

**Woodland Elementary PTA Board of Managers Meeting Minutes**  
September 12, 2016 2:00pm  
Woodland Elementary School

**Members Present:**

Amanda Prunkard	Edith Gonzalez
Caryl Fletcher	Dr. Karen Reach
Sarah Collins	Mary Brown
Jennifer Atkinson	Mary Jacobs

Christy McInturff Huret

Theresa Shaw, the First Tennessee Region Director, Tennessee PTA

**President:**

The meeting was called to order by Amanda and she welcomed Sarah Collins as secretary.

**Reflections/Citizenship/Safety Poster:**

Report was given by Amanda Prunkard. The rules for Reflections was requested from Theresa Shaw. Amanda stated she would like to have some posters made.

**Treasurer:**

Report given by Jennifer Atkinson. Jennifer handed out the Budget Analysis for 7/1/16-9/12/16. She met with the auditor and the report was sent to Amanda with just a few changes.

A different name is needed instead of 'Booster Club' for tax purposes. "Campaign for Excellence" was suggested as a name. Could have sponsorship levels.

Tax return was filed

If shopping for PTA items there is a card to use for tax free eligibility at stores such as Walmart and Food City. Working on Target.

**Membership:**

Report given by Amanda Prunkard. Amanda reported that memberships are due September 30<sup>th</sup>. We currently have 109 members: 23 teachers and 8 other support staff. We need 5 more teachers to be 100%.

We are working on at least 2 of the goals now; having a 16% increase over last year (which would be 140) and 100% teacher membership.

### **Fundraising:**

Report given by Christy McInturff Huret. Barberito's Fundraiser night is Thursday September 22<sup>nd</sup> from 5-8pm. 'Save the dates' should go out in the Wednesday folders on the 14<sup>th</sup>. Getting the students involved by making posters would be helpful. The tickets will be in the following Wednesday's folder (the 21<sup>st</sup>). There will also be tickets in several locations (such as the office, Educare checkout, and passed out in carline) but we are asked not to pass them out at the door at Barberito's. There will be a PTA table set up for membership sign up and questions to be answered. Only 1 ticket needed per family. These tickets can go to anybody in the community. The tickets will say that 20% of the proceeds of each sale will go to Woodland PTA.

Christy also has the Best Card meeting on the 22<sup>nd</sup> so she will have more information about that (such as sponsors) at the next meeting.

It was also noted that donations over \$500 needed to have a form filled out.

### **Hospitality and Family Engagement:**

It was suggested that the hospitality position should be held by a group as it is at other schools.

The dates for the Family Engagement events for the 2016-2017 school year are:

August – grade level parent nights

November 17<sup>th</sup> – Art night: students can begin a project for the PTA Reflections contest. The theme is "What is Your Story?" Snacks are provided

January 19<sup>th</sup> – Reading Night: This year students will read the stories and dinner will be provided

March 30<sup>th</sup> – Pastries for Parents from 7:30-8:00am. Pastries, fruit and juice provided. (Students not participating with parents will eat breakfast in their classrooms)

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

Amanda Prunkard reported that the PTA wants to help with incentives but we would like to be involved in the planning. Karen Reach stated that the children are to vote on what the incentives are and they are planning for the rewards to be in December and May.

The reading committee will determine the students' cumulative AR goals individually for the total reading goal.

### **Box Tops:**

Amanda Prunkard reported that the PTA continues to collect Box Tops from teachers, submit them (paying for postage as budgeted), and issue checks (minimum of \$5). The collection date is September 30<sup>th</sup>. Also, there is an easy to use app for bonus box tops and we need to spread the word for that. The collection date is September 30<sup>th</sup>.

### **Yearbook:**

Edith Gonzalez reported she is working on the cover image of the yearbook and will be going on some of the field trips to take pictures so those events will be in the yearbook. Mary Jacobs will be e-mailing

teachers asking them to take pictures of their class throughout the year and send these at the end of each month so all students are equally distributed in the yearbook (the e-mail address is woodlandptayearbook@gmail.com).

There is a list of volunteers who would be willing to go on field trips if she's not able to go and also take some pictures in the classroom so the teachers can be in pictures as well. It is important to check with the teachers before taking pictures to find out which students are on the 'do not photograph' list.

We will soon be making a list of people to contact for buying ad space in the yearbook.

**Teachers:**

No new business

**Soda Tab Collection & Lids for Kids:**

Amanda stated she will get the jugs from Culligan for each grade.

**Other:**

Theresa Shaw stated that Gail Phillips, TNPTA president and Timothy Duke, TNPTA treasurer will be at the East TN Region PTA Presidents' Round Table on October 22<sup>nd</sup> at NE State in Gray from 10am-12. Open for questions for PTA.

**New Business:**

**Scripps National Spelling Bee:**

The PTA was asked to finance the entry fee for the Spelling Bee. Early bird discount (\$145) for entry enrollment for the Scripps National Spelling Bee is October 14<sup>th</sup>. With enrollment the participant will also receive a free one-year subscription to Britannica Online for Kids. Amanda will look up clarification on the rules of participants before we cast an e-mail vote.

**Underwear for clinic:**

A request for funds (\$75) for 'accident underwear' in all sizes for boys and small and medium sizes for girls was made by the family school coordinator. Mrs. Jacobs will check to make sure we don't already have a supply and then we will have an e-mail vote. A note will be made in the newsletter to request underwear donations if we are in need.

**Upcoming Dates:**

Next board meeting – Monday, October 10, 2PM (first day back after fall break)

Friday, October 14<sup>th</sup> – JCCPTA meeting noon

Tuesday, October 18 – McTeacher night at McDonald's

Tuesday, October 25 – General PTA Meeting 6PM (Rescheduled due to McTeacher Night)

Saturday, October 22 – EAST TN Region PTA President's Round Table