PTA Board Meeting

July 6th, 2017

Traci Sutherland, Susan Bond, Brenda Shamo, Christy Richards, Amy Rudolph and Marie Roe

Excused: Gus Calder

1. Financial:
   1. AFR is coming up on July 12th (**Granite District Offices, Auditorium D)** as an open house from 9am-1pm. Traci, Brenda, Christy plan to attend at 10:15. Rebecca VanSickle has been hard to reach and is still being contacted for a commitment if she will be able to also attend.
      1. Christy spoke with the State Treasurer about how much she needs to worry about past records. She was told that as long as the reconciliation between the balance on hand as of July 1st and bank balance match, to keep moving forward, not to worry about the past. Suggested going through AFR to double check things.
      2. Getting the Principle to sign things to keep in compliance of the 501(c)3. She can do this at a later date, but we just need to make sure this gets completed.
   2. Bank day to sign over the bank account from the old account holders to the new.
      1. We plan to go after the AFR on July 12th, approx. 1:00pm
      2. Brenda will go to Cyprus Bank to confirm if all people need to be present at the same time incase July 12th at approx. 1:00pm does not work for any of the people coming off the account.
      3. Becky Pitt, Rebecca VanSickle and Brenda Shamo will be coming off, Traci Sutherland, Christy Richards, and Amy Rudolph will be placed on the account.
   3. Getting the Budget approved.
      1. Traci will purchase shirts for registration and get reimbursed once budget has been approved. Christy purposed that the budget be available at Registration or Back to School night for approval.
      2. Christy and Traci will work on putting this together. Brenda requested to be included to which Christy and Traci welcomed all who is wanting to be involved. No dates were set during this meeting to plan the budget for next year.
      3. Utilizing the past year’s emailing list to notify parents that the budget will be available for review at Registration. Brenda confirmed this is still accessible and can be used. Amy will send this email once it is confirmed that the budget is ready to be presented at either Registration or Back to School Night.
2. Calendar:
   1. **Kearns Counsel Training Meeting** will be on July 17th at 10:00am at 4694 Hobbson Dr, Kearns. Christy will be attending, Traci will be out of town. Brenda will try to attend.
   2. **Registration:** August 8th- 1:00-6:00pm & August 9th- 7:30am-1:30pm
      1. Our Membership Chair, Ann Sampson will maintain the table. Traci also offered to stay at the table to help with membership and sell shirts.
   3. **Park Day** “Pop Drop” at Azure Meadow Park (**6070 South 3885 West, Taylorsville, UT 84129**) from 10:00-11:30am -Marie will advertise on social media and Traci will pick up drinks.
   4. **Bulletin Board** before Registration. Include the year’s theme, Back to School date/time and when school starts. Lindsay Allen has agreed to do it, but she needs to know when she can put it up. Traci will find out when the school is open for her to put this up.
   5. **Back to School Night:** August 17th 5:00-6:00pm.
      1. We are not going to do food trucks again this year.
      2. We will be providing the teachers dinner before it begins. Susan will contact Texas Roadhouse about providing a meal at approx. 3:30pm for the teachers before Back to School night begins.
   6. **Membership Drive:** August 28-Sept 1. Ann will help with collecting the membership cards, distributing student incentives and counting money. Two other members are needed to count money daily. Amy will set up a SignUp Genius asking for these volunteers.
   7. **Reflections:** Jana Rupp cannot be reached so we are currently unconfirmed for a Reflections Chair.
      1. This year’s theme is “Within Reach”
      2. Sept 5th suggested but date for Reflections Assembly has not been confirmed.
      3. We need to find out counsel due date and set our due date 2-3 weeks before. Diane may know the counsel date or know who to direct us to if she does not know the date. Brenda will speak with Diane.
   8. **Classic Skate Night:** Sept 22 is confirmed and will be from 5:00-9:00pm. Just need to get them a check. Paying for the Sept skate night will also take care of the March 16th skate night. We just need to advertise and let kids show up.
   9. **Providing meals for SEP’s** in Sept 26 & Feb 15. Candy has volunteered to help with these. As long as that is the case, no restaurant donations will be needed and Candy can ask for parent involvement by having parents bring desserts.
   10. **Dad & Doughnuts:** No firm date set in Sept & Jan. Traci will get these from dates from Gus and get to Susan to start on donations for doughnuts. Going to have a handout with talking points and simple games that the dads can do with their students during the event.
   11. **Vision Screening:** October 3rd, Brenda will handle and coordinate with the school nurse on what time she wants to do it.
   12. **Walk to school day:** Will be on October 4th. Oriental Trading pencil capes for the rewards for students walking to school. We will do the signed fliers for the bused students again this year. Traci will lead this activity and Christy volunteered to do stickers. We will still need someone to do fliers when the event gets closer. Amy will send SignUp for volunteers to help hand out pencils.
   13. **Literacy Night:** Scheduled for October 12th. Brenda is handling this event. Christy spoke with the Book Fair Rep and we can do a “Case Only” book fair. Brenda will follow up with Christy if she wants to do that during literacy night.
   14. **Red Ribbon Week:** Oct 23-26, possibly including White Ribbon week activity or doing Red Ribbon and then White Ribbon (internet safety) another week later in the year. Brenda also mentioned scouts trying to get their 1st and 2nd class rank have to participate in a community event about drug awareness. We may be able to reach out to local scouts to see if they have boys needing this requirement and want to help. This activity has been tabled for future discussion pending a chair person and possibly changing the dates.
   15. **Letters to Military:** The month of November. Ann Sampson has the information on where to send the letters but she would prefer to handle memberships. We will get volunteers to help with this activity.
   16. **Mother Son Game Night:** Moved to January. This event may be re-done. It was suggested to do a movie night, science experiments, Mom’s & Milkshakes or some type of other parent/child activity. We can also continue to do a game night, but we might also want to revise what games are provided for the event.
   17. **Book Fair:** Feb 14-15, Christy will chair and have a committee help run it. Amy has offered to co-chair in hopes that this year runs more smoothly than last if needed. PTA board has offered to help come set up on the Friday before. Fair hours: before school 8:00-8:45am, after school/during SEP’s 3:00-8:00. Concern was brought up of not being open during school for those kids who’s parents work. All kids will get a book fair packet and those that need to can bring the enclosed envelope down the last 5 minutes of school to make their purchases. Online orders will also be available this year.
   18. **Daddy Daughter Dance:** Angie Peak may be able to head this event. We may want to see if someone else is interested in heading this event. We also do not have to do it as a dance. This can be addressed down the road closer to when this event needs to be planned.
   19. **PTA Fundraiser:** Scheduled for March but we will discuss this event more in depth at a later meeting.
   20. **Maturation:** March 20th- Traci offered to head. Talked about the options that sponsor maturation programs. Brad Wilcox, Planned Parenthood, Birds and the Bees, and we need to schedule with one of the services soon. It will be held during school again this year with refreshments.
   21. **Multicultural Night/Art Show:** Diane will handle the Art Show portion. Ina is in charge of the Multicultural portion. She was very discouraged last year because very few came. Discussed getting her a committee so she has an assistant to make sure things are planned clearly and conveyed to parents a little differently of all the things that the evening will offer.
   22. **Teacher Appreciation Week:** May 7-11th, we need a chair for this event. Big successes last year were: Recess Coverage, Daily Drawings with awesome prizes, and the Grandparent Breakfast. Susan will start getting donations for drawings, and the breakfast prizes.
   23. **Family Picnic:** We will just have the fox again this year and keep the event simple.
   24. **Field Day:** May 23rd. Kindergarten coverage was handled by kindergarten. Last year Gus chaired the planning. We will open up for volunteers and see if anyone is interested in chairing the event this year incase Gus is not wanting to do it this year. We had 12 stations last year, and need each station planned for what the activity is.
   25. **Monthly PTA meetings** will continue to be held on the first Friday at 9:00am again this year. No meeting in December.
   26. **\*Zupas Night:** After the meeting Gus updated us that the dates for Zupas Nights are set up for the Jordan Landing location on Oct 10th and Mar 13th.
3. Business:
   1. All Day Kindergarten, grant has been approved and will begin this year
   2. Shirt are still being designed. Traci will email the options out to the board for voting once she gets them back from the designer.
   3. PTA needed to help stuff packets for Registration?
      1. Traci will check with Principle Daynes to see if we are needed. If we are, this event will also double as the next board meeting.
      2. PTA volunteer sign up sheets- Amy confirmed what events are to be included on the sign up and will email out for verification and approval from the board. Once approved, it will need to be included in the Registration Packets. Traci will find out when Julianne needs this by if PTA is not needed to help with packets.
      3. We also would like to include a handout with the school social media outlets and hashtag. This will either be included in the packets or at the PTA sign up table during registration.
   4. Brenda motioned and Christy second her motion. ”All in favor of Marie being on the board as Public Relations VP”. Vote Affirmative. Marie’s official title is now Public Relations VP and it was confirmed that Susan Ross is now the Advocacy VP.
   5. Advocacy VP: needing to collect signatures for Our Schools Now to try and get it on the ballot. Susan would like clarification on where the signatures can/need to come from (local, UT registered voters, etc). She will email Ben who is headin the incentive for more information. Discussed more about what this bill would provide assistance for.
      1. Discussed the Improvement Bill that is on the ballot this year.
   6. Getting a PTA button on the Elementary’s main page that is more prevalent to leading parents to the PTA website. Brenda will speak with Julianne as she maintains the school’s main page about getting something like this added.
   7. Utilizing the Google Drive. Putting things like documents, logos, fliers, etc so that they are more accessible.
      1. Membership from 2016-2017 was on there, but can no longer be accessed because it was attached with something else. Brenda will work with Ann on trying to get this recovered.
      2. We need to figure out sharing access without giving permission to everyone.
   8. Marie suggested opening up other positions to help take the burden off of the board. Finding a Health Chair that handles Red Ribbon Week and Maturation, a Family Involvement that handles Multicultural Night and the Mom/Son, Dad/Daughter events, etc. We will include this in the volunteer sign-ups and see if anyone is interested. We can also fill out local parents during the Park Day.
   9. Halloween announcements: Letting parents know what events we still need help with. Letting the grandparents know they can participate in the Teacher Appreciation breakfast in May. Having sign up sheets available again at Halloween once we have a better idea of registration signups and Sign Up Genius.
   10. Getting better access to see Volunteer hours and better see where the volunteering is taking place. May also help to identify gaps in volunteering easier.
   11. How to get better participation in PTA. Local park days will hopefully bring in parents, sign ups and continuing to ask for volunteers (reminders of what we need). Getting more of our stuff in Spanish so parents can better understand stuff going on at the school. Getting social media back up and running will also help. Talked about a Q&A with PTA on Facebook. Possibly doing a Live event to answer questions and get to know the PTA. Possibly tell a little about why we go involved, who we are… etc. Segway that we are always available. Having a questions box or booth for parents to ask questions.
   12. Facebook Live: “Facebook Live”ing our events and having someone that is in charge of the event Facebook Live the event, i.e. Book Fair, Reflections kick off, Watch DOGS events etc and then we can have them to our FB page but also repost it our school PTA webpage by emailing them to Marie.
   13. Updating the website, Marie will be giving the website a facelift and updating information. Anything needing to be put on the website, email it to Marie (and put it on the drive if needed). She will also update PTA events on the website.
   14. Creating a hashtag of **#FoxHillsPTA** and having a yard sign made with the Instagram site and Facebook site with the hashtag. Amy will get a sign made before Registration. We will also include a handout in registration and start including it on the event notices we send home with the kids. We need to look in to the guild lines for setting permission to tag, and possibly to simply post with kids in it.
   15. Brenda will send the PTA bylaws to Traci and Amy for future record keeping. She will also send Amy the SignUp Genius log in to start setting these up.
4. Follow Up/Tabled for future discussion:
   1. What was learned at Convention
   2. Red Ribbon/White Ribbon Week(s)
   3. PTA fundraiser in March
   4. Mother/Son and Daddy/Daughter events
5. Adjourment
   1. Meeting was adjourned at 3:40pm. Next meeting will be scheduled when Registration envelope need to be stuffed or at a date later to be determined before Back to School night.