



**PTSA Executive Board  
Meeting Minutes  
7/24/19**

- I. Call to Order, BC
- II. Reports
  - a. School Report, Principal Trevor Honohan:
    - Track is being refinished
    - There are many kindergartners registering
    - Putting a cover over the basketball court would cost about \$100,000
  - b. President, Brooke Castino
    - i. Continued distribution/review documents: Holly is allowing PTSA to put mailboxes behind her desk, downstairs  
Room 0110M is the PTSA closet.
    - ii. Continued Calendar Update
      1. BC suggested we push the board meeting out about 2 weeks to August 21 at 9 am. General Board meeting on the 27<sup>th</sup> at 6:15
    - iii. 2019-2020 Initiatives: install seating outside cafeteria near playground for teachers to sit in while watching children; provide concession during games; spirit store open more regularly; decorate the entrance to the media center (8th grade mural cost \$800 and this would be more expensive than that).
  - c. Secretary, Mickey Barkett
    - i. Contact Sheet: Roster to be distributed before the next meeting.
  - d. Treasurer, Wendy Coomes: WC absent, update given by BC
    - i. Bank Account Update and Balance: Recommended to start with \$10,000; PTSA requested to be reimbursed about \$7,500 from Falcon Fund for various activities last year (teacher appreciation, etc.) so that we can start with about \$10,000 for 2019-20 school year. Fundraisers in 2018-2019 were productive.
    - ii. Review and Vote 2019-20 Proposed Budget at next board meeting in August
  - e. VP Fundraising, Kristen Reynolds
    - i. Fall Fundraising Event – “Accelerate”
    - ii. We have a lot of new students. Our main fundraisers will be the auction on Handbid, the holiday shop, a child sponsorship type fundraiser and the 5K (February 1st). Will prepare a save the date for events and will try to avoid other fundraisers from other schools. There is a donate option on Handbid. Goal is to have a cohesive brand between PTSA and Falcon Fund for fundraising. Discussion was held re how best to tap into community time, skills and talents for fundraisers and other school activities.

- f. VP Events, Kristin Morgan
  - i. Kindergarten Cheers and Tears Event – B3
  - ii. Fall Fundraising Event – “Accelerate”
  - iii. Discussion as to whether PTSA should buy shirts for whole school for events; it was decided that it is not in the budget currently. See also e(ii), above.
  
- g. VP Communications, Brittany Johnson, not present
  - i. Update and distribute 2019-20 PTSA Interest Forms: BC and Brittany working on revising interest form to make sure we get as much interest as possible. Consider leaving an interest form with the teachers for meet the teacher. Membership form should include contact info so we can email the interest form to members.
  - ii. Set up School Pay for the membership dues
  - iii. PTSA is required to send a monthly report to National PTA with a list of members.
  - iv. Update PTSA Website
  
- h. Membership Coordinator, Tracy Foust, not present
  - i. Create/Update New Membership Form
  - ii. PTSA Table at Upcoming Events (Cheers and Tears Event, Falcon Flight & Open House)
  - iii. See also g, above
  
- i. Parent Liaison Coordinator, Terri Guitton
  - i. Update on Summer Play Dates have been arranged and RSVPs are rolling in. Question was raised re whether there is a middle school meetup. Suggested date is Tuesday August 6<sup>th</sup>. Suggested location is Ala Carte behind Tijuana Flats.
  - ii. Room Parent Form/Process: discussion re how best to get parents to fill out form. Suggested that forms be available at meet the teacher. Email re attending a meeting on the 23<sup>rd</sup> or 30<sup>th</sup>. September 11 is Open House. Grade level representatives need to be selected as well.
  - iii. Teacher favorite things document. BC will take this form to the August 6<sup>th</sup> meeting.
  
- j. Outreach Coordinator, Maddie Heinen
  - i. Schedule meeting with Amber Thomas regarding drives
  
- k. PIE Coordinator, Will Dukes: not present
  - i. Spirit Nights – Bolay in September. Offered a 20% kickback
  - ii. Meeting with Danielle Stevenson
  
- l. Parliamentarian, Drew Sorrell: no report
  
- m. Past President, Francee Williams
  - i. Falcon Fund Reimbursement
  
- n. Meeting adjourned by BC at 11:52 a.m.