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