

Lacey Spring Elementary School PTA Minutes

9/11/2018

Minutes submitted by: Patty Phillips

Board Members in attendance: Raphael Steinbach, Jenny Steinbach, Patty Phillips, Mary Ryder, Tammy May

Topic	Finding/Conclusions	Actions																								
Approval of August Minutes	Minutes of two prior meetings reviewed. No additions or corrections needed.	Approved																								
Thank you notes	Barb Lowe & Melissa Moyers - staff breakfast	Shared																								
Principal's Update <i>Tammy May</i>	<ul style="list-style-type: none"> ● update about our wonderful school <ul style="list-style-type: none"> ○ Track improvements almost complete, no cost to school ○ Front entrance shrubbery removed, collecting ideas from the LSES community for the new landscape project. 	Shared																								
Treasurer's Report <i>Jenny Steinbach</i>	<p>PREVIOUS BALANCE: \$4,398.39 (July 31, 2018) EXPENDITURES: \$ 161.44 (Insurance \$129, pizza \$32.44) DEPOSITS: \$517.44 (PTA Dues \$396, Donations \$10, Holiday Market Vendors \$23) (PLAYGROUND BALANCE: \$ 3,114.09) CURRENT WORKING BALANCE: \$ 4,883.39</p> <ul style="list-style-type: none"> ● Still have outstanding dues (\$296) ● Donations coming in from Picnic ● Holiday Market Vendors outstanding (\$215) ● Balance will be lower when we pay portion of dues to state PTA 																									
Approve 2018-19 Budget Expenses	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">2017</th> <th style="width: 20%; text-align: center;">2018</th> </tr> </thead> <tbody> <tr> <td>(need to change some dates/events)</td> <td></td> <td></td> </tr> <tr> <td>Sept 14 -Back to School Picnic</td> <td style="text-align: center;">\$250</td> <td style="text-align: center;">\$220</td> </tr> <tr> <td> ❖ <i>Food, supplies</i></td> <td></td> <td></td> </tr> <tr> <td>Oct -Reading Event</td> <td style="text-align: center;">\$200</td> <td style="text-align: center;">\$200</td> </tr> <tr> <td> ❖ <i>Supplies</i></td> <td></td> <td></td> </tr> <tr> <td>Nov 24 -Holiday Market</td> <td style="text-align: center;">\$---</td> <td style="text-align: center;">\$150</td> </tr> <tr> <td> ❖ <i>Food ?</i></td> <td></td> <td></td> </tr> </tbody> </table>		2017	2018	(need to change some dates/events)			Sept 14 -Back to School Picnic	\$250	\$220	❖ <i>Food, supplies</i>			Oct -Reading Event	\$200	\$200	❖ <i>Supplies</i>			Nov 24 -Holiday Market	\$---	\$150	❖ <i>Food ?</i>			Proposed budget reviewed. Amount allotted permits the PTA to spend up to that amount for the event without additional voting. It is understood that as a group we will
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	2017	2018	
Dec 14 -Holiday Parents Night Out	\$150	\$150	<p>be as frugal as possible to bring events in under the budgeted amount. This will be achieved by utilizing equipment from previous events, asking for donations and reaching out within the community for available resources prior to spending organization funds.</p> <p>Budget approved.</p>
❖ <i>Partner w/ SCA -food & crafts</i>			
-Drama meal Dec. 13	\$200	\$200	
❖ <i>Pizza & grapes</i>			
Jan -Family Fitness Night	\$---	\$150	
❖ <i>Food, supplies</i>			
-Science Night	\$150	\$---	
❖ <i>supplies</i>			
Feb 21 -Talent Show (SCA event)	\$50	\$50	
❖ <i>Snacks & drinks</i>			
March -5th Grade vs. Teachers	\$150	\$150	
❖ <i>Trading cards, pizza for staff</i>			
April -Themed Dance	\$100	\$160	
❖ <i>Snack & decorations</i>			
-end of year Dance	\$150	\$---	
❖ <i>Snack & decorations</i>			
May -Paint Night	\$---	\$300	
❖ <i>Paint & supplies</i>			
Late May -Fun Fair	\$---	\$250	
Hospitality	\$250	\$800	
❖ <i>2017-18: Welcome back breakfast, conference meals (\$330), classified breakfast (\$130), graduation meal (\$160), end of year breakfast, pizza (\$170)</i>			
Misc	\$---	\$1,530	
❖ <i>2017-18: Insurance (\$130), school planners (\$300), calendars (\$120), cafeteria pay accounts (\$150), 5th grade shirts (\$360), State dues (\$370), Watch DOG gift cards (\$100)</i>			
	2017	2018	
Total Budgeted	\$1,750	\$ 4,310	
actual items 2017-18 (\$3,562.19)			
playground fund expenses (\$1,446.69)			
Actual Expenses total 2017-18 (\$5,008.88)			

