

**Pinchbeck Elementary School
PTA Board Meeting
September 1, 2009**

Present:

Jennifer Barnett
Karen Beebe
SuAnne Blair
Jan Closter
Jennifer Davis
Felicia Di Paolo
Jeannie Drummond
Kirk Eggleston
Maha Elsherif
Jennifer Emory
Kelly Faglioni

Liz Farber
Paul Fincke
Liesel Geiger
Cara Genovesi
Amy Gregory
Jessica Haddad
Jennifer Harter
Jennifer Haueis
Marie Hess
Heidi Jadowski
Robin Jager

Brooke Khan
Kim Kugelman
Kim Lesniak
Becky Myers
Marie Ramkey
Alicia Shelton
Louise Stephens
Allyson Tysinger
Michelle West
Kelly Whitley
Petra Zerbst

Opening: The regular meeting of the Pinchbeck Elementary School PTA Board was held on September 1, 2009, in the Pinchbeck library. Liesel Geiger called the meeting to order at 7:05pm. A quorum is present.

Approval of Minutes: Liz Farber moved that the minutes from the June 4, 2009 meeting be approved. Alicia Shelton seconded. The minutes from the June 4, 2009 meeting stand approved.

Officer's Reports:

President-Elect - Liz Farber discussed reports. Board members will report to either Liesel or Liz, this eases workload on the President and provides President-Elect with training opportunity. Liz also reported she will be starting running club on September 30. It will occur on Monday, Wednesday and Friday mornings. She will need volunteers. She is looking into an indoor program for the winter.

Vice-President - Kelly Whitley explained that she works to provide educational programming for every grade level during school. She will be working with the teachers and looking into past programs to determine what to offer this year. She will also plan a school wide program to be determined at a later date. She is working on evening programming. PERKS will be offered quarterly with the first probably occurring in October.

Recording Secretary - Marie Hess passed out Board Directory and asked members to check again for accuracy.

Committee Reports:

After School Enrichment - Alicia Shelton reported that After School Enrichment fall session will start on Wednesday, October 14th. It will be held every Wednesday for 6 weeks making the last session November 18th. Sign up will be held Tuesday, September 29th from 6-7 pm and Wednesday, September 30th from 7:30 to 8:30 am. We added a morning session for parents that couldn't come to the Wednesday night sign up. We will be offering: Young Scientists for K-2 and 3-5, Overtime Athletics K-2 and 3-5, Maymont Explorers for K-2, Vets & Pets for 3-5, Louise Stephen's Art Class for 3-5, and Hoop Active for 3-5.

Arts in Education - Michelle West reported that information will be going home the second week of school. Entries are due October 22 and November 5 is the awards ceremony. They will send a general information flyer. Interested parents can check the website or contact Michelle or Karen Schwartzkopf to get a packet. The theme is "Beauty is....."

Carnival - Jessica Haddad reported that the Carnival committee met three times this summer. The carnival will be held on Oct 17, from 11am to 3pm. The theme will be a fall country fair. There will be the standard attractions, moon bounces, carnival games, and food, as well field games (sack races, three legged race). East of Afton, a bluegrass band will play. Each class will create a scarecrow that will be auctioned by Mr. Eggleston during the carnival. They need LOTS of volunteers.

Community Service - Kim Lesniak reported she had a meeting with Liesel Gieger, Michelle West and Stacy Carlisle. They will be concentrating on four areas; school, community, country and world. The first project will be a food drive tied into Ray Day Harvest Festival. This year they will try to relate service projects to school activities or current events.

Electronic Newsletter - Heidi Jadowski reported the weekly electronic newsletter will be used again this year. Last year only half the families participated. This year paper copies will go home for the first three weeks. A signup sheet is being sent home in the folders at open house. There will be an archive button on the Pinchbeck PTA website to view past newsletters. She handed out an instruction sheet and flow chart detailing how to submit an item for the newsletter. (See attached report) All approvals will be electronic this year.

Outdoor Classroom - Jennifer Barnett reported that there is a meeting with the contractor this Thursday, September 3. She hopes to set a date at the end of September to begin work. It will take approximately 3 weeks to install benches. The black top needs to be resealed and this requires more money. Canterbury Garden Club is applying for a \$1000 grant to do the landscaping. We need a lot of soil so if anyone has any connections please let Jennifer know.

Recycling - Cara Genovesi showed the water bottle we will sell on Thursday for \$3. We will begin paper recycling this year. We can recycle white paper and newspaper. We will be paid 2 cents an ounce. Paper will be collected in the copy room and classrooms. SCA will gather the paper and Mr. Coleman will put it in the dumpster. There will be no recycling of juice bags this year. Recycling kick off will be in October.

Ways and Means - Kim Kugleman showed the new spirit wear. The order will be placed on October 19th. She will be selling last year's shirts at a discount at Open House. Becky Myers discussed the new fundraisers efforts. There will be no wrapping paper sales this year. The first fundraiser is the Sunshine Fund. A letter from Liesel is going home in the open house folders explaining that the PTA is asking for donations. The recommended donation is \$35 and will include two PTA memberships. 100% of the donation goes to the PTA and it is tax deductible. The next fundraiser is the Carnival. There is a Vendor Night scheduled for November 12th. The vendors will pay a fee to have a table and donate 15% of their sales. A spring fundraiser might be considered if enough money is not raised.

Volunteers - Jeanie Drummond reported that the nametags are done. If she missed your name please let her know. The volunteer handbooks are ready. She has enough volunteers to help with the bathrooms on the first day.

Faculty Representative's Report: Liesel reported that Jane Leake is the faculty representative this year. Liesel, Liz and Mr. Eggleston will meet with her once month.

Principal's Report: Presented by Mr. Eggleston:

- Pinchbeck scored well in testing this year
- Several new faculty members have been hired.
- 4th grade has received a \$1500 grant from Growing Connection. They will be growing a vegetable garden, donating to homeless and communicating with others participating in the program.
- 5th Grade will be working in two teacher teams this year. They received a grant for promethean boards for all four classrooms.

- The website is being updated and will be finished by the end of the week. The parent hand book will be online. There will also be a section on the collective school vision.
- Changes have been made to the traffic pattern. Parents will drop children off in the inside lane. Back of the parking lot is reserved for parents. All parents are asked to walk through front entrance.

New Business:

Meeting Schedule - Liz Farber moved to approve the new meeting schedule. Kelly Whitley seconded. The new meeting schedule for 2009/2010 stands approved.

Budget - Robin Jager explained changes to the budget line items. Under fundraising, donations and vendor show are new. Wrapping paper is removed. Regarding the Outdoor Classroom, last year \$8909.50 was raised. The board voted to add money from the Allocation fund to the Outdoor Classroom to reach their goal of \$10,000. The remainder of the Allocation Fund, \$1540, will not be spent. We are keeping it as a cushion until we see the results of the Sunshine Fund, carnival and Vendor Night. Electronic Communications is new. The Principals Allocation Fund is set at \$1000. SOL breakfast has been removed in response to feedback that Mrs. Clayton's Cupboard and the school breakfast fill this need. Parent Education has been removed because it was not attended. After School Enrichment has been removed. Instructors are paid directly and it is no longer a budget item. Heidi Jadowski moved to approve the budget. Kim Lesniak seconded. The budget stands approved.

Audit - Robin Jager reported that we passed the audit completed by the audit committee. (Marie Ramkey, Tony Ramkey and Mike Zohab) The committee recommends that the budget owners remember to sign all expense vouchers.

Housekeeping:

Please make sure to pick up updates for binders. Liesel reported that PTA goals are the same and we will focus on completing them this year. Please remember to check your folder. Liesel has filled out facility requests for everything on the calendar; you will need to fill out requests for new events on your own. There is an open position, Lay Advisory, which involves attending the county meeting. There will be one PTA table at the Open House, please stop by and help if you can. Spiritwear will be sold at Open House, Back to School Night and online. Don't forget folder stuffing in the cafeteria at 9 am tomorrow.

Announcements:

- Sep 2 Folder Stuffing - 9:00 Cafeteria
- Sep 3 Open House - 2:45-4:00 Kindergarten
 - 3:30-4:00 New Students & families
 - 4:00-5:30 Grades 1-5
- Sep 24 Back to School Night 7:00pm
- Sep 28 Student Holiday
- Sept 29 & 30 ASE Sign Ups
 - Oct 12 Student Holiday
 - Oct 14 After School Enrichment Starts
 - Oct 15 PTA Board Meeting - 7:00pm Library
 - Oct 17 Ray Day Harvest Carnival 11:00am-3:00pm

Adjournment: The meeting was adjourned at 7:30 pm.

Marie Hess

The minutes were: ___approved as submitted ___approved as corrected

Reports

2009-2010 Board Reports

President

Vice President

Treasurer

Corresponding Secretary

Recording Secretary

Communication

Governance

Council Rep

Ways & Means

President-Elect

Database

Community Service

Enrichment

Reading in Schools

Volunteers

Yearbook

Room Parents

PESPTA Communications

2009-2010

Guidelines for Submitting Documents for Student Distribution

These guidelines pertain to any and all PTA communications that go home with students, whether in our electronic weekly e-mail or through student backpacks. Please keep these guidelines in mind as you prepare and submit your documents:

Weekly PTA News:

- *Every effort will be made to send PTA communications home on **Mondays**. Documents should be submitted via e-mail to the communication chair no later than 9:00pm on **Mondays, 7 days prior to your desired date**. If you need a different distribution date, or multiple distribution dates please specify this in your e-mail.*
- *The Communication Chair will not be reminding Board members of upcoming dates or events.*
- *You may send your articles in a Microsoft Word file or as text in an e-mail. Formatting, font and font size will be changed when placed in the News, so do not include specialty fonts or graphics, as they will not be incorporated.*
- *If revisions are necessary, you will be contacted as soon as possible.*
- *The Communication Chair will not be writing or editing articles. The chair will only create headlines and format articles. Please make sure that you review your articles for dates, times and spelling when reviewing the PTA News proof.*

Backpack Flyers:

- *If you feel that your communication is not suited for the electronic PTA News, you may e-mail the President for approval to send your flyer home to all students.*
NOTE: We do not have the option to send flyers home to youngest and only any more.
- *After receiving approval from the President to send your flyer home via backpack, please e-mail your document to the Communication Chair, along with the date it needs to be distributed.*

If you have any questions, please call Heidi Jadowski, Communications Chair, at

754-4142 or email at hjadows@comcast.net. Thank you!

PTA Weekly News Flowchart



