

Chloe Clark PTA Board Meeting  
Meeting Minutes  
October 4th, 2011

Voting Members Present:

Co-President	Diane Henderson
Co- President	Kristi Mitchell
Vice President	Amy Senftleben
Treasurer	Bonnie Landes
Secretary	Katherine O'Connell
Fall Fundraiser	Tammy Parsons
Grant Writer	
Leaf Your Mark	
Legislative Liaison / Web	
Membership	Jeannine Wargo
Newsletter Chair	Jessica Wyant
Publicity	Katy Regan
Reflections / Chloe Creations	Laura Bryant
Reflections / Chloe Creations	Janelle Mock
Run 4 Fun	
Volunteer Chair	Kristen Newman
Yearbook Chair	Allison Buford

A Quorum was Present

Other Members Present: Cindy Wilson, Aubrey Holyfield, Janeen Lewis

Meeting Called to Order at 6:30pm by Diane Henderson.

9/6/2011 Meeting Minutes were approved.

Meetings begin promptly at 6:30pm with a pre-reception starting at 6:15pm to celebrate birthdays and to connect with other members. Please be prompt. Amy Senftleben will provide pre-reception snacks – thanks, Amy.

### ***Confidentiality Reminder***

Diane reminded everyone that the PTA Board Meetings are confidential and discussions should remain within the board room.

### **President's Report**

Diane introduced 4 new volunteers: Newsletter Chair – Jessica Wyant, Reflections/Creations Co-Chairs – Laura Bryant and Janelle Mock, Fall Fundraising Chair – Tammy Parsons.

Diane re-capped the General Membership meeting held in September. The nominating committee was successful chosen: Lori Hunter, Chair – Shannon McDonough and Beth Albert. She also noted that the committee break out sessions went well.

There is a workshop entitled PTA & the LAW scheduled for October 26<sup>th</sup> at 5:30pm at Curtis High school. Anyone from the PTA is welcome to attend this informative meeting. Diane will email the group with follow up information and details.

Movie night was a great success: 117 families, \$466 Gross, approximately \$200 net profit. Mr. Gilliam was in attendance! Thanks, Mr. Gilliam.

### **Vice President's Report**

“Proposed Calendar of Events” was passed out which includes PTA Tuesday announcements, Reader Board Postings, Wednesday envelope stuffers and other items. This is a “working document” and subject to change with school schedules, conflicts and such. As committee chairs, please utilize the calendar to help with deadlines.

## Treasurer's Report

Bonnie delivered the Treasurer's Report

	September
Beginning Balance	15,234.49
Income	3,086.12
Expenses	4,583.70
Expenses Carried from last year	0
Ending Balance	17,286.42

The majority of Income was from Membership. The majority of the Expense was from the 2<sup>nd</sup> payment on the Pedometers.

Bonnie went over the PTA Folder system. This system ensures you get paid or get a check cut for your particular event (subject to budget guidelines and approval)

### Blue Envelope (FORMS)

Check Request Forms –2 signatures required

Fill out and place in the Blue Pouch.

If you order On-Line, you will need 2 receipts, the billing receipt AND the packing slip (proof of delivery) for reimbursement.

Income Deposit Form – fill out and place in Blue Pouch.

### Red Folder (STOP, waiting for 2<sup>nd</sup> signature on a check)

Green Folder (GO! Check is ready, email will be sent to recipient to let them know.

If you have a LARGE CASH deposit, please call/text Bonnie, so she may deposit it to the bank sooner rather than later.

## Secretary's Report

Meeting Minutes will be sent to all members in Draft form.  
Please review and email Katherine with any changes. Thanks

## Committee Reports

### Chloe Step Club – Janeen Lewis

Janeen gave us updates on how the Step Club is going. All pedometers have been delivered to the students. The first pedometer count was conducted on Monday and the new system seems to be working. All the counts were in by about 4:30pm. A few minor issues with the Pedometers, the unit is heavier than last year, therefore the Velcro is not sticking as well. Also a few bungees have broken.

Janeen is still brainstorming a reward system.

### PTA Membership – Jeannine Wargo

The membership drive has officially taken off. About ½ of the staff/teachers have signed up, and about 220 families. Last year, we had 257 families, and we are about 60 families away from this year's goal.

### Publicity – Katy Regan

If you want to publicize your specific PTA event in the Wednesday envelopes, you will need to get your information to Katy on the Monday 2 weeks prior to the event. She will help you design the flyer, and send them to the Executive Board for approval.

The Chair will then need to get them into the Wednesday envelope. Katy has posted guidelines on how many copies and to who in the Library work room. Please use this guide to assist you.

Remember, Monday Nights are your deadlines.

Popcorn Renee Peterson

Popcorn started on Wednesday.

The calendar for the Popcorn days will be re-worked to try and include both AM and PM Kindergarten classes. More details to follow.

Reflections Laura Bryant and Janelle Mock

The PTA Reflections / Creations Program is a National Program designed to get children interested in the Arts. The Reflections program will run ½ the 1<sup>st</sup> part of the year and wrap up by December 1<sup>st</sup>. The Creations program will run in the second part of the school year.

Kids are encouraged to participate in a series of “workshops” designed to expose them to the Arts in 8 categories. Hopefully through this “art club”, children will become motivated to express themselves through the various categories and enter the contest.

Last year there were 8 students who participated. It should be noted that winners participate at the local level all the way up to the National level, and all entries are recognized for their participation.

This year’s theme is “Diversity Means”.

Laura and Janelle mapped out a program and timeline and have submitted it the Presidents for review.

The initial goal is to create awareness through individual presentations in the classroom and PTA Tuesdays.

Math Night Still need a Chairperson

Math night has been changed to November – TBD.

Someone suggested changing the name to Math Game Night to get more excited about the event.

Newsletter Jessica Wyant

Submissions for articles are due by October 7<sup>th</sup>. A separate email reminder will be sent out.

Volunteers – Kristen Newman

September Volunteer Hours 430 hrs, 45 min.

Volunteer of the Month will be nominated via email. One particular volunteer really sticks out and Kristen is getting more information to submit to the board.

Box Tops Aubrey Holyfield

The Box Top store will open before school and at lunch time starting October 14<sup>th</sup>. Aubrey has 6 volunteers and is on top of the program.

Fall Fundraiser Tammy Parsons

The fall fundraising goal is \$8,000. YTD we have raised \$575. Raffle tickets will be given to all students who participated and there will be a drawing on 11/1/2011. Tammy will hang onto the raffle tickets, so the kids won't lose them. She will also send the children home with a participation ribbon and a receipt for their parents.

Ready Set Read – Holly Wickenhagen

The program is up and running. Kids are encouraged to read 20 minutes a day, at least 5 days per week. Program information and charts were handed out to the children.

Staff Appreciation - Courtney Welch

Staff Appreciation week is being held October 17<sup>th</sup>-21<sup>st</sup>.

Courtney will need help.

Vision and Hearing Screening

The program is currently underway.

### New Business

Positions still open

Math Night

Leaf your Mark

Monster Bash

Pioneer Middle School has asked if the Chloe Clark PTA would like to host a table at their event. Diane has committed to participating and will try and get volunteers.

Science Fair

Ms. Salgado is having a baby this year; therefore she will not be heading up the Science Fair. There was a discussion of wrapping up the science fair into the science club.

No Screen Week

No Screen Week is week dedicated to turning off all electronic devices. We are looking into getting a coordinator to spear head this program.

Kids Care Club with the Kiwanis

The Kiwanis sponsor a program called Kids Care Club and approached Diane about working with Chloe Clark to promote community service. Roger Westman is the contact for the Kiwanis. Diane will explore this idea more thoroughly and report back to us.

### Wednesday Envelope Cut Off Date

The Wednesday Envelope – paper edition will no longer be going home with children starting in January. This is the districts effort to “go green”. There was discussion amongst the members about the effectiveness of electronic communication and than not all parents are wired. Diane will look into this issue further and report back to the PTA.

### Important Dates

10/5/2011		Popcorn Wednesday
10/14/2011		Box Top Store
11/1/2011	6:15pm	Chloe Clark Board Meeting

Meeting Adjourned at 8:02pm.