



**PTSA Executive Board  
Meeting Minutes  
8/21/2019**

- I. Call to Order, BC at 9:05
- II. Approval of Minutes: by MB, second by KR, approved unanimously
- III. Officer Reports
  - a. School Report, Principal Trevor Honohan:
    - i. School has grown to 1,015. Ended 2019 year at 860. Capacity is 1,100. 76 children are from open enrollment. Students continue to enroll every day. Goal is to not tip over our enrollment limit.
    - ii. Double car line in morning helped move car line faster. School already uses double car line in afternoon.
    - iii. Discussion was held re carpooling children home after activities. Some children are not able to participate in activities because they do not have a ride home. If there were adults willing to offer rides home, then some of those children would be able to participate. The ride home would be to the Winter Park Community Center.
    - iv. Sun shade was approved at OCPS board meeting. APS will have to pay for removal of shade during hurricane events from APS budget.
  - b. Becky Junod, Falcon Fund Update:
    - i. Goal is to consolidate PTSA funds and Falcon Fund from a use perspective.
    - ii. Goal is to involve people from our community and foster connection as much as possible. Best way to facilitate connection is to have as many free events as possible, have great communication, communicate the same messages school wide, and allow people to dedicate their time.
    - iii. School is working on cohesive and abundant communication.
    - iv. There are great mental health needs where kids need more attention and have experienced trauma. There are many ways the school is considering focus on mental health.
      - 1. Outdoor: calming activities, plants, soften the space. Donor wall is in the works, but goal is to improve many other spaces so those spaces feel softer and not so sterile. Also focusing on health and wellness.
      - 2. Increase Chill Counseling such as yoga teachers, music therapy, and other training for teachers to use in the class.
      - 3. “Change Make” – find ways to inspire kids and teachers to make a difference in their world. Allow children to weigh in on what changes they want to see.
      - 4. Mentors can help children make change, improve mental health. Mentors can throw the football with children, eat lunch with the children, etc.

- v. Event – “Songs for the Soul.”
  - 1. Goal is to have artists who have turned to music to face bullying. Consider having event at the beginning of 2020.
  
- c. President, Brooke Castino
  - i. General Meeting 8/27/2019: 6:15. Still need babysitters. Information about the General Meeting is on the Marquis. Requested that Trevor do an All Call to the APS community re the general meeting. Format for the meeting will be similar to past meetings. TF will have cash to make change. Also, people can pay for membership on School Pay. Considered getting Square, but electronic formats for payment other than School Pay are discouraged.
  - ii. ADDitions application: Must re-apply every year.
  - iii. T-shirts: group is looking for more feminine option, a collared option and a camo option.
  - iv. Would like to sign up for Amazon Smiles but we are having trouble enrolling. Possibly because we are new.
  - v. Next Wednesday is the next staff meeting PTSA. Need volunteers for set up.
  - vi. PTSA Homework: do Additions, look at website and offer suggested changes.
  
- d. Secretary, Mickey Barkett
  - i. No report
  
- e. Treasurer, Wendy Coomes:
  - i. WC suggested volunteers to pay for lounge snacks, etc. because staff appreciation budget is already almost full.
  - ii. Changes to budget from last meeting include: increase to \$1,000 for the school nurse since the nurse lost funding from other sources; increase to allow for multiple sets of Sunshine State Books for each grade in each classroom; subscription increases - like QuickBooks – went up by \$10.
  - iii. WC moves to approve the 2019-2020 budget and present it at general meeting; seconded by BJ, motion is approved unanimously.
  
- f. VP Fundraising, Kristen Reynolds
  - i. Fall Fundraising Event – “Accelerate.” October 11<sup>th</sup> at M Bar. Focusing on teacher and staff donations and side donations from community. This time, we will have the virtual bidding and an actual event. KR is looking to our community for donations and we have already received quite a few. Three to four live auctions. Allison Hannon will do a video with Trevor since he will not be able to attend because of his son’s football game. KR would appreciate everyone using an electronic donor form.
  
- a. PIE Coordinator, Will Dukes:
  - ii. August Meeting Recap: meeting was held to discuss PIE.
  - iii. Teach In Update: Theme is “Accelerate, Innovate, Create.”
    - 1. Speakers may include former Nascar driver. Teach In is a great way to involve community members.

2. Suggested a speakers bureau so that teachers can draw from the speakers throughout the year.
  3. Pulled all businesses within a radius of the school. There are about 5,000.
  4. Create a PIE network around the school geared toward the PIE volunteers. Seek to harvest PIE members time, talent and treasures.
  5. Teach In is tentatively scheduled for November.
  6. If there is someone interested in PIE, do not use partner enrollment form. Send the PIE member directly to Will.
- b. Membership Coordinator, Tracy Foust
- i. TF has received a lot of new memberships.
  - ii. Membership email is almost finished – still needs link to event, donor link and interest form. Goal of email is to be very concise.
  - iii. TF needs volunteers to sit at membership table during general meeting and open house.
  - iv. TF suggested adding the Open House event to the website calendar.
- c. VP Events, Kristin Morgan
- i. Fall Fundraising Event – “Accelerate.” October 11, from 7-11. Parking will be tricky so Uber and carpool will be encouraged. There is free valet for the first 50 cars and Florida Hospital. Tickets are \$30 for parents and \$20 for teachers. PTSA will collect and distribute teacher tickets. The space is very full so additional décor is not necessary and requires minimal set up. KM considered a DJ but the space will already allow for music through speakers. Leaning toward no DJ to save expense and there is little space for dancing. Main bar will be open and KM is working on catering. Jen Cathcart is a parent and owns a music school and can possibly donate music. KM believes this may be better for the spring outdoor event.
    1. Question was raised as to special event insurance. FW will look into it. PTSA has to name M Bar as the additional insured.
    2. Question raised about Open House – can we ask teachers to include info about the fundraiser in their power points at Open House.
    3. Question raised about getting the donor form on the website.
    4. BJ suggested contacting local newspapers re our event.
    5. Link for tickets is through Handbid. Allison Hannon will distribute info if asked.
    6. KM is trying to have donations complete by September 30<sup>th</sup> but items will be revealed the week before the event.
  - ii. Spanish Heritage Month is coming up. Senora Good will assist with Spanish Heritage Month. Approach teachers to find out how to incorporate heritage months into curriculum. Suggestion made by FW to incorporate heritage activities into lunch.
  - iii. American Indian month in November; and others throughout the year. Considered an International Night.
- d. VP Communications, Brittany Johnson

- i. BJ updated PTSA Website. Moved calendar to a tab under events along with flyers. Also updated the interest form on the website so that it is easier to use. Added a place to include business information. Board to review website and make suggestions.
    - ii. PTSA newsletter is sent just to PTSA members. Goal is to have a newsletter ready to go by end of September with information re events, etc. Newsletter was created via MailChimp. Goal is to include pictures of many different children.
    - iii. Send PTSA flyer re upcoming events
  - e. Parent Liaison Coordinator, Terri Guitton
    - i. TG has received interest forms for Room Rep. TG is waiting on teacher feedback from a few teachers and will follow up with them.
    - ii. TG requested “favorites” list from teachers.
  - f. Outreach Coordinator, Maddie Heinen
    - iii. We have received a lot of school supplies. Idea is that if a child shows up at school missing supplies, teacher can send child to supply room to pick up what they are missing. MH is working with Amber on how to supply kids with what they need and how to supply kids with mentoring and tutoring. FW asked if MH has help. BJ suggested that MH ask Trevor to coordinate with janitors to remove things that are not part of PTSA needs.
    - iv. FW suggested that we broaden child participation with school activities. General Pratt is on staff and can help coordinate with children.
  - g. Parliamentarian, Drew Sorrell:
    - i. Raised a question re kid’s lunches and billing and after school snacks.
  - h. Past President, Francee Williams
    - v. No report.
  - i. Meeting adjourned by BC at 11:30 a.m.