

Three Oaks Elementary School PTA

Meeting Minutes

Monday, September 14, 2009

Members Present:

Pamula Poteet	PTA President
Kelly Lynam	VP Programs
Katie Bradley	VP Ways & Means
Lisa Underdown	VP Membership
Tage Counts	Treasurer
Maria Caputi	Recording Secretary
Madelyn Insley	Corresponding Secretary
Lisa Hannah	Principal
Lorie Voshell	Assistant Principal
Tracey Wernikowski	Partners In Education Coordinator
Carolyn Williams	
Diana Counts	Corporate Partners
Adriana Rodriguez	Country Fair Co-Chair
Kathy Morris	Country Fair Co-Chair
Tina Treptor	
Debbi Allen	
Amanda Fulton	
Korey Capizzi	
Kay Kozlowski	Volunteers In Education Coordinator
Karen Zidow	
Debbie Cormier	
Emily Bellamy	Teacher Representative
Kim Greer	
Dan McFarland	Health, Safety & Welfare Chairperson
Kathryn Schweers	

Meeting called to order at 7:00pm by Pamula Poteet

New items for 2009-10 school year – Pamula Poteet

- ✎ We now have a PTA Banner, green PTA tablecloth, and a tri-fold brochure explaining what we do. Great presence at the start of the school year
- ✎ In an effort to “go green” we will not print out the meeting agenda (it is written on a dry erase board), we will make a 1 sheet summary of school events versus a full calendar, and we will combine the school and PTA newsletter.
- ✎ We are working on an Executive Board contact info sheet. Hopefully it will be finalized by our next meeting.

Principals Report - Ms. Hannah

- ✎ Not including CSEP or the Preschool program, we have approximately 700 students this year. This makes our class sizes high (avg 25 kids), but not high enough for the school system to approve another teaching position.
- ✎ We welcomed 5 new staff members this year:
Theresa Lloyd special education asst

Stacey Niven preschool teacher
Linda Southerland preschool teacher
Michelle Okeson preschool asst
Binta Smith 1 day art teacher

- ✎ As with everywhere else, money is tight this year for our school. We need to watch where we spend our money. Already we had to repair the machine that is used during morning announcements.
- ✎ We started early raising money for the United Way in an effort not to compete with other school fundraisers. Thru the silent auction during the back to school luncheon and the ice cream socials to be held this week, over \$300 has already been raised!

Vice-Principals Report – Ms. Voshell

- ✎ We are excited to start another busy and fun year! The “Cruise the Creek” themed membership drive is very well done.

Membership Report – Lisa Underdown

- ✎ After the 2 Open House nights and the teacher luncheon we have 375 members consisting of 83 staff and 293 parents.
- ✎ We will make a list for the teachers stating who is a member so they can better encourage parents to join.
- ✎ The “Cruise the Creek” display will include a bar graph showing the percentage of membership in each class. This way the students, parents, and teachers will see their progress.
- ✎ A letter will be sent home inviting parents to join the PTA. Anyone can join the PTA...grandparents, neighbors, friends etc.
- ✎ The deadline to be considered for the “Cruise the Creek” drawing will be September 30.

Ways & Means Report – Katie Bradley

- ✎ We do not have a person to chair the Snowflake Saturday event. This is a huge fundraiser for the PTA. The event will be broken down into smaller parts so no one needs to feel that it is too big to tackle (i.e. Elf Shelf, Food, Silent Auction, etc). PLEASE VOLUNTEER!!
- ✎ There is a possibility of obtaining some prizes to be used at the Country Fair and/or Snowflake Saturday as a “thank you” for another purchase from the PTA.

VP Programs Report – Kelly Lynam

- ✎ We will have lots of new stuff for kids to purchase & bring home
- ✎ Plans are underway for an awesome Founders Day celebration this year!

Treasurers Report – Taje Counts

handout was passed out – included in Secretary’s notebook

- ✎ Balance as of today is approximately \$11,784.94
- ✎ We have been spending more money than we earn for a number of years and need to change this habit. We had a huge surplus years ago that had to be spent due to the rule that we can not carryover funds if there is not a capital project in the works. If we do not stay on budget we will have a deficit in 2 years.
- ✎ We need to decide on a capital project, figure out how much it will cost and plan accordingly.

- ✎ There has been a rule change which does not allow us to hold the book fair to only benefit the school. The PTA also has to show some income from the event. We hope to increase sales so that we do not decrease the amount given to the library.
- ✎ Whenever any business/individual donates anything for a PTA event, this needs to be included in the balance sheet for the event so that we can better budget in following years especially if we do not expect to receive the same level of donations. This info also needs to be shared with Tracey Wernikowski if the donation comes from a Partner in Education.
- ✎ Ms. Hannah mentioned that some items on the budget may not be totally utilized if not required once the event is scheduled (i.e. artist in residence program)
- ✎ There was a concern that all classes did not receive the same amount of funding. Special Education needs to purchase specific items each year depending on the needs of the students and they do not receive the same amount of financial support.
- ✎ We will look at the budget and see how the money can be better distributed for the benefit of the student body

Corresponding Secretary Report – Madelyn Insley

- ✎ We received a number of thank you cards from teachers regarding the back to school luncheon.

Teacher Representative Report – Emily Bellamy

- ✎ The teachers really enjoyed the Back to School luncheon and the door prizes were very appreciated.

Partner in Education Cordinator Report – Tracey Wernikowski

- ✎ Please contact Tracey Wernikowski prior to contacting a partner for donations/etc so not to abuse relationships. Some partners were asked to contribute more than others in the past.
- ✎ We need to tell Mrs. Wernikowski what was donated and from whom for a year end report to the school system.
- ✎ There are a few upcoming Casholas – Please support our Partners in Education!

October 6	Café Fresh
November	Coldstone Pie Sales

Beautification Report – (Aprille Cedarquist not present)

- ✎ The Front Lawn Project was started before open house so that there was “curb appeal” to the school as the students and parents entered.
- ✎ Local Cub Scout troops will be helping with the Beautification Committee around the school as a troop project.

Country Fair – Adriana Rodriguez & Kathy Morris

handout was passed out – included in Secretary’s notebook

- ✎ The Country Fair event has been a huge fundraiser in the past. We have scheduled a lot of great events and activities, but we NEED HELP!!! There is a list of items needed...please donate if you can.

Pastries for Parents -

- ✎ Scheduled for Thursday, September 24 & Friday, September 25, depending on the students last name. This is a fun (and FREE!) event – come and eat breakfast with your student before they go to school!

Room Parent Coordinator –

- ✎ There will be a meeting on September 30 for all Room Parents. Any class that does not have a Room Parent will be “adopted” by the PTA and we will help the teacher with classroom activities.
- ✎ There will also be a 5th Grade Promotion planning meeting that same day (after the room parent meeting). We are asking for 1 parent from each 5th grade class to attend this meeting.

Health, Safety, & Welfare – Dan McFarland

- ✎ This is a new position for our PTA. We will be doing various drives (Coats for Kids, etc) to help people within our school and the surrounding schools.
- ✎ Ms. Hannah mentioned that she is trying to set up a partner program with a lower income school in Norfolk.

Volunteers in Education – Kay Kozlowski

- ✎ Please log ALL hours in logbooks in office, including those done at home. Three Oaks receives awards based on the number of volunteer hours completed.

OLD BUSINESS:

- ✎ The budget was accepted by general membership at open house – there was a ballot box in conjunction with PTA membership signups. The budget was accepted by the PTA board with 1 member abstaining.

NEW BUSINESS:

- ✎ We really need some people to volunteer to run the Snowflake Saturday event. Unlike prior years, this event will be broken down into smaller, more manageable parts. Please see Pamula Poteet if you are interested.
- ✎ A special “invitation” will be sent home to Kindergarten & 1st grade parents inviting them to join PTA. Many parents new to the school are not aware that there are lots of ways to volunteer and help out at the school. There are lots of talented people that could help the PTA.
- ✎ There is a new sticker machine in Cafeteria – easy & fun fundraiser
- ✎ We are working on a School directory. Katie Bradley is organizing this task. We will sell adds to help offset the cost of printing the directory.

Next Board Meeting will be on October 12 at 7pm

School Planning Meeting at 6pm on October 12th – ALL PTA ASKED TO COME TO THIS MEETING BY MS. HANNAH

Meeting adjourned at 9:00PM

Submitted by Maria Caputi, Recording Secretary