AGENDA

New Town Elementary School PTA

7/13/2022 9:30AM

Start 9:31 End 12:15

# BOARD MEMBERS

Kim Campbell, President | Stephanie Simmons, Treasurer | Brooke Winkelman, Secretary | Jen Sanders, VP |Taylor Stading, VP | Kate McBride, VP | Members at Large- Melissa Caleca, Jennifer Langdale |Committee Leads – Brooke Harmon, Jenny Watkins, Jessica Cook – All Present

1. **Housekeeping**
	* + Welcome Back Everyone and Welcome Jennifer and Mrs. Allen!!!!
			- Very excited to welcome Mrs. Allen , Introduced Board
		+ Review of 2022-23 board positions and vote on at-large members
			- *President - Kim Campbell*
			- *Secretary - Brooke Winkelman*
			- *Treasurer - Stephanie Simmons*
			- *Vice President, Community Outreach & Fundraising - Taylor Stading*
			- *Vice President, Events - Kate McBride*
			- *Vice President, Events - Jen Sanders*
			- At Large Members - Melissa Caleca, Jennifer Langdale
			- Standing Committees Chairs:
				* Communications & Technology Specialist - Jessica Cook
				* Room Parents Liaison - Jenny Watkins
				* Community Fun - Brooke Harmon

Voted 6-0 to approve At Large Members and appointed Standing Committee Chairs

* + - National/NC PTA Doc -Conflict of Interest Forms sign and give to Brooke for file
			* Will complete and sign them during next meeting in person
		- Pass around Spirit Rock sign up
			* If you haven’t already sent days to Jess please do so
			* **Kim – will let Camile know we would like the rock painted the following events**
				+ Back to School
				+ Administration Birthday
				+ End of Year
			* **Brooke W – Follow up with Lawn Wishes for Lawn Sign for Open House (Frame for pics?)**
		- All board members must be PTA members (form or online)
			* **Kim** – **Will send out link**
		- Zoom account subscription updated for 2022-2023 year- $106 (on sale!) Expires July 31st, 2023
		- Vote on keeping monthly meetings Weds at 9:30 on campus with zoom option - YES
			* Next Board Meeting – 8/3 @ 10:00, School Conference Room
1. **Officer’s Reports**

President’s Report

* + - President’s Goal for 2022-2023 year: Be all IN! Be INvolved. Be INfluential. Be INformed. Be INcluded. Be INspired.
		- Teacher Rep for 2022-2023 Year - Kearns has agreed to keep being amazing!
		- Plan/Provide back to school lunch for teachers – 8/24 (Wednesday) – Yes will plan on lunch this day
			* We will introduce ourselves to the teachers at this time
			* Need to get with Mrs. Allen to plan lunch (not sure if she is doing lunch that week already)
				+ Any restaurants willing to provide??
				+ **Owner? - Will work on finding potential restaurant to sponsor**
		- Plan Open house – Sell existing spirit wear? Computer set up with store? Membership table?
			* Will be on 8/25 in late afternoon/evening
			* Sell/Pre Order a Spirit Wear Pack – pick up at Open House? What do we want in it?
			* What Inventory do want to have on hand? Have a shirt or two sell…different price points. Also provide/sell spirit sticks?
				+ **Jenn L**. – Will reach out to Mothership Monogram & Sports to You for shirt and other items we may want to sell or included in Spirit Wear Pack
				+ **Melissa** – Working on Spirit Sticks and examples. May provide first one plus ring and then sell others throughout the year
		- Kinder patrol week (need 3 people per day)
			* Mrs. Allen says this is fine. Sign up when it gets closer
		- Curriculum nights – set up table with spirit wear / memberships? Need to get squares working
			* Will most likely be In Person

Treasurer’s Report

* Audit-underway/submission due August 31st
	+ Audit Committee will meet 7/26
* 2020-2021 Year End Budget Review
	+ Very successful year for Fundraising
	+ Able to successfully support teachers/staff (i.e. TAW, Teacher Grants to support the classrooms) and provide educational and other support for students (i.e. Swooper Pavilion, One School/One Book, Student App.Week)
	+ Healthy carryover for upcoming year
* 2022-2023 Budget -must be adopted at 1st General Meeting September 21th 6:00pm
	+ To be reviewed during the next Board Meeting
	+ Teacher App. Budget to remain 8-10% of overall expenses
	+ Consider adding Line Items for Hospitality Committee & Student App. Week
	+ Landscaping for Pavilion has been approved and work to begin shortly
	+ Poster Maker – repair man to come out and make recommendation on whether to fix or replace
		- School may be able to provide funds to replace if we provide maintenance
* Proper paperwork needs to be attached to all receipts, requests etc. Forms in folders/emailed
	+ Plans to cut reimbursement checks once a week
* Teacher Grants $100? Deadline for receipts?
	+ - * Teachers must be members of the PTA to get the grant! They put the T in PTA!!!
* NCPTA Awards – Blue Key, Honor Roll, Gold Key, Blue Acorn (ncpta.org)

Secretary’s Report

* Membership cost - Past years - $5 for 1 / $10 for 2
	+ Have Teacher signup during Back-to-School Lunch
	+ **Brooke W –** Will review PTA Membership Campaign Toolkit for tips to increase membership
* Annual Giving – last year - $25 Magnet, $50 Magnet and Communication Packet, $100 Magnet, Communication Packet and Water Jug
	+ - * WE NEED TO UPDATE THESE AND ORDER ASAP!
				+ Keep Magnet & Bag
				+ Consider adding Blanket or Experience (Ice Cream Party with Mrs. Allen & Swooper)
			* AIG BAGS?
* Welcome back bulletin board / monthly Honor Roll and Hawksome Students from Mrs. Allen/Adrienne. Décor in tote closet and keys in cabinet in workroom
	+ - * Melissa- do you want to keep doing birthdays - YES
			* Will keep to only Birthdays
* School of Excellence- need to apply by end of August. Kim will help Brooke with any information
1. **Committee Reports**

Committees

* + - Calendar Update – will have the final dates for August meeting
			* Approved dates for Swooper, Book Fair, Snowflake Shoppe
			* Other Dates
				+ Family Dance – 2/10
				+ TAW – 3/20 – 3/24
				+ Baskets – 4/21
				+ Fall Fest?? – 10/28 (include Movie, Cultural Booths, Food Trucks, Bingo?)
		- VP Committee Assignments (see Committee Assignment sheet) – Next Meeting
		- Start hunting restaurant nights / new spot for report card dates
			* **Brooke H** – **Currently working on laying out places and dates for the year**. Expanding to Downtown Waxhaw, Waverly & Sun Valley
			* Consider Nothing Budnt Cake and Crumbl Cookie

Spirit Wear

* Store open asap
* New T-shirt designs brainstorm or keep current styles – online sales only (see current inventory)
	+ **Jenn L. – Will work on finding Vendor** (Mothership Monogram, Sports to You)
	+ Have some inventory for Open House
* Merchandise for Annual Giving Campaign (Ideas: Yetis, Stadium Chair, Hat, String bag, Hoodie)
1. **Other Business**
* Teachers/Staff “Back to School” Gift- need ideas/theme for the year
	+ - * Budget??
				+ Will discuss with Jordan McCadden along with Monthly Gifts
				+ Want substance/quality, food usually successful
				+ Potentially send out survey to teachers
* Board tee shirt sizes and design
	+ **Kim – Rainbow design, Will order**
* Parking Spot
	+ Sell at Open House & General Meeting (Draw at meeting)
	+ 2-3 winners
	+ **Kim – Will follow up with Mrs. Allen**
* Community/New Town Business Sponsorships
	+ **Taylor compiling list**, possibly resend Google Form for ease of data collection
1. **Principal Corner**
* WELCOME MRS. ALLEN
* Requests?
	+ Researching purchase and implementation of new progress tool for Teachers to use called “Renaissance” and a piece called “Freckle.” She will let us know what financial support the school may need if approved.
	+ Board support for Duty Free Lunch for the Teachers. Consider setting up a Sign Up Genius to have 2 adults per class.
	+ Board support for Back to School “Hoopla” for Teachers. Currently brainstorming ideas with staff, but may need help with door prizes, school supply centerpieces etc.
* New to New Town Lunch/Meet and Greet
	+ - * Want to have two- one in the beginning of the year and one in January for new teachers to the school
				+ Also include families that are new to New Town?
				+ TBD Date and Times
				+ Include first time Kindergarten families?
			* New teacher swag bags?
				+ Currently 10 new staff (including Nurse, STEAM, Music & DLI)
				+ Shirts or school supply items