

# Anne Sullivan Elementary PTA

## Board Meeting Minutes

Thursday, August 22, 2018

- **Board meeting called to order by Nehal Dave at 9:36 am**
- **Attendance was taken, and secretary is in possession of the attendance sheet.**
  
- **Introductions of Board Members**
  
- **VIPS Coffee: Nehal Dave**
  - Date is August 30<sup>th</sup> from 8:30 to 9:30 am. Please try to attend. We do not need to make displays.
  - Our new VIPS coordinator is Kalika Sinha from Code Ninjas.
  
- **Open Board Positions: Nehal Dave**
  - We need 2 co-chairs for Field Day. Nehal will reach out to Vinal.
  - We also need someone for Shared Dreams and SHAC. These are not board positions.
  - Let Nehal know if you know of anyone interested.
  
- **New Front Office Requests: Nehal Dave**
  - Nehal got a list of magazine requests for each grade. We will go over this at the next meeting. We spent \$3600 last year.
  - The school is paying for the Education Galaxy program this year. It costs \$4200 and covers all subjects. We may start paying for it in the future.
  
- **Secretarial Items: Nadine Skinner**
  - **Next meeting will be on September 5, 2019 at 9:30 am. Meetings have been moved to the first Thursday of the month because of schedule conflicts.**
  - If you have corrections to the contact chart, let Nadine know.
  - Everyone needs to sign the Confidentiality, Ethics, and Conflict of Interest Agreement.
  - Please complete PTA training if you have not completed it before. Go to [www.txpta.org/training](http://www.txpta.org/training). Must be completed by October 15, 2019. The PTA can reimburse your cost. Please send your completion certificate to Nadine.
  - Please complete a Plan of Work for your position (1 per position) by October 15, 2019. If you need a copy or have questions, please email Nadine.
  - You must be a member of the PTA to be on the PTA Board. The cost is \$10. You can join from the PTA website at <http://asepta.org> or see Angele for a membership form.

- **Principal's Update: Ms. Whisonant**

- Now have about 1300 students. However, some new students are still registering.

- **Treasurer Update: Nehal Dave**

- Angela Lewis, Treasurer, requests that you get separate receipts for PTA purchases when shopping. Also, please turn receipts in on Thursdays.
- Taxes are not reimbursed by the PTA. The tax-exempt ID number will be in the online dropbox.
- Lopa has created an online dropbox. She can explain it in more detail at our next meeting. Everyone should upload any forms or documents they make into the dropbox.

- **VP of Communications Update: Angele Akle**

- We are focusing on increasing membership this year. The online membership link is working.
- Mehul and Ken are meeting soon about Dad's Club. They will be holding the Playground Players meeting later in September because of the heat.
- We need to update the website. Renata will be meeting with Shaifali next week about the website. Let Renata what updates you want to be made to the website. Renata will send us an email prior to her meetings with Shaifali to ask us about website updates. Angele suggested that we all check the website periodically for updates. No promotional posts are allowed on Facebook.

- **VP of Programs Update: Erin Sherman**

- Nishaat gave us the Multicultural Week dates: November 18<sup>th</sup> to 22<sup>nd</sup>. Multicultural Night is November 21<sup>st</sup> from 5 to 8 pm. The Multicultural Assembly is on November 22<sup>nd</sup>.
- We are not having a movie night in the fall. We will have one in the spring.
- We need co-chairs for field day. Contact Erin or Nehal.
- Ms. Coppedge doesn't have a date for science night yet. Nadine volunteered to help her with it.
- Nehal and Jennifer will email everyone a calendar with event dates by the next board meeting.
- Two kindergarten moms are interested in leading Art Reflections. October 1<sup>st</sup> is the drop off date, and the ceremony is November 7<sup>th</sup>. The theme is "Look Within." Nehal will get Nadine the Art Reflections flyer for the newsletter.
- Let Erin know what events you can help with throughout the year!

- **VP of Fundraising Update: Jennifer Bowlin**

- Letter for corporate sponsorships will come out soon. Talk to Gigi and Greg about corporate sponsorships. Sponsors wanted more for their money so we gave it to them. We already have \$5K in sponsors.
- Dalmatian Nation Drive: It is a 1-time donation and information will go home in this Friday's folder. It kicks off on August 23<sup>rd</sup> and ends on October 31<sup>st</sup>. Jennifer will help Shefali create something to post on Facebook.
- Spirit Nights coming up: Chick Fil A on August 27<sup>th</sup>, September 24<sup>th</sup>, October 22<sup>nd</sup>, MOD Pizza October 8<sup>th</sup>, Chipotle September 10<sup>th</sup>, Sake Asian November 5<sup>th</sup>, and more.
- Kroger Free Money: go to [www.kroger.com](http://www.kroger.com) and click on community rewards and choose customer. You must have an online account with your Kroger card.

- Box Tops: They are going electronic. You must download the app and scan your receipt. We can also accept clipped box tops in the mailbox at the front of the school.
  - Birthday Marquee: Shefali has the form and will give some to Ms. Alotta. Will also send a copy out in Friday's folder. Also will put on Facebook and on the PTA website.
  - New Policy is to put items with money in the box at the front of the school. Ms. Alotta will direct the parents.
  - Fall Festival: Date is Saturday, October 19<sup>th</sup> from 10 am to 12 pm. We will still have the auction. The event will be inside and outside. Events include: pumpkin patch, corn maze, carnival, etc. There will be no carnival after the fun run. Jennifer has created sub-committees. She will send out info.
  - Spirit Wear: Laila will have forms out by next Friday. We have a ton of Sullivan PTA shirts (\$10) and Dad's Club shirts for sale. Teachers will be pushing the grade level shirts for field trips and field day. A list of spirit wear days for students and teachers has been posted to the ASE PTA Facebook page.
  - Fun Run: Date is February 29<sup>th</sup>- before spring break.
- **Parliamentarian Update: Nehal Dave**
    - Lopa Shah, Parliamentarian, wants us all to upload any new documents to the online dropbox.
- **Room Reps Update: Rachel Jerng**
    - Some teachers still don't have a room rep. She will email teachers in need. Or contact Rachel if you want to sign up.
    - She would like to have room parent/volunteer orientation after Labor Day- maybe on September 3<sup>rd</sup> or 4<sup>th</sup>.
    - She has created a handout/handbook for all room reps and volunteers.
    - Class party donation form will go out by October at the latest.
- **Gifting Update: Karla Aranda**
    - Form is the same as last year.
    - If request is \$250 or below, Executive Board will approve and then let rest of the board know.
    - Teachers have the option to explain the request to the board if they want to.
    - Karla has not sent the gifting form out yet. She wants to make sure that all teachers have it. She will send it out next week.
    - Gifting budget is \$6000, and Professional Development (Teacher Training) budget is \$3000.
- **Ms. Coppedge's Update**
    - Night at the Museum: Would like it to be at the end of STAAR week.
    - Need date of Science Night.

- **Yearbook Update: Amy Wang**
  - New company: Tree Ring
  - We have fewer limits and no ordering contract with the number of books.
  - Can still do 5<sup>th</sup> grade dedications, and all students can do a personal 2 page spread.]
  - Sold 8 books so far.
  
- **Teacher Appreciation Update: Shaneela Charania**
  - Giving teachers spirit shirts in September.
  - Deciding on dates for October.
  
- **Meeting adjourned by Nehal Dave at 11:01 am.**
  
- **Next Board Meeting: Thursday, September 5, 2019 at 9:30 am, ASE Extended Day**