Expected Income	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: right; width: 20%;">2017</th> <th style="text-align: right; width: 20%;">2018</th> </tr> </thead> <tbody> <tr> <td>PTA dues</td> <td style="text-align: right;">\$30</td> <td style="text-align: right;">\$684</td> </tr> <tr> <td>Art Night</td> <td style="text-align: right;">\$825</td> <td style="text-align: right;">\$825</td> </tr> <tr> <td>Holiday Vendor - 11 vendors</td> <td style="text-align: right;">\$173</td> <td style="text-align: right;">\$165</td> </tr> <tr> <td>Holiday Parents Night Out -\$10 1st child, \$5 sibling</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$1,028</td> <td style="text-align: right;">\$1,674</td> </tr> </tbody> </table>		2017	2018	PTA dues	\$30	\$684	Art Night	\$825	\$825	Holiday Vendor - 11 vendors	\$173	\$165	Holiday Parents Night Out -\$10 1st child, \$5 sibling			Total	\$1,028	\$1,674	
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Selling vs. Free Food @ events	Motion made that when PTA offers food at events it does so freely, unless the PTA votes to sell food as a fundraiser at a particular event.	Approved																		
Events Back to School Picnic	Back to School Picnic Sept 14,2018 6:00-7:30 <ul style="list-style-type: none"> ● SignUp Genius for volunteers, food donations sent to all PTA members and posted on FaceBook ● Dunking booth-no cost - Scott Showalter (drop off night before, fill up am day of, pick up after 7) <ul style="list-style-type: none"> ○ Coin collection container for change ● Grill for roasting hot dogs - Jessica Phillips <ul style="list-style-type: none"> ○ Cook- Neal Phillips ○ Pans for cooked dogs-Patty Phillips ● Buns donated from Flowers Bakery-Ashtynne Parenteau's father ● Hot dogs - Sysco Amanda Lokey's husband <ul style="list-style-type: none"> ○ 3 cases@ \$21.67 each- total of 240 dogs ○ Reimbursement ○ Case donation _____ ● Ice coolers for drinks-available from cafeteria ● Teachers recruited for dunking booth (15 min slots) <ul style="list-style-type: none"> ○ Mr. Baker ○ Mrs. Phillips ○ Mrs. Pequignot ○ Help with dunking booth: _____ ● Volunteers to Face Paint <ul style="list-style-type: none"> ○ Joseph Arbaugh ○ Jenny Steinbach ○ Laura Henry 																			

<p>October Reading Event</p> <p>November Parent Teacher Conferences</p> <p>Holiday Market</p>	<ul style="list-style-type: none"> ● Man food table: Mrs. May ● PTA table to collect dues: Michelle Carrier & Patty Phillips <ul style="list-style-type: none"> ○ money box needed <p>RAIN PLAN: inside cafeteria & gym</p> <p>Tentative date set by reading teachers will provide more info when finalized.</p> <ul style="list-style-type: none"> ● Reading Teachers -- requesting that PTA provide refreshments prior to the event <p>Food for teachers Nov. 5-6, 2018</p> <ul style="list-style-type: none"> ● Hospitality Committee will contact members with donation requests closer to the event. <p>Holiday Market Date: Nov. 24, 2018 9:00am-2:00pm</p> <ul style="list-style-type: none"> ● 12 Vendors signed up ● How many tables can we supply-may need additional tables from classrooms or members to use ● Marketing-WHSV community calendar, Radio, Posting fliers for public boards 	<p>A motion was made to provide requested refreshments for the reading event. Approved.</p>
<p>Fun Fundraiser</p>	<p>Color Run/Walk Party, May 18, 2019</p> <ul style="list-style-type: none"> ● Planning date 1/29/19 ● Color Run organization will do all registration and payment collection online ● Plains & JCMES made \$1600 in profit ● Volunteer needed to represent LSES -Connie McKelvey, Patricia Cline have volunteered to represent LSES 	<p>Participation in the event approved.</p>
<p>Additional fundraisers</p>	<ul style="list-style-type: none"> ● Martin's rewards ● Domino's night -Mary Ryder will look into this ● Dairy Queen night ● Box Tops-Patty Phillips will look into this 	<p>We will continue to look for additional ways to raise funds for future events.</p>

Committee Chairs Needed	Holiday Market Chair - Cristy Robinson Hospitality Chair - Darcy Bacon, Heather Honeycutt Membership Chair - Beautification Chair - Michelle Carrier Watch DOGS Chair - Spring Fun Fair Chair - Reflections Chair - Tammy & Yolanda Contreras Advocacy Chair - <ul style="list-style-type: none"> ● Descriptions 	We are still in need of additional committee chairs. Descriptions are below. If you are interested in filling a position please contact a PTA board member.
Next Meeting	Tuesday, Oct. 9 , 2018 6:00-7:00 pm <ul style="list-style-type: none"> ● Babysitters - Abby Olmstead and friend (NHS Broadway) 	

Committee Descriptions

Holiday Market Chair

Coordinate the Nov event with vendors for a Family Event of shopping.

Reflections Chair

Coordinate Reflections event. "Reflections" is a judged event where students in grade K-5th submit artwork in various forms such as: literature, music, dance, photography, visual arts and film. Help needed promoting event, making sure entry forms are completed correctly and delivered to judges and awarding recipients/winners, etc.

Beautification Chair

Coordinate outdoor projects/beautification such as repairing/ adding on to the outdoor classroom benches. Help to secure picnic tables for outdoor classroom seating.

Hospitality Chair

Coordinate teacher/staff appreciation events, teacher/staff breakfasts and other special tokens of appreciation.

Watch D.O.G.S. Chair

Coordinating with Autumn Pequignot and Mr. Satolli the organization of programs throughout the school year and help to recruit male figure volunteers (dads, uncles, grandpas, etc) to help out at school as a Watch DOG

Membership Chair

Coordinate membership drive activities at various school functions, especially at August Registration and getting membership cards and directory out.

Spring Fun Fair Chair

Work closely with teachers - Melissa Moyers and Katie Landes - to coordinate activities, responsible for attending meetings to prepare and coordinate activities at the Spring Fun Fair. Help recruit folks to run the different stations.

Advocacy Chair

Inform the membership about education issues and Virginia PTA legislative goals. Help the members become effective advocates.