

Douglas T. Orchard Elementary PTA Board Meeting Minutes
Wednesday, February 20, 2019, 3:15 PM
Douglas T. Orchard Elementary School Conference Room

Members Present: Leona Chandler, Traci Farley, Zelmarie Madsen, Amanda Young, Lisel Zito, Sandi Barber, Kat Paulson, Kathy Hall

Members Excused: Vicki Platt, Amanda Clawson

Pledge: Amanda Young

Reverence: Amanda Young

The agenda was reviewed and adopted.

The minutes of the January board meeting were accepted.

Principal's Report: Given by Leona Chandler

- Nothing to report

Treasurer's Report: Given by Lisel Zito

- Balance in checking account is \$6,889.93
- Recent transactions: Amazon Smiles earned \$7.55, Spent/Receipts turned in: \$118.62 so far on SEPs

President's Report:

- Presidents report
 - Previous Business
 - Maturation Program
 - PTA volunteers did not come to help set up. Vicki had to run the projectors and set up. Next year we will need more help.
 - SEP's
 - Food was great.
 - Book Fair did well. More people came in than in the past.
 - Upcoming Business
 - Literacy night. Amanda Y will pick up the books. We have 526 kids.
 - We need PTA volunteer help to pass out pizza. (Kat will help with this too.) It will be in the gym. We will stamp each person's hand to indicate they have received their pizza.
 - Kathy & Sandi will be in library to help pass out books. (Amanda Y can help and possibly Amanda C.)
 - Faculty will be setting up activities but would like PTA to help run them.
 - We will have a program with each class presenting. Parents are invited.

- Birthday party: April 24th, 5:30-7:30
 - Free events:
 - Photo booths, time capsule event, coloring book table, lawn games
 - Cost events:
 - Food: Waffle Love food truck is coming. Two other food (dessert) trucks have been invited. We will also sell hot dog, chips, & drink combo for \$5.
 - Silent auction
 - Wrist band includes (\$5 each)
 - Carnival games
 - Fish pond, ping pong toss, ring toss/bean bag toss
 - Bounce houses and blow up slides (We are still pricing this out as well as whether or not we'll need generators.)
 - Volunteers: We've had only two responses from PTA request. If teachers can help, that will be great. We can ask teachers to use Class Dojo to request volunteers.
 - Food trucks can park in the back.
 - Sound system: We need to rent one if we are doing it outside. We can look into one with a DJ.
 - We will have yearbooks from our history on display in the gym.
 - We can have the gym available through the recess doors with access to bathrooms. This will still allow for blocking off access to the rest of the school.
 - Lisel will create a form, for teachers to send home with kids, specifically asking for help with this event as well as Fun Run.
 - Walt Layton has been difficult to track down. Leona is going to try another connection.
 - SheDaisy will most likely not be an option.
 - We have advertised through a FaceBook event.
 - Amanda Y will contact all of the TV stations.
 - We can give information to Vicki. She can type it up and help us.
 - Lisel will reach out to the newspaper. We can put something on the yard sale page.
- Fundraiser May 2nd
 - Fun Run
 - Still looking into sponsors.
 - Advertising:

- Go through the District for a good price on a banner. They can do any size. It would be good to do something with a time capsule picture. Amanda Y will ask Amanda C tonight if they could work on a design. (The school will pay for the banners for both Fun Run and Birthday Party.)
 - Class Dojo is a great way to reach out to parents
 - Prizes: Still figuring out what to do. If we do a t-shirt, that will be all we can do. Prizes would be like chalk at recess or bubbles or other activities.
 - Next faculty meeting can we ask for volunteers for Birthday Party and/or Fun Run.
 - Traci will make a list for sign-ups for the carnival and literacy night and put it in the faculty room.
- Emergency Committee
 - Eagle Scout contact for first aid kits:
 - Mother's name is Mrs. Jacobson, she is looking forward to a call from the Emergency Committee as soon as available.
 - Kathy Hall has a list of needs for first aid kits for emergencies. Traci: We need to be careful about using Neosporin or other things that kids could be allergic to. We'll have to figure out what the protocols would be. (Kathy will get in touch with Mrs. Jacobson.) Note: We need to be prepared in case emergency personnel cannot get here.
 - Amanda asked for more backpacks. She's still working on the iron-on classroom numbers. She'll get numbers from Vicki.
 - PTA is providing water bottles. We will put all of the cases of water in the bookroom so it's in one place.

Calendar of events:

- March 4: Dr. Seuss/Literacy Night
- April 24: Birthday Party
- May 2: Fun Run
- May 16: Career day
- May 16 & 17: PTA Convention

Meeting adjourned at: 3:55 PM

Next meeting will be: Wednesday, March 20, 2019

Minutes accepted: March 20, 2019 (date) _____ Secretary _____ (signature)

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

(name)

(title)