

Douglas T. Orchard Elementary PTA Board Meeting Minutes
Wednesday, September 12, 2018, 3:20 PM
Douglas T. Orchard Elementary School Conference Room

Members Present: Amanda Young, Amanda Clawson, Zelmarie Madsen, Traci Farley, Kat Paulson, Leona Chandler, Lisel Zito, MaryJane Stringham, Vicki Platt

Members Excused:

Pledge: Amanda Young

Reverence: Amanda Young

The agenda was reviewed and adopted.

The minutes of the May board meeting were accepted.

Principal's Report: Given by Leona Chandler

- **Emergency preparedness** committee will meet with us next time. The toilets came last summer.
- The school needs support from the PTA and Community Council regarding the **sidewalk that wasn't finished on the west side**. The city needs to finish their job. One of our kids almost got hit. The weeds also need to come down. The islands could come out to make plenty of room for sidewalks. There could be curbs installed. The community needs to present & communicate this. We could go to a city council meeting. It's the city's property. The kids need to maneuver around parked cars and it's dangerous. *Amanda Clawson will post it on FaceBook.*
- Traci will look into putting a **PTA link on Orchard's home web page**.
- Can PTA help with the student drop off zone? Leona is putting up cones tomorrow to keep parents from dropping off kids in the red zone. It is too dangerous because parents aren't dropping kids off in the right area.
- Amanda Clawson volunteered to provide a list of CERT certified parents and grandparents to Leona.

Treasurer's Report: Given by Lisel Zito

- Balance in checking account, as of September 12, 2018, is \$6,444.61
- New members this month: __. Income for PTA memberships is \$7.25. Most of the membership fee goes to District and National. We had a PTA donation box at Back to School Night that did well.
- Recent transactions: Paid for insurance
- Budget was unanimously approved.
- Everyone signed Conflict of Interest forms and Fiscal Management Procedures.
- Vicki agreed to review the electronic bank statements every month.
(Every month two people have to look at them before Lisel can take care of it.)

President's Report: Given by Amanda Young

Amended bylaws were presented and approved:

- Changes include increasing board members' terms to 2 years, also raising membership fee to \$6 starting next year.

Spirit Nights:

- We earned \$242 from our Chick-Fil-A spirit night.
- Still waiting for total from spirit night at Texas Roadhouse. They will report the total to Amanda Young tonight by 6:00. They sound very positive about the turnout.
- Next spirit night will be at October 9 at Zupas. *We will put it on Facebook and in newsletters.* The bigger the dollar amount spent, the bigger the % for our school.

PTA member drawings:

- August winner: Courtney Sheperd (won a blanket)
- Next drawing: September 25th (tickets to Cornbelly's at Thanksgiving Point)
- Lisel will type the membership roster.
- Amanda Young will acquire membership cards for new PTA members. Those who signed up at Back to School Night did receive a membership card.

Emergency buckets:

- Amanda Young is working with the foundation. There was an error with Elk Run vs. our school, and she has fixed the problem. We'll discuss more at our next meeting.

Reading program:

- Each teacher will receive a packet of coupons for free pizza at Pizza Hut. Teachers can use them however they want. Traci combines it with Road to Success reading minutes. Old Spaghetti Factory, Fat Cats, and Classic Skating also gave us coupons for reading.
- Read-a-thons will be held during Halloween, Dr. Seuss week, and end of the year 509 contest.

Upcoming Business

SEP Conferences:

- Food Trucks schedule: "Pizza Cone" Monday, "Waffle Love" Tuesday
 - CupBob Food Truck interested in coming back. Traci emailed them. Food Truck League on Facebook is another way to reach them.
- Meals for each night
 - One catered:
 - Ask teachers if they want to do food trucks.
 - Ask the food trucks if they can bring premade meals.
 - Amanda Young will call Waffle Love. If it doesn't work, she'll make other arrangements for catering.
 - Amanda Young will tell Vicki so she can let teachers know.

- We need to advertise food trucks are coming, because SEPs are almost here. Lisel will make a banner with butcher paper and laminate it so we can reuse it. Vicki will send out a call about SEPs and mention food trucks.
- One provided by PTA volunteers:
 - Suggestion: soups and chili
 - Several moms said they can bring in food.
 - Food should be here by 3pm. A few teachers are vegetarian. One teacher is severely allergic to avocado.

School 40th Birthday Celebration:

- In the spring, we'd like to have a school birthday celebration vs. carnival.
 - Field day in the afternoon for the neighborhood.
 - Bounce houses might be worth looking into: Amanda Clawson heard about a deal. She will look into it and get back to Amanda Young.
 - A time capsule from 20 years ago will be opened. Suggestion: We should make a new time capsule to go in the new school.
 - Food trucks and desserts provided.
 - We want to do something free where everyone can participate. Purchases will be optional.
 - Suggestion: Invite music groups who attended Orchard to come back and perform.

Reflections: (Amanda Clawson)

- Kick off Assembly, 9:00 AM, Thursday, September 27
- Assembly will be short. Rules will be presented. It will be easier for kids. Traci has an adaptor for Amanda Clawson's computer. Amanda will contact Traci regarding the type of computer she is bringing.
- Theme: "Heros Around Me"
- Changed due date to October 23, because people will forget.
- Whittier will come judge October 24. Hoping to get everyone's in the morning.
- Leona says we can use lunchroom tables to organize. We need a lot of space. Library may be a better place.
- Tuesday: Set up
- Wednesday: Judged right after school, and kids can see them.
- We can clean up Wednesday and/or call down Thursday morning for classes to come get their projects. Thursday is an early day.
- Traci asked if we can take a picture of every entry. Next year (this year?) offer a slide show of the previous year's entry. It would be cool to have a picture of each child holding their own project. Teachers need to stress that projects with copyright issues will be not eligible to participate. No pictures of super heros, etc.
- Due Date of all entries: Wednesday, October 23

Eye Screenings: (September 18, 9:30-12:30)

- Lisel talked to the nurse.
- Volunteers 9-12:30 (12-12:30 afternoon k)
- Grades participating: k, 1, 3, 5
 - Teachers in other grades can send kids they are concerned about.
- Hoping for 8 volunteers for 4 stations.
- We need one dixie cup for every kid, and tables and chairs for volunteers.
- Gym is preferred place.
- MaryJane will buy dixie cups.
- The nurse will use volunteers to set up stations.
- Vicki will put it on calendar so Spencer knows we need tables and chairs.
- Amanda Young emails or texts the people who said they could volunteer.

Box Tops Fall collection drive

- Due October 1
- Next push: January
- Prize will be offered for class that brings in the most.
- Encourage them to collect over the holidays.
- MaryJane can do boxtop sheets.

Red Ribbon Week: October 22-25:

- *Amanda Clawson will talk to Sam first*
- If needed we can reach out to the highschool regarding groups who can perform or talk with the students.
- Suggestion to invite police, firefighters, military. However, these local heroes will be part of upcoming school events.
- We are carrying the "hero" theme through all of these events.
- Mr. Chris Tilford might have ideas/suggestions. MaryJane will talk with him.

Halloween Parade: October 31:

- Arctic Circle will give a "free icecream" coupon for each kid.

October 29 Assembly: Colin Cartchner,

- School can pay half and Pta can pay half. Amanda young will contact him.

New Business:

- Lisel Zito:
 - Scholastic rep is good for 3 book fairs
 - Holiday book fair - buy one get one free
 - Leona suggested the month of May might be a better time. It could contribute to summer reading, and the school library is closed so we could use that space.
 - 12/10 **Winter holiday party** instead of Santa's Secret Shop:
 - Hot cocoa and cookies and craft station in the gym.
 - Kat suggested a pretend sleigh with a photo booth, maybe tarp with the insta-snow. She has lots of fun ideas (lights, candy canes, snowman, etc.)

- There is also a Christmas tree possibility in the PTA closet.
- Jeff can come in later for security.
- Chatbooks deadline Sunday.
 - Orchard 10 is code, free book, \$10 goes to PTA, orchard10 is the school code
- Passive fundraiser:
 - “Coke Cares”: saving bottle caps
 - Amanda Young is looking into Tyson A++
- Literacy night: free book and pizza, all set up
- Gray T-shirts, retro/vintage, \$6ish, they have hoodies.
 - Lisel will ask about zip up sweatshirts.
 - They will do it online.
 - She is asking about bundling by teacher.
- 12/20 Sing Around for parents in the morning 9AM?
- Prizes for box tops:
 - Kids can earn school supplies for class: scissors, paper, glue sticks, hand sanitizer. (Lots of old t-shirts are still around.)

Calendar of events:

September 18: Eye Screenings
 September 24-25: SEP Conferences
 September 25: PTA Members September Drawing
 September 27: Reflections Kickoff
 October 1: Box Tops Fall collection drive
 October 17: Red Ribbon Kick-off Assembly (provide each day’s theme for the week)
 October 22-25: Red Ribbon Week.
 October 23: Reflections due date
 October 31: Halloween Parade

Next meeting:

- Amanda Young: catalog, online fundraiser
- Emergency buckets

Meeting adjourned at 4:45

Next meeting will be: Wednesday, October 10 (*usually 3rd Wednesday, exceptions Oct & Nov*)

Minutes accepted: October 10, 2018 (date) _____ Secretary _____ (signature)

Sign the minutes with title, when they have been copied and put in the permanent binder.

_____ (name) _____ (title)