

# Woodland Elementary PTA Board of Managers Meeting Minutes

March, 6 2017 2:00pm  
Woodland Elementary School

## **Members Present:**

Amanda Prunkard

Tina Markson

Caryl Fletcher

Mary Jacobs

Sarah Collins

Mary Brown

Jennifer Atkinson

Christy McInturff Huret

## **President:**

The meeting was called to order by Amanda and she signed and approved last month's minutes.

## **Reflections/Citizenship/Safety Poster:**

Woodland awards have been presented and there are two state level winners. Visual Arts Primary, Award of Merit, Jubilee Adkins and Visual Arts Primary, Award of Merit, Annabelle Eanes. Invitation letters will be sent in the mail early next week. The Student Awards Celebration will be held at the Sheraton Music City Hotel in Nashville April 22<sup>nd</sup> from 1:30-3:30pm (Central time).

Next year the prizes should be announced ahead of time to be awarded to the first, second, and third place winners.

## **Treasurer:**

Jennifer stated that we have deposited the last spirit wear order and we have over \$1,000 in orders. We are waiting on the net amount after we pay for the shirts.

Only \$24 of the \$100 has been spent for the Box Top budget.

A draft budget was presented for review and discussion. The changes included the Reflections amount which was raised to better cover awards. Recorders for third grade was raised to accommodate the increase in students and slight increase in cost. A line item was added for Camp Explore which is a field trip for the fourth graders that many students struggle to afford. We may lower the budget (from the proposed \$3,168) to \$2,500 to assist them in paying instead of paying the cost fully. Art was increased due to the consumable nature of the supplies. \$2,000 for Special Requests/Projects allow for the PTA to receive requests and fulfill them as they see fit and are financially able to do so. We will decide on a date for teachers to turn in their requests at the beginning of the year. The \$2,000 amount is a goal but can possibly be more if the budget allows. It was decided the Specials Teachers (Art, Guidance, Music and PE) will receive \$350 each while Computer and Library budget will be eliminated. The Field Day budget line will be increased to \$350. The AR and Study Island programs will be eliminated. The Teacher Appreciation Week budget was increased from \$250 to \$500.

**Membership:**

The last report is due April 25<sup>th</sup>.

**Fundraising:**

Christy reported that she has had a lot of people contact her to help with sponsorship for the Walk a thon on April 7<sup>th</sup>. She is still requesting more contacts and asking people to talk to anyone they know that could possibly donate a prize.

The fitness watches Coach Collins requested are the Polar A360. The cost would be \$139 each, at 25 requested, that total would be \$3,475. This should be directly advertised for walk a thon donations.

Information about donations will go home in the Wednesday folders and need to be in teacher's mailboxes by March 21<sup>st</sup>.

The Related Arts teachers are hoping that, weather permitting, it can be outside this year. We need to find outdoor 'prizes' like popsicles and also find a bubble machine.

**Hospitality and Family Engagement:**

Amanda reported the last Family Engagement event is Pastries for Parents on March 30<sup>th</sup>. We need to check with Brenna Bennett about planning needs. We can check with Dunkin' Donuts and mention Dr. Reach's name to hopefully get a discount. Also, we can check with local grocery stores for donations.

Kindergarten Registration is Thursday, April 20, 2017, 9:00am-11:30am & 1:00pm-3:00pm.

**Spirit Wear:**

Spirit wear will be here Friday, March 10<sup>th</sup> and we will be at the school to fill and deliver orders.

**Let's Read! Let's Soar!:**

There is a \$500 balance for the Let's Read Let's Soar incentives. \$250 of the End of Year Celebration of Learning budget will go towards bussing the students to the theater. We need to decide if more funds are needed to accommodate the cost.

**Box Tops:**

A change will be made to the process of distributing box top funds. It was brought to our attention that Woodland PTA could face tax penalties if checks are written to the teachers without proof of purchase to what the funds were used for. The change will involve the teachers submitting a receipt with a payment request form (found on our website or in the PTA mailbox) to the Box Tops chairperson. That chairperson reviews the request and check the spreadsheet for the available funds for the requesting teacher. They will pass the request on to the treasurer to issue the check. If the teachers receipt is for more than their available Box Top funds then the checked issued will be for what funds are remaining. The proposed change in our standing rules will be voted on in email because we did not have a quorum. Upon vote of approval a notification will be sent to the teachers through Dr. Reach regarding this change and to let them know what their current Box Tops balance is.

**Yearbook:**

Nothing was reported.

**Teachers:**

No new business.

**Other:****New Business:**

Staff Development Scholarships forms from the Johnson City Council of PTAs were emailed to all principals. The JCCPTA offers partial scholarships to individuals seeking continuing education. Scholarships will be awarded up to, but not to exceed, \$250 to each recipient. Applications are due March 31<sup>st</sup>.

Per our bylaws a Nominating Committee, composed of three members, one of which must be a member at large, to nominate eligible people for each office to be filled. Our bylaw states that, "Only individuals who are current members of this local unit and who have signified their consent to serve if elected shall be nominated for office". Positions that will need nominations are President and Vice President. Christy agreed to be on the nominating committee.

School Superintendent Interviews will be held Monday – Friday of this week at 5:00PM. This is open to anyone that would like to come and listen, no questions will be taken from the public. Amanda has the schedule as to who is being interviewed on what day if anyone is interested.

**Upcoming Dates:**

March 13-17 – Spring Break

Thursday, March 30, 7:30-8:00AM – Family Engagement, Pastries with Parents

Monday, April 3, 2PM – PTA Board Meeting

Monday, April 3, 6PM – School Board Meeting

Friday, April 7 – Walkathon

Tuesday, April 11, 6PM – General PTA Meeting (1<sup>st</sup> grade performs)

Thursday, April 20 – Kindergarten Registration

April 21-23 – TNPTA Convention in Nashville