopefully we surpass the goal. Per Get Moving Crew - at this time we should be at 50% of goal, again which we have surpassed.
 - ii. Discussed weekly incentives which seem to be making a big difference.
 - iii. Kiwanis Club donated \$500 for the Fun Run. Noted that most of that money will make its way to the schools- plan on using some of that money to purchase a few more incentives for kids and to help bump classrooms above their goal if they are close (goal was for each child to raise \$30). If classrooms hit their goal then it is up to the teacher how that should be rewarded (no homework day, PJ day, etc). About 4 classrooms have hit their goal so far.
 - d. Fall Festival. Amy C. absent, per Camilla everything is set and ready to go.

6. Communication.

- a. Directories Update. Michelle.
 - i. Oct 31 is the deadline for advertisement/shout out submissions.
 - ii. This year we should hit about \$2,000 in revenue from directories.
 - iii. Due to Parent Info Night, we have had a few new advertisers which is cool.
 - iv. John Palmer will be taking this project over.
- b. Policies. Craig.
 - i. Presented Fund Distribution Policy (*see attached*), which is the written procedure for how the PTSA disburses funds for - Grade level grants, Arts/Technology, Wharton, Enrichment, etc. Written policy is not

changing distribution or allocation of funds, but is a written process to help with communication and transparency. Drafted by Melissa I.

- ii. Presented Social Media Policy (*see attached*). Emily B. Policy to help establish guidelines in how the PTSA utilizes social media, rules, etc.
- iii. Policies to be reviewed by membership and will finalize at the November meeting. Policies will be placed online for review as well.

7. Summer Reading Program (review and next steps). Craig

- a. Reviewed Ron the Mailman's proposal (*see Sept minutes*) - in which he asked for donations from 5th grade parents in the amount of \$6 each to help extend the program and a point person to take charge and collect money.
- b. Discussed pros and cons of the proposal. Ron's current program is well-intended, participants enjoy it, and it encourages literacy. In the past, however, the program details were not well-communicated to the schools and chosen titles had no direct connection to the curriculum or classroom. Teachers had minimal regarding book selection. Issues regarding books being returned. Concerns regarding one book selection to meet varying reading levels across a grade.
- c. Discussed the current need for this type of summer reading program- encourage reading, some students lack access to public library/books, keep kids engaged, connect it with what kids learned in the classroom, solicit teacher input. Determined that there does not appear to be a similar program currently available.
- d. Based on discussion it was determined that an ad-hoc committee would be formed to investigate the development and procedure of a PTSA sponsored summer reading program. Angie, Emily and Peggy volunteered for the committee. It was held that Ron's program is a great start to the obvious need within the schools and that the PTSA can use that as springboard to take that program to a new level.
- e. Issues to address - funding, avoid asking parents for money, statistics on how many kids returned books last year, variety of titles, varying reading levels, connection to the classroom learning, incentives to get kids to read title over the summer and reconnect in the Fall (pizza lunch, reading group, etc). Discussed possible coordination with the Many Hands backpack program and CADL reading programs.

8. Other Items.

- a. Camilla - the water in the elementary school is yellow and disgusting. What's up with that? General discussion regarding drinking water in the District. Lynette noted that Delta Dental gave a grant last year to a school in Okemos for a water filling station. Kelly stated that she will follow up on the issue.

9. Adjourn.

- a. Lynette motioned, Ben second. Approved